

### **Request- Expression of Interest**

#### **Hold 2 one day gender sensitive budget preparation sessions with local government authorities**

#### **Introduction & Back ground of Organization:**

NIDA-Pakistan is implementing “Promoting Opportunities for Women Empowerment & Rights – POWER in district Shangla, a four years project since 2016. The goal of women economic empowerment would be achieved through interventions in promotion of climate resilient sustainable agriculture, reducing and redistributing women’s unpaid care work and developing awareness and advocacy on violence against women and human rights issues in district Shangla.

POWER activities include linkages development at local and district level and capacity enhancement of women farmers through provision of various soft and hard inputs. Local government institutions especially the VCs/NCs have very vital role in reduction of VAW and recognition and redistribution of unpaid care work (UCW) of women at very grass root level decision making.

NIDA plans to conduct two one day orientation and sensitization sessions on “Gender Sensitive Budget Preparation” with local government institutions i.e. village and neighborhood councils in the project areas of POWER project.

#### **Objectives:**

The will be carried out;

- To build the capacity of village council members in gender sensitive budget preparation.
- To sensitize local government representatives regarding significance and processes involved in gender sensitive budgeting.
- To ensure women issues especially, economic empowerment, violence against women and unpaid care work are considered while budget preparation.
- To enhance women participation in planning and budgeting at village/ neighborhood councils level.

#### **Description & Justification of Activity**

##### **Scope & Duration of Activity**

During 2018, NIDA- Pakistan intends to engage “expert resource persons” to conduct gender sensitive budget preparation sessions at two UCs of district Shangla KP. The trainings will be

carried out in two groups with the strength of 25 participants per group per session. Targeted beneficiaries of these sessions will be rural women and members of local government from project areas of NIDA- Pakistan. The scope of work also includes the submission of concept note with clear methodology of session, agenda/contents, session soft/hard material for participants in local language to replicate at field level.

This activity will take 3 days of consultant to complete the assignment (days may be spread over a week time i.e. October/November 2018).

- Preparation & Submission of training materials/Manual/Handouts (By Consultant) = 1 days
- Conducting Sessions (by Consultant) = 2 days (1 days X 2 UCs)

This training would be conducted in 2 UCs of district Shangla in with groups of 25 participants each UC totaling 50.

#### **Expected Output/Results**

- 50 local government representatives are oriented and sensitized on “Gender Sensitive Budgeting”
- Manual/reference material on gender sensitive budgeting.

#### **Technical & Financial Proposal**

- The trainer/firm shall include all rates as per training, per day including government taxes.
- The trainer/firm will be responsible for preparation of training contents, presentations, material in local (Urdu) language.
- The trainer/ firm will be responsible for preparation of training completion reports in soft & hard form. And shall all the reports in hard form.
- The trainer/ firm will share methodologies and processes of trainings in their technical proposal/offer.
- The trainer/firm will be responsible for using their own IT related equipment for preparation of module, pre & post- test, report and presentations.
- The trainer/ firm will be responsible for delivering sessions in Urdu & Pashto languages.

- The trainer/ firm will be responsible for providing of contents along with their technical proposal. In case of winning contract the contents will be consulted for change if required.
- Organization will be responsible for travelling of trainers from Besham to training venue.
- All other expenses will be bear by selected vendor.

### Qualification for Consultant/Firm

Trainer/ Consultancy firm should meet the following requirements and qualifications:

- Having working experience in INGOs/NGOs under projects related to women economic empowerment & rights.
- Having experience in delivering of trainings related to women empowerment & rights and local government.
- Having qualification relevant to field preferably master degree holder in fashion and design, organic crafts, anthropology and Sociology.
- Having experience as trainer/training firm with INGOs/NGOs.
- Functional Bank Account on the name of business/firm/individual.
- Prefer will be given individuals having NTN but mandatory in case of firm/business.

### Deliverables

S. No	Description	Schedule
1	Training proposal with cost and detailed CV	<b>With application</b>
2	Training design, key contents, handouts/manual, training schedule	<b>At the time of contract</b>
3	Brief training reports of each training workshop with participants lists and photographs including pre and post training assessments	<b>After completion of each training</b>
4	Consolidated Training Completion Report	<b>After completion</b>

### **Payment Schedule**

Payment will be made in lump sum after successful accomplishment and submission of required deliverables and report. All payments will be made through cross cheque after deduction of government taxes. In case of tax exemption, the tax exempted certificate will be provided by selected vendor/trainer/firm.

### **Application & Selection Mode**

The trainer/firm/consultant shall send technical and financial proposal in hard/ Soft copy along with required documents to NIDA-Pakistan Offices address mentioned below or email at [fo.power@outlook.com](mailto:fo.power@outlook.com) . The documents can be sent either to Peshawar or Besham office, it is not necessary to send documents on both locations. For further clarification and question please feel free to call on 0996-400327 & 091-5844577.0340-5057158

Selection of trainer/firm will be on the basis of experience, reasonable financial quotes, quality of work done, availability on short notice period and understanding with relevant subject.

### **Procurement Committee**

**Head Office NIDA-Pakistan**

**Township Besham District Shangla Post Code 20500, Khyber Pukhtunkhawa (KP) Pakistan**

**Ph. # 0996-400327 /0996-400327-400327/0340-5057158**

**OR**

**Provincial Office of NIDA-Pakistan**

**House No. 458, Opposite Luxury Palace Guest House, Usman Lane Old Bara Road University  
Town Peshawar Khyber Pukhtunkhawa (KP)**

**Ph. # 091-5844577**

**Note:** NIDA-Pakistan reserve the right to accept or reject any proposal without assigning any reason.

Clearly mark the title of assignment on envelop.

**Note: - Closing date for submission of sealed quotations through registered courier OR post is 17<sup>th</sup> October 2018. Since it is an urgent assignment, early decision can be made if a suitable candidate is available before closing date.**

### Expression of Interest Form

ESSENTIAL INFORMATION OF ORGANIZATION	
Name of Consultant/Organization/media firm/group with Acronym/Abbreviation (if any):	
Complete Mailing Address:	
Name & Designation of Contact Person:	
Contact Details	Telephone # <span style="float: right;">Fax # :</span>
	Email address:
	Web site:
Name of the Head (if different from contact person)	
Date and Year of Establishment	
Registration Status	Date of Registration:
	Registration #:
	Registration Authority:
Performance experience related to EOI thematic areas	
Proposed methodology	
Proposed Cost	Please give itemized cost/per day rate for your proposal i.e. 1. rate per day 2. cost of Travelling & Accommodation
Three References	