

Short Term Training Assignment (STTA) Terms of Reference (ToRs)

1. INTRODUCTION AND BACKGROUND

Khwendo Kor (KK) is a women led women organization striving for women empowerment in Pakistan since 1993 and is registered under the Societies Registration Act 1860. Since inception, girls education, Civil Rights, Women Economic Empowerment, Women Political Participation and addressing GBV issues remained the main focus/programs of the organization.

Currently, KK has been awarded a consulting service contract to prevent and address Gender-Based Violence (GBV), Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH) under the Khyber Pakhtunkhwa Rural Accessibility Project (KP-RAP) by the Project Implementation Unit (PIU) of the Communication and Works Department (C&W) of the Government of Khyber Pakhtunkhwa. KK will execute the consultancy through various components and activities for 2 years (2024-2025) which will include the establishment of effective referral pathways and frameworks that will engage stakeholders and build their capacities on GBV, SEA and SH through trainings, sessions and their knowledge has to be enhanced and will ensure to prevent GBV and SEA/SH in the 23 districts of KP. Under the GBV consultancy awarded to KK the elementary and secondary education department including teachers, PTCs, communities, Drivers, chaperone will be engaged and enabled to prevent GBV, SEA and SH in the 9 target districts of KP. The Grievance Redressal Committees (GRC) in 23 districts of KP will ensure that the Risk of GBV, SEA and SH are minimized and addressed.

2. PURPOSE OF THE SHORT-TERM TRAINING ASSIGNMENT.

For the successful operationalization and implementation of the consultancy awarded to KK by PIU GoKP, KK is seeking to hire the services of a potential consulting firm/organization having its legal status in Pakistan under any relevant prevalent government law. The potential consulting concern having its expertise in providing training on GBV prevention and response, including SEA, SH, and Violence against Children (VAC), to help manage GBV risks in the 23 selected districts of the KP-RAP project sites. The selected short-term consultant should have extensive experience in raising awareness about GBV, conducting training sessions, and engaging with various stakeholders including community to address GBV issues effectively. They should be able to develop training plans, modules, and materials, and ensure the delivery of trainings/sessions, and reporting under the Short-Term Training Assignment (STTA.) and will ensure to undertake the assignment within the agreed time frame and budget. The selected short term training consultant will be responsible for producing training manuals, reports, and to deliver the training sessions as agreed under the ambit of consultancy deliverables.

3. SCOPE OF WORK

3.1. KK is seeking the services of firms/organizations to undertake 2 components of the consultancy which includes:

3.1.1. **Component-1: Orientation sessions:** The selected short term consultant will provide 45 one day orientation session on GBV, Code of Conduct (CoC) and TORs to 1200 drivers, 50 contractor staff and 190 government officials including SDEOs, ASDEOs, DEOs and GM focal person in 23 districts of KP.

3.1.2. **Component-2: Sessions on GBV, SEA and SH:** The short-term consultant will provide 30 one day session of GBV, SEA and SH to 23 GM focal persons, 800 PTC members and 9 DMOs in the target districts.

The above services aimed to mitigate and prevent SEA/SH risks related to project components, tailored to the local context, including support in developing and implementing necessary protocols and mechanisms. Additionally, to provide guidelines for expected behaviors of contractors and service providers across project components and proposed recommendations for the GBV Action Plan to address GBV risks within the Project.

The objective of the said Short Term Training Assignment (STTA) is to address GBV at all levels, improve support for survivors, enhance case management, and prevent future incidents. The selected consultant will develop methodologies, materials including module and timelines for all the proposed activities, which will be approved by Khwendo Kor. The selected short term consultant will be responsible for the execution and management of the approved training plan and budget of the assignment. Khwendo Kor and the KP-RAP team will monitor all the activities carrying out by the short-term consulting firm/organization.

3.2. Role of the short-term consulting firm/organization:

- 3.2.1. Develop session plans and submit to KK for approval.
- 3.2.2. Design the training/session module and materials that are in line with cultural norms and local customs.
- 3.2.3. Submit training materials for approval to KK.
- 3.2.4. conduct pretesting workshops, and proceed with training/sessions after completing Tasks 1 and 2.
- 3.2.5. Deliver training sessions that will adhere to human rights principles, contain non-harmful content, and include GBV mitigation strategies tailored to project-specific risks.
- 3.2.6. Implement specific awareness-raising and training activities outlined in the two components.
- 3.2.7. Ensure stakeholders are well-informed about GBV protocols, Codes of Conduct (COC), SEA/SH guidelines, and referral pathways for managing GBV cases.
- 3.2.8. Document the training/session reports and submit to KK for approval.

Provide financial report after completion of each training session as described in the financial contract signed with KK along with all the supporting documents.

3.3. Geographical spread/coverage of the STTA:

This STTA will cover 23 districts in Khyber Pakhtunkhwa (KP). The short-term consulting firm will conduct trainings/sessions for targeted groups as per the scope determined by Khwendo Kor under the KP RAP consultancy and agreed with the short-term consultant in the inception planning meeting. The training sessions will involve extensive interaction with KK, representatives from PIU-KP RAP Project, Elementary and Secondary Education Department (E&SED), Directorates of E&SE, DPD, DTCE, P&DD, school teachers, PTCs, individuals, transporters, and GRCs focal persons at district levels.

4. TRAINING DELIVERABLES:

The Short-Term consultant is expected to deliver the following within the time line mentioned.

S.#	Description of deliverables	Time frame
1	Inception plan for both the assigned as agreed in the consultancy agreement.	Within one week of signing of the contract.
2	<p>Deliver 45 orientation session @ one day each session on GBV, Code of Conduct (CoC) and TORs to 1200 drivers, 50 contractor staff and 190 government officials including SDEOs, ASDEOs, DEOs and GM focal person in 9 districts of KP.</p> <ul style="list-style-type: none"> • Session plan developed and submitted to KK for approval. • Session module which includes methodologies developed and submitted to KK for approval. • Delivery of one day sessions in all the target districts to the official described above. • Documentation and reporting both Narrative and financial. 	November-December 2024
2	<p>Deliver 30 sessions @ one day each session on GBV, SEA and SH to 23 GM focal persons, 800 PTC members and 9 DMOs in the 23 districts of KP.</p> <ul style="list-style-type: none"> • Session plan developed and submitted to KK for approval. • Session material and module developed and submitted to KK for approval. • Delivery of sessions in the target districts to the target beneficiaries/stake holders • Submission of each session report and documentation both narrative and financial with relevant supporting document within one week of the session relieved. 	January 2025
4	<p>Reporting and documentation</p> <ul style="list-style-type: none"> • Final Narrative and Financial report along with all the required supporting documents 	1 st week of March 2025.

5. TASK DURATION AND TIMELINE:

The STTA work is scheduled to begin immediately after signing the consultancy contract. The assignment will last for 3-4 months per year (2024-2025), including the development of a training plan, training implementation, and submission of the final report to Khwendo Kor. The final report, along with all annexures, pictures, and informed consent (if individual pictures are included), should be submitted at the end of the task. The draft final report will be deemed "Final" only after approval from the Project Manager.

6. BUDEGET AND MODE OF PAYMENTS

The total budget of this Short-Term Training Assignment includes PKR 8,967,500 which will be paid upon successful deliverables and satisfaction of the Khwendo Kor under the guidelines from KP-RAP. The payment schedule is based on output based as below:

S.#	Deliverables	Means of Verification	Payment schedule and deadline
1	Development of both component modules, session plan and material duly approved by KK	1. 2 training Modules. 2. 75 Session plan 3. Session materials	30% (within 1 month of signing the STTA contract.)
2	Delivery of 45 orientation sessions under component-1, development and submission of reports and its approval by KK.	1. Attendance sheets. 2. Picture 3. 45 session reports 4. Supporting documents of expenditures 5. Financial report along with all expenditure supporting documents	30% (1 st week of January 2025)
3	Delivery of 30 Sessions on GBV, SEA and SH under component-2, development and submission of reports and its approval by KK.	1. Participants invitation letters. 2. Attendance Sheet 3. Pictures 4. Minutes if relevant 5. 30 session report. 6. Financial report along with all supporting	30% (first week of March 2025)

		documents of expenditure.	
4	Final Narrative and Financial report	1. Narrative and Financial report. 2. Case studies	10% (1 st week of April 2025)

The calculation of budget in the financial proposal shall cover the cost associated to training venue, participants logistics, TA, refreshment, trainer fee and any other associated cost. Procurement of current and fixed assets as well as subletting to any other company is not permitted under this Short-Term Training Assignment (STTA).

7. ELEGIBILITY CRITERIA FOR THE SELECTION OF SHORT-TERM CONSULTING FIRM/ORGANISATION:

The firm/organization fulfill the following criteria may apply for this consultancy:

- 7.1. Registered under any relevant government Law as a firm or organization in Pakistan.
- 7.2. Having more than 5 years of experience of undertaking similar assignment.
- 7.3. Knowledge on GBV, SEA and SH.
- 7.4. Experience of implementing GBV, SEA and SH project in past
- 7.5. Work experience with world bank, Government of Pakistan and familiar to the reporting requirements of world bank and GoP, provision of at least 3 reference letters from GoP and any other donor/organization with whom the firm/organization worked.
- 7.6. Having technical human resource Base (Trainers) as part of the applicant firm/organization team who have sufficient experience of training delivery particularly on GBV and to the government officials.
- 7.7. Having good working relationship with donors and GoP in the implementation of similar assignments.

8. THE TECHNICAL AND FINANCIAL PROPOSAL:

The technical and financial proposal shall cover the following:

- 8.1. The profile of the applicant firm/organization which shall cover the proof of required expertise mentioned above under section 8 of this TORs e.g., CV of training team, list of similar trainings facilitated, report of previous similar training).
- 8.2. Training module which includes contents of the training and methodology of the training.
- 8.3. Session plans/schedule for both component of the consultancy which shall cover contents, time frame etc.
- 8.4. The financial proposal shall cover all the cost associated with the consultancy on standard budget format with notes of accounts to justify the associated cost.

9. INDEMNITY:

This TORs are meant for hiring the services of potential firm/organization and cannot be used for any legal proceedings. Khwendo Kor has the right to withdraw these TORs without assigning any reason upon the circumstance and if the organized deemed necessary to do so.

10. APPLICATION PROCESS:

Interested consulting firm and organizations having required experience and expertise may apply with confidence and submit their applications along with technical and financial proposals to the undersigned within 7 working days of this advertisement through e-mail hrpesh.k@gmail.com as well as by courier/post to the address mentioned below:

Office Address: Khwendo Kor, Faisal Town, Opposite Police Colony, Nasir Bagh Road, Peshawar, Khyber Pakhtunkhwa, Pakistan.

Phone: 091-5710351/2

Director Operation

Khwendo Kor.