

## **Request- Expression of Interest**

### **03 Days TOT on Women Leadership**

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

NIDA-Pakistan is non-Profitable, non-Governmental, non-Political and non-Religion organization is committed to help the underprivileged population anywhere in Pakistan, including FATA, and Azad Kashmir. This organization operates independently of any political and cultural influences. As a non-governmental organization NIDA-Pakistan, intervenes both in situations of disaster and non-disaster for sustainable development of the marginalized population restoring their autonomy in the society. NIDA-Pakistan organization also works for persons with disabilities, non-formal education, against the issue of domestic violence, child sexual abuse/corporal punishment/child labor and child trafficking. The aim of NIDA-Pakistan is to serve the humanity, development of human resources, capacity building, mental health facilities, and economic sustainability without gender discrimination.

#### **Back Ground & Activity Rationale:**

Women are the basic segment of every society and without their existence no country or community can progress. Now a day in whole world women like men are serving in factories, shopping malls, stores, private businesses, local markets, government offices, agricultural lands and in every business of income generation. But it is common notice and observation that due to male dominant societies women are still bearing unwanted attitudes during their working hours. Majority of leaders in political parties, business hubs and social sectors male are ruling as leaders. Women are not encouraged to participate in politics, social events, economic world etc. as leaders to lead their community. In the result of ignorance of women, they remain vulnerable to make decisions about their own role and responsibilities. As it is common understanding that issues and difficulties in life of men & women are different. Men can better understand the issues of men and women can adopt better strategies to resolve the issues of women. For this purpose

leaders from women groups can play energetic role than men. In first step women members of society have to identify their leaders for leading them with best qualities and energy. NIDA-Pakistan is one of the leading national level non-government organization is implementing a women focused project in district Shangla Khyber Pakhtunkhwa (KP) with the objectives of long term increase in income of women. For this objective 45 women groups are formed in 45 villages of three union councils of district Shangla KP. The women are the direct part of the 45 women groups with the registration of 45 group members per group. NIDA-Pakistan has planned numbers of interventions for women economic empowerment & rights therefore 03 days TOT on Women Leadership is designed for women of 45 women groups to raise their voice for empowerment & rights through their groups' leaders at village, union council, district, province and country level.

### **Objectives of the activity:**

- To train women from women groups in leadership management skills
- To encourage women to play their active role as leaders at all level
- To motivate trainees for roll out training sessions in their respective groups

### **Expected Output/Results**

- 90 women from 45 groups emerged from groups and trained in leadership management skills training
- 90 women from women groups trained to replicate sessions in their own groups

### **Title of Assignment:**

Hold training of trainers 3 day workshop to train 90 women (in 03 workshops) from established women groups on women's leadership.

### **Scope of Assignment:**

During 2018, NIDA- Pakistan intends to engage trainers/ consultancy firms to train women groups' members in leadership skills & management with the

participation of 90 women from different villages of district Shangla KP. The trainings will be carried out in three groups with the strength of 30 participants per group for three days. Targeted beneficiaries of these trainings will be rural women from program areas of NIDA- Pakistan. The scope of work also includes the submission of concept note with clear methodology of training program, training contents, training soft material for trainees in local language to replicate at field level, work on participatory sessions, documentaries and presentations.

### **Technical & Financial Proposal**

- The trainer/firm shall include all rates as per training, per day along with 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.
- 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 empowerment & rights.
- Having experience in delivering of trainings related to women empowerment & rights especially related to leadership management & skills.
- Having qualification relevant to field preferably master degree holder in Social Sciences, Gender, Rural Development, 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	02-03 pages technical proposal along with covering letter, CV/CVs, NTN certificate copy, Relevant training certificate, Experience certificates/letters, Contents, Training material, Work plan, Consultancy firm profile.	<b>Will be submitted along with application.</b>
2	Financial requirements along with training fee per day will be mentioned. Organization will provide one time food during training schedule, residence, stationary related to trainings.	<b>Will be submitted along with application.</b>
3	Time needed for completion of task as there will be 03 trainings and each training will hold 03 days.	<b>Will be submitted along with application.</b>
4	Three references (with complete contact details including address, telephone, fax and email) in respect of works undertaken in the past.	<b>Will be submitted along with application.</b>

## **Payment Schedule**

Payment will be made on one time after completion of whole task. 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/consultancy firm shall send technical & financial proposal in hard copy along with required documents to NIDA-Pakistan Office address mentioned below.

The trainer/firm/consultant shall send technical and financial proposal in hard copy along with required documents to NIDA-Pakistan Offices address mentioned below. 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.

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**

**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 23<sup>rd</sup> February 2018. Bids will be opened on 26<sup>th</sup> February 2018 in the presence of vendors or their representatives. Bids Received after due date and bids submitted by hand shall not be accepted.**

**Expression of Interest Form**

<b>ESSENTIAL INFORMATION OF ORGANIZATION</b>	
Name of 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	
Name of organizations worked with	