



Terms of Reference (TOR) For Individual Consultant for three days training of Common Interest Groups (CIGs)

Introduction:

Centre of Excellence for Rural Development (CERD) is a non-profit Organization registered with Securities and Exchange Commission of Pakistan (SECP) under section 42 of the companies' ordinance 1984. CERD is also Pakistan Centre of Philanthropy (PCP) certified CSO.

CERD has successfully managed to deliver services in the sectors of Human Rights and Protection, Rule of Law and Governance, Health & Nutrition, Education, WASH, Livelihood and Food Security. Currently CERD is managing 9 Regional offices with qualified and experienced staff across Khyber Pakhtunkhwa. The entire project interventions are implemented in close coordination with the government of Khyber Pakhtunkhwa at provincial and district level.

CERD has extensive experience of working in 24 districts of Khyber Pakhtunkhwa including Hangu, Bannu, Lower Dir, Upper Dir, Swat, Shangla, Buner, Malakand, Swabi, Mardan, Charsadda, Nowshera, Peshawar, Kohat, D.I Khan, Karak, Laki Marwat and newly emerged tribal district of Khyber, Mohmand, Kurram, North & South Waziristan, Orakzai and Bajaur.

Description:

CERD is implementing a three years programme titled as “Programme for Poverty Reduction (PPR)” in partnership with Pakistan Poverty Alleviation Fund (PPAF) in Union Council Koto District Dir (Lower) since April 2015. This programme is financed by Government of Italy through Director General for Development & Cooperation (DGDC) and supervised by the World Bank. The goal of the programme is poverty reduction through creation of sustainable social and economic development conditions, including increase in income and production capacity. The programme components are Social Mobilization or Institutional Development (ID), construction of small scale Community physical Infrastructure, Livelihood enhancement & Protection (LEP), Education, Health & Nutrition.



Under livelihood enhancement & protection component where qualified and Professional training consultants are required as per details given below.

Objective of the training:

To develop and improve Common Interest Groups capacity and business skills by providing a methodology and framework for improved profitability of the CIGs through strengthened links with markets and through preparation, implementation and follow up of business plans for the selected enterprises.

CERD has established three CIGs including two on Livestock, one on Olive and one on poultry.

Details of the training are given in below table.

S.#	Name of Training	Duration in days	Component	Trainees		
				Male	Female	Total
1.	Training for Common Interest Groups (CIGs) three groups including Livestock, Olive and Poultry	3	Livelihood	20	0	20

Scope of Work:

The scope of work includes;

- Producing training schedule / agenda, conducting training on the basis of module.
- Pre & Post training evaluation of the trainees
- Imparting training session as per agreed schedule
- To make the trainees able to deliver this training further
- To develop work plan for the delivery of training sessions at community level
- Submission of Training completion report in hard and soft forms

Eligibility of a Consultant:

- Must have Master Degree in relevant subject or certified in relevant field.
- Must have 10 years of experience in conducting trainings.
- Must have 4 years of specific experience in imparting trainings in mentioned themes.
- Excellent report, presentation and communication skills
- Excellent report writing skills in English and Urdu and able to conduct and analyze pre and post training evaluation.
- Fluency in Pashto speaking will be preferred.

How to apply?

Interested candidates are requested to apply through the following procedure;



1. Covering letter referencing to the source of advertisement and showing suitability for the mentioned training.
2. Concept note along with financial proposal duly signed
3. Day-wise schedule of trainings with key training contents and methodology.
4. Updated Profile/CV of the trainer/Co-trainer.

Contract Duration:

Training will be required to complete in all respect till September, 5, 2018. The training will be required to complete within the stipulated time frame/schedule agreed by both the parties. Expected dates of training will be communicated later by CERD to the selected candidate.

Deliverables:

- Producing training schedule / agenda, conducting training on the basis of module.
- Pre-Training & Post training evaluation reports.
- Provision of Handouts/Training contents for participants.
- Day-wise schedule of trainings with contents and methodology.
- Conducting training sessions.
- Submission of Training completion report with good quality pictures both in hard and soft form.

Budget and Payment Schedule:

All the above mentioned trainings are planned at district/field level. The selected consultants have to arrange their travelling, lodging and boarding at their own.

- 50% agreed amount will be paid after completion of training events in the field.
- 50% agreed amount will be paid after successful submission of Training completion report.

All the taxes will be applicable as per government rules.

Selection Criteria for consultant:

Selection of consultant will be finalized after scrutiny on the basis of following criteria;

1. Educational Qualification
2. Total Working Experience
3. Experience in conducting training sessions
4. Experience in relevant subject
5. Report Writing and Presentation Skills

The shortlisted candidates will be called for interviews for final selection.



Interested individual consultants must send the above mentioned documents on rozee.cerd@gmail.com on or before August, 20, 2018 by COB 17:00 HRS. CERD is an equal opportunity employer and female are encouraged to apply. CERD has the right to accept/reject or cancel the training without assigning any reason. Preference will be given to local qualified candidates.