

## Khwendo Kor (KK) Consultancy TORs

### Introduction and Background

Khwendo Kor is a non-government and not for profit organization working in Pakistan for empowering women and communities through its integrated development programs and is registered under society act 1860.

### Purpose of the Consultancy

This consultancy is meant to contribute and help Khwendo Kor in the following integral aspect of its institutional development and strengthening which includes but not limited the following:

1. Networking, advocacy and relationship building with funders to extend the education project for the year 2023 and onwards.
2. To ensure that SAFRON has issued Allowed to work status (ATW) to KK for implementation of education and any other relevant projects.
3. To ensure that home department issued NoC to KK for implementation of its projects in KP and merged districts.
4. Security clearance of KK and relationship building with various stake holders, agencies and relevant government departments and miniseries, e.g., intelligence agencies, EAD, CCAR, CAR-KP, societies registration office, PDMA and home department KP.

### Scope of the consultancy and tasks

The proposed constancy is expected to accomplish below outputs within the defined time frame of December 2022 to March 31, 2023.

S.#	Out Puts	Fee in PKR to be quoted by applicant	Deadline
1	<p><b>KK's education project at Refugee village in KP is extended for the year 2023.</b></p> <p>1.1. Support project team in documenting the impact and critical analysis of the progress during the year 2022 e.g., presentation, case studies etc.</p> <p>1.2. Negotiation with donor and advocate the progress of KK so far</p>		1 <sup>st</sup> week of January 2023.

	<p>along with proposed innovation in the coming year.</p> <p>1.3. Relationship building meetings and coordination with donor and justify that KK is a relevant organization to continue partnership with.</p>		
2	<p>SAFRON has issued ATW for the implementation of 02 KK projects at Refugee villages in KP.</p> <p>2.1. Timely submission of application to CCAR for ATW on the prescribed format.</p> <p>2.2. Submission of 02 refugee projects as additional projects to EAD for inclusion in the existing MoU with KK.</p> <p>2.3. Provision of required documents to agencies in relation to the submitted project to EAD and CCAR.</p> <p>2.4. Regular follow-up with EAD, CCAR and SAFRON for grant of ATW and inclusion of the project in the existing MoU with EAD.</p> <p>2.5. Ensured that stake holders submitted security clearance reports for the projects to the relevant government departments.</p> <p>2.6. Meetings with SAFRON, intelligence agencies, CCAR, EAD for building positive image of KK and its work.</p>		End of February 2022
3	<p><b>Home department issued NOC to one of KK project at Waziristan.</b></p> <p>3.1. Submission of application for NOC to home department for 02 project along with the required documents.</p>		End of January 2023.

	<p>3.2. Timely provision of the required documents to agencies for security clearance of the submitted projects in coordination with KK.</p> <p>3.3. Ensured that stake holders submitted projects security clearance report to home department KP for project NoC.</p> <p>3.4. Meeting with Home department and other stake holders to build positive image of KK.</p>		
4	<p><b>Annual renewal of KK registration with society office KP.</b></p> <p>4.1. Timely submission of renewal application along with the required documents to society registration office KP.</p> <p>4.2. Follow-up Meeting with Society office and other relevant departments to ensure timely renewal of the KK registration.</p> <p>4.3. Furnish all the relevant information as required by the society office.</p>		End of March 2023.
5	<p><b>Local NOC issued by Commissionerate Afghan refugees for implementation of project at RV.</b></p> <p>5.1. Timely submission of application along with the required documents to CAR KP for issuing of local NOC for 02 projects.</p> <p>5.2. Ensured positive reporting on project is submitted to government by agencies for grant of NoC.</p> <p>5.3. Follow-up meetings and furnish the required information to CAR.</p>		End of February 2023.

**Counterpart for the consultancy in KK:**

Director Operations Khwendo Kor.

**Duration of the Consultancy:** 03 Months (December 2022 to March 2023)

**Terms and conditions:**

- a) The consultant will closely coordinate with KK management and relevant staff during the consultancy period.
- b) KK will pay the amount for each agreed output on its successful completion through cross cheque in the name of consultant exclusive of all taxes.
- c) 50% consultancy amount will be paid in advance on signing of contract with the selected consultant to cater the logistic and other day to day expenses for undertaking the consultancy.
- d) The advance payment will be adjusted against the agreed output amount.
- e) The consultant will not use KK name and any legal document without prior permission of the organization/Director Operations.
- f) The consultant will keep informed KK management about the process undertaken for achieving the agreed-out puts.
- g) The potential consultant will be given consultancy contract on the basis of agreed consultancy amount and other financial modalities.

**Required Experience and expertise:**

Ideally, consultant will have at least 10 years of successful experience and on the job handling of the consultancy tasks. The consultant should have a strong background in, and understanding of social and NGO work. Previous experience of undertaking the similar assignment will be the added value for selection of the consultant. KK will prefer to engage registered companies having team of qualified and professional individual with diverse back ground. Following are the required skills and competence for potential consultants.

- Track record of leading and experience of undertaking the relevant assignment.
- The consultant shall have at least master degree and exceptional oral and written communication skills.
- Knowledge and experience of social and community development.

**Application submission process**

Interested company/firms/individuals qualifying the above criteria are welcomed to submit their technical and financial proposal along with the profiles of their companies and resumes of consultancy team to Khwendo Kor, Faisal town, opposite police colony Nasir Bagh road Peshawar or send via e-mail to [khalidus2001@gmail.com](mailto:khalidus2001@gmail.com) within **05 days** of circulating these TORs.

**Khwendo Kor**