

2 Days Provincial Consultative Workshop Assignment (TA) Terms of Reference (ToRs)

1. INTRODUCTION AND BACKGROUND

Khwendo Kor (KK) is a woman 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 provincial trainings and consultative workshops. The Grievance Redressal Committees (GRC) are formed in 23 districts of KP will ensure that the Risk of GBV, SEA and SH are minimized and addressed.

2. PURPOSE OF THE -TERM TRAINING ASSIGNMENT.

The key purpose of the assignment is to build the capacity of relevant stakeholders to understand the GBV, SEA and SH reporting mechanism and play important role to enhance the existing reporting mechanisms notified by Communication and Works Department Project Implementation Unit (PIU), GoKP. The engagement of key stakeholders should provide the recommendations to sustain the referral services under defined GBV case management protocols. All the targeted groups should be aware of the concerned protocols.

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 trainings and strengthening the referral pathways for GBV, 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 government officials to address GBV issues effectively. They should be able to develop training modules, and materials, and ensure the delivery to generate the action plans as result of workshop that lead towards the sustainability of project. The consult must be able to undertake the assignment within the agreed period 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 looking for the services of organization and Individuals to conduct 2 days provincial training under KK supporting Prevention and Response of GBV, SEA and SH risk Mitigations and Measures under the Khyber Pakhtunkhwa Rural Accessibility Program. This consultancy will involve:

- 3.1.1. Development of training content based on the provided theme including the sensitizing selected groups on GBV, SEA and SH, GBV action plans for referral pathways and reporting mechanism at district and provincial levels.
- 3.1.2. Prepare a training report with action plans and recommendations for sustainability of referral pathways.

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. The objective of this consultancy 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 for the entire proposed consultative workshop that is planned on last week of July 2025. The selected short-term consultant will be responsible for the execution and management of the approved workshop plan under agreed budget for the assignment.

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

- 3.2.1. Develop workshop module and PPT submit to KK for approval.
- 3.2.2. Submit training materials for approval to KK.
- 3.2.3. Conduct pretesting workshops, and proceed with agreed training agenda.
- 3.2.4. Adhere to human rights principles, contain non-harmful content, and include GBV mitigation strategies tailored to project-specific risks.
- 3.2.5. Ensure stakeholders are well-informed about GBV protocols, Codes of Conduct (COC), SEA/SH guidelines, and referral pathways for managing GBV cases.
- 3.2.6. Submit workshop report and action plans to KK for approval.

3.3. Geographical Location:

Islamabad, Highland Country Club and Resort.

3.4. Task Duration and Workshop Dates:

15th – 31st July is the overall duration, however the consultative workshop is planned on 25th and 26th of July 2025.

3.5. Key Participants:

The Key stakeholders will involve extensive interaction with KK, representatives from the following departments.

#	Department	Person Nomination
1	Communication and Works Department-KP	4
2	Planning & Development Department-KP	4
3	Elementary & Secondary Education Department Khyber Pakhtunkhwa (E&ESD-KP)	4
4	DTCE	4
5	Directorate of Professional Development (DPD) -KP	4
6	Ombudsperson Secretariat	2
7	Khyber Pakhtunkhwa Commission on the status of Women (KPCSW)	2
8	Child Protection and Welfare Commission-KP	2
9	Directorate General Human Rights and Law Com	2
10	Police department-KP	4
11	Directorate of Social Welfare Peshawar - KP	4
12	Khyber Pakhtunkhwa Rural Accessibility Project - PIU	12
13	Khwendo Kor	12
14	DEOs, DDEOs and District Focal Persons of Nine Districts	30
	Grand Total # of Participants	90

4. BUDEGET AND MODE OF PAYMENTS

The total budget of this consultancy is PKR. 400,000/- which will be paid upon successful deliverables and satisfaction of the Khwendo Kor under the guidelines from KP-RAP.

5. ELEGIBILITY CRITERIA FOR THE SELECTION OF TRAINING CONSULTING ORGANISATION/INDIVIDUAL:

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

- 5.1. Registered under any relevant government Law as organization in Pakistan, and or working in the reputable organization.
- 5.2. Having more than 5 years of experience of undertaking similar assignment.
- 5.3. Have technical knowledge on gender based Violence, sexual exploitation and abuse, and sexual harassment case management and referral pathways.
- 5.4. Work experience related to training delivery particularly on GBV and to the government officials, national and international CSOs, donor agencies and provincial departments in KP.
- 5.5. Provision of at least 3 reference letters from GoP and any other donor/organization with whom they have completed the similar thematic assignments.
- 5.6. Have proper bank account for payment against the completed deliverable.

6. THE TECHNICAL AND FINANCIAL PROPOSAL:

The technical and financial proposal shall cover the following:

- 6.1. The profile of the applicant firm/organization which shall cover the proof of required expertise mentioned above under section 5.5 of this TORs e.g., CV , list of similar trainings facilitated, report of previous similar training).
- 6.2. Training module, which includes contents of the training and methodology of the training.

7. 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.

8. APPLICATION PROCESS:

Interested consulting organizations/ Individual having required experience and expertise may apply with confidence and submit their applications along with module until 14 July 2025 through e-mail placementjobskk@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

Khwendo Kor- KP-RAP Project				
Pronvincial Consultation Workshop				
Tentative 25 and 26 July 2025 at Islamabad				
#	Agenda Item	Time	Duration	Responsibility
1	Registration	9:00 a.m	30 Minutes	Volunteer
2	Welome	9:30 a.m - 9:35 a.m	5 Minutes	Project Director, PIU- KPRAP
3	Introduction to KP-RAP, World Bank Good Practising Note and Protocols	9:35 a.m - 9:55 a.m	20 Minutes	Mr. Noor Alam Khan, Sr. Education Specialist Ms. Zuhra Luqman Gender Specialist , KPRAP
4	Khwendo Kor Progress as GBV Firm	9:55 a.m - 10:05 a.m	10 Minutes	KK DO/PM
5	Session One: Introduction of GBV,SEA and SH	10:00 a.m - 11:30 a.m	30 Min	KK Facilitator
6	Session Two: GBV Case Management Manual and Protocols			
7	Pre Test & Tea Break	11:30 a.m - 12:00 a.m	30 Minutes	GBV Expert
8	Group Work on GRCs effective working and recommendation on action plan	12:00 p.m - 12:30 p.m	30 Minutes	KK Facilitator
9	Lunch and Namaz Break	1:00 p.m - 2:30 p.m	1.5 Hours	KK Admin
10	Presentations and Discussion	2:30 p.m - 3:00 p.m	30 Minutes	KK Facilitator
11	Post team and feedback	3:00 p.m - 3:10 p.m	10 Minutes	KK Facilitator
12	Conlcuding remarks	3:10 p.m - 3:30 p.m	20 Minutes	KP-RAP PD, Special Secretary ESED
13	Evening Tea and Departure	3:30 p.m - 4:00 p.m	30 Minutes	KK Admin