

## **Request- Expression of Interest**

**6 women's groups are trained and supported to undertake local government participatory budget monitoring and tracking through a two day workshop (use of scorecard tool and community social audits)**

### **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:**

Local bodies are the main component of the governance and women are the most focused segment of society which is availing benefits from local government system. Through local bodies basic necessities of life i.e. drinking water, micro level infrastructures, sanitation, electricity, sewerage etc. can be addressed at all levels and these are clearly connected with women. Provision of many developmental schemes at village level like link roads, basic health units, schools, drinking water supply schemes etc. are the responsibility of local government authorities and these authorities are using the tax money of common persons for developmental schemes and projects. As the mentioned initiatives are closely linked with welfare of women as well as men therefore the participation of women is essential to make the authorities accountable. As there are many other schemes in local government systems and government departments for women welfare and income generation to

convert unpaid care work of women in paid work but due to unskilled, illiteracy, unawareness and discriminatory attitude of men members at all levels women are not enjoying the benefits of schemes announced for women empowerment & rights. NIDA-Pakistan is also implementing a women focused project with the objective of long term increase in income of women through participation in interventions related to kitchen gardening, dairy farming, microenterprises, marketing and linkages development with government departments for empowerment. The organization has formed 45 groups in 45 villages of three union councils of district Shangla KP with the strength of 2000 membership of women in women groups. Moreover organization is conducting training sessions on leadership management skills, community management skills, HRBA & reflection action methodologies, saving schemes, financial management etc. for strengthening the role of women as active members of community. Participatory budget tracking of local government and monitoring of funds through different techniques is an approach of participation of women in development process at village level. Through these types of involvement women will be able to add some vital inputs for betterment of community and use of best available resources. Capacity building of women for tracking changes and monitoring of fund utilization will also make the authorities more accountable and up to date regarding provision of opportunities to women for long term income generation through schemes of government departments.

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

- To enhance the capacities of women on skills for participatory monitoring & tracking of local government budgets
- To develop and strengthen accountability mechanism at village level
- To enhance and capacitate women's groups on using scorecard to compare functioning, performance and satisfaction on service delivery
- To enhance the capacities of rural women on social audits
- To enhance the capacities of rural women to track the inputs and expenditures by identification of accountability loops between providers and users

### **Expected Output/Results**

- Trained women groups' members enhanced their capacity about monitoring & tracking of budgets
- Trained women groups' members identified loops in local government budget utilization and addressed at all levels
- Trained women groups' members disseminated learning among other group members for social audits of services

### **Title of Assignment:**

03 women's groups are trained and supported to undertake local government participatory budget monitoring and tracking through a two day workshop (use of scorecard tool and community social audits)

### **Scope of Assignment:**

During 2018, NIDA- Pakistan intends to engage trainers/ consultancy firms to train 90 women groups' representatives of the 45 women's groups on local government participatory budget monitoring & tracking in district Shangla KP. There will be three trainings of two days each with the strength of 30 women under designed training module/contents. 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, and training soft material for trainees in local language to replicate at field level, work on participatory sessions, documentaries and presentations and any other subject necessary for boosting up the level of information of trainees.

### **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 financial management and budget tracking/monitoring.
- Having qualification relevant to field preferably master degree holder in Social Sciences, Gender, Rural Development & Business Administration.
- 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**

<b>S. No</b>	<b>Description</b>	<b>Schedule</b>
<b>1</b>	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>
<b>2</b>	Financial requirements along with training fee per day will be mentioned. Organization will provide one time food during day/training schedule, residence, stationary related to trainings.	<b>Will be submitted along with application.</b>
<b>3</b>	Time needed for completion of task as there will be 03 training and each training will hold 02 days.	<b>Will be submitted along with application.</b>
<b>4</b>	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**

**Phone# 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 on envelope.

**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	