



## Terms of Reference (TORs) - Refresher Training

Under

### **The CSO's-Building Resilience through Improved Delivery, Governance, and Empowerment Programme (The CSO's-BRIDGE Program)**

#### **Introduction:**

Thardeep Rural Development Programme (TRDP) is a not-for-profit integrated rural development programme. TRDP has worked with poor and vulnerable segments of society particularly women in the most deprived and remote areas of Sindh Province of Pakistan since 1998. TRDP is working in 14 districts of Sindh which are Tharparkar, Umerkot, Mirpurkhas, Tando Allahyar, Hyderabad, Matiari, Dadu, Jamshoro, Badin, Sanghar, Thatta, Shaheed Benazir Abad, Khairpur and Jacobabad.

Social mobilization is the foundation of the TRDP program. With the participation of community institutions, TRDP implements activities under five major themes: 1) sustainable livelihoods, enterprise development, and poverty graduation, 2) elementary education with a focus on girl's education, 3) mother and child health, 4) food security and nutrition improvement and 5) disaster preparedness, management, and water & sanitation.

#### **Project Summary and Background:**

This consultancy is solicited under an ongoing project named **Civil Society Organizations-Building Resilience through Improved Delivery, Governance and Empowerment Programme (The CSO's-BRIDGE Program)** is a 48 months program funded by the European Union (EU) and implemented in partnership with DEUTSCHE WELTHUNGERHILFE EV, Concern Worldwide, Lodhran Pilot Project (LPP), Farmers Development Organization (FDO) and Thardeep Rural Development Program (TRDP). The main purpose of the CSO BRIDGE program is to strengthen CSOs by assessing their capacity needs, followed by a customized capacity development plan, building formal linkages with line departments of the government and the private sector, training on community awareness and engagement on COVID-19 and capacity building on youth engagement, social mobilization, needs identification, prioritization, and employment promotion.

Between 2022-23, TRDP organized a series of training sessions on laws and rules (record keeping, organizational policies, bylaws, roles, and responsibilities), relevant Government Laws (basic human rights, right to information-RTI, right to services-RTS, local government, and public grievances and available redressal forums), project cycle management (PCM), project designing, implementation, and community-led monitoring, evaluation, and reporting and stakeholder engagement and advocacy skills and monitoring and feedback techniques. Expert trainers and firms (engaged at that time) developed manuals and modules for these sessions, which were attended by 20 project CSOs. In 2024, selected

CSOs were granted small funds to implement projects in their target areas in Hyderabad under the CSOs BRIDGE project. TRDP has identified a need for refresher training to reinforce the knowledge previously imparted to CSOs. These refresher sessions will serve as recall sessions to reinforce the earlier training and to support the Capacity Development Plans (CDPs) revision and updating.

The reorganization of Capacity Need Assessments (CNA) and refresher training for Civil Society Organizations (CSOs), Tehsil Action Groups (TAGs), District Development Units (DDUs), and District Coordination Support Networks (DCSNs) aims to ensure the long-term sustainability and impact of the project. Conducting updated CNAs allows the project to consistently align its interventions with the evolving needs and priorities of the communities it serves. Refresher training sessions for these groups help to reinforce and update their knowledge and skills, ensuring their continued effectiveness in their roles. This ongoing capacity building supports the maintenance and enhancement of organizational competencies, promotes the adoption of best practices, and facilitates the integration of new developments in laws, regulations, and technical skills. Ultimately, these efforts contribute to the resilience and self-sufficiency of the target groups, enabling them to sustain their initiatives and continue driving positive community development beyond the project's lifespan.

During this project, Tehsil Action Groups (TAGs), District Civil Society Network (DCSN), and District Development Unit (DDUs) were established. A joint workshop will be conducted for TAGs, DCSN, DDUs, and LAs to devise action plans for their sustainability.

#### **Objectives:**

- To update, enhance, and advance the knowledge of CSOs to the next level in critical areas such as Project Cycle Management (PCM) and communication.
- To provide next-level refresher training on programmatic and financial management skills for CSOs by assessing their current capacities.
- To develop organizational sustainability plans for CSOs to support their organizational growth and development.
- To facilitate the adoption of rights-based approaches and create detailed district-wise strategies for the sustainability of Tehsil Action Groups (TAGs) and District Civil Society Networks (DCSNs).
- To sensitize Local Authorities (LAs) on Open Government Principles, Rules of Business, Grievance Redress Mechanisms (GRM), participatory planning, and budgeting.

#### **Scope of Work:**

- **Develop next-level Refresher Training content including agenda, manuals, modules, and participant handouts for the project participants.**
- Refresher training on **Project Cycle Management (PCM)** (project designing, implementation, and community-led monitoring, evaluation, and reporting) Communication, and any other areas identify during CSOs' Training Needs Assessment (TNA) (CDP review process).

**(100 Participants X 20 CSOs X 1 Event X 3 days)**

- Refresher training on **Laws and Rules for CSOs (social welfare, society act, charity commission renewal)** and any other areas identified during CSOs' Training Needs Assessment (TNA) (CDP review process).  
**(100 Participants X 20 CSOs X 1 Event X 3 days)**
- Refresher training on **Relevant Govt. Laws (Tax laws, NOCs, etc.)** and any other areas identified during CSOs' Training Needs Assessment (TNA) (CDP review process).  
**(100 Participants X 20 CSOs X 1 Event X 3 days)**
- Refresher training for **Local Authorities in mass awareness regarding Risk communication and community engagement (RCCE) resources for Epidemic/Pandemics.** (100 Participants X 20 CSOs X 1 Event X 3 days)

#### **Expected Deliverables:**

- Review, revise, and finalize the existing Capacity Development Plans (CDPs) of CSOs with a focus on sustainability measures.
- Conduct a training needs assessment to assess the current capacity of CSOs and provide an analysis of their improvement needs.
- Produce an initial inception report and analysis of the TNA by considering the current capacities and gaps for the next level of capacity building.
- Draft manuals and modules/course outlines based on the revised CDPs of CSOs, specifically for LAs refresher training, and submit these to TRDP for review and feedback.
- Finalize the manuals and modules/course outlines after receiving approval from TRDP.
- Develop a detailed training/refresher/workshop plan, including learning objectives, session breakdown, and required resources for the target groups.
- Provide a complete set of training resources, including a trainer's guide, presentations, handouts, and exercises, to TRDP.
- Compile further reading materials, templates, and online resources for participants' ongoing use.
- Submit event-wise and a final consolidated report at the end of the training sessions.
- Produce a report summarizing pre- and post-assessment results, participant feedback, and recommendations for future capacity-building initiatives, including potential mentorship components and training databases, such as Excel sheets.
- Prepare an action plan focusing on rights-based approaches and the development of a detailed district-wise strategy for the sustainability of Tehsil Action Groups (TAGs) and District Civil Society Networks (DCSNs).

#### **Timeframe**

These training sessions will be held over two months (October-November 2024) and will be subject to change according to the program's needs.

Training Topics	Training duration (days)	Number of trainings	Number of Participants/ Session	Locations	Timing
Refresher training on Project management cycle (PCM) (project designing, implementation, and community-led monitoring, evaluation, and reporting) Communication and any other areas identified during CSOs TNA (CDP review process)	3 Days	1	Total 100 (33 to 34 in each group)	Hyderabad	09:30 am to 05:00 pm
Refresher training on Laws and Rules for CSOs (social welfare, society act, charity commission renewal) and any other areas identified during CSOs' Training Needs Assessment (TNA) (CDP review process).	3 Days	1	Total 100 (33 to 34 in each group)	Hyderabad	09:30 am to 05:00 pm
Refresher training on Relevant Govt. Laws (Tax laws, NOCs, etc.) and any other areas identified during CSOs' Training Needs Assessment (TNA) (CDP review process).	3 Days	1	Total 100 (33 to 34 in each group)	Hyderabad	09:30 am to 05:00 pm
• Refresher training for Local Authorities in mass awareness regarding Risk communication and community engagement (RCCE) resources for Epidemic/Pandemics.	3 days	1	(100 Participants X 20 CSOs X 1 Event X 5 days)	Hyderabad	09:30 am to 05:00 pm

#### Consultant (Individual/Firm) Specifications:

- Firms/consultants with qualifications in rural development/ social sciences (master's degree) or other relevant subjects, having experience in training with a focus on bylaws, advocacy, PCM and government laws, etc, and other associated topics especially in the context of Governance and Resilience
- Firms/consultants with a specialized team who have extensive demonstrated experience of at least 3 years in providing training in the above-mentioned topics preferably with INGOs.
- Experience working with civil society organizations
- The firm/Consultant should be capable of managing a team of expert trainers as parallel training may require to start in Hyderabad district to make sure pace and target achievement same as per plan.
- Female trainers in the team are desirable as per the needs of the program

- Flexible characteristics and attitudes for situational adjustments and modification during implementation will be added value.
- Knowledge of the local languages and culture in the project districts will be necessary and the training will be conducted in local language.
- Ensure the safeguarding of the people engaged from the community during this assignment the Thardeep Rural Development Program and Associated Policies

### **Lines of Communication**

The consultant will report to the Thardeep Rural Development Program Manager of BRIDGE project.

### **Application Process:**

Interested consultants should send the following documents in a sealed envelope, clearly marked “**Consultancy for Refresher Trainings under BRIDGE**” and it should reach the before or up to **October 30, 2024**.

### **Procurement Committee**

**TRDP regional office**

**House # 102, Tando Jahania, Cantt: Hyderabad**

The following documents are to be submitted:

1. Detailed Technical Proposal. (Annex-A)
2. CV(s) of staff who will be engaged for this assignment reflecting at least the academic qualification, previous relevant experience, contact number, current location, etc.
3. Documented evidence. (Maximum two previous related documents/sample);

The required documents should be submitted through courier/post or in person and reach the specified location within the specified deadline and in the appropriate format. **The cost proposal/budget is not required at this stage.**

For any questions and queries, the applicant can email on [procurement@thardeep.org](mailto:procurement@thardeep.org) by **15:00 hrs. Oct 25, 2024**. TRDP will respond to the queries within two (02) working days.

TRDP will review the submitted documents, and only shortlisted consultants will be called for a presentation/meeting (where required) to clarify the requirements and Scope of Work. After the presentation/meetings, TRDP will finalize the list of shortlisted consultants, and the **financial proposal/ budget** (Annex-B) will only be requested from the shortlisted consultant(s).

### **Note:**

- Please make sure that you have submitted a self-declaration (attachment available) of previous criminal convictions along with a technical proposal as part of the application process.

- The selected Firm or individual consultant has to accommodate the changes incurred in the TOR in terms of scope and scale of activities.

**The advertisement of these ToRs and submission of technical proposal against the advertisement does not constitute any commitment from Organization. The Procurement committee reserves the right to change the outputs/quantities or cancel/reject any or all offers without assigning any reason.**