

Terms of Reference (TOR)
**Community Base Organization Training on Leadership Management Skill in Union
Council Darosh, District Lower Chitral**
**Under the Pakistan Poverty Alleviation Fund (PPAF) Funded: Restoration of
Social Services and Climate Resilient Project (RSS&CR)**

Background

National Integrated Development Association (NIDA-Pakistan) is implementing the Restoration of Social Services and Climate Resilient (RSS&CR) project funded by the Poverty Alleviation Fund (PPAF) in District Lower Chitral, with a focus on enhancing the resilience of vulnerable communities to hazards and adapting to climate change. This project aims to build the capacity of community-based Organization members, to enhance their leadership, decision-making, and management skills. Empowered community leaders will be better equipped to mobilize community members, manage local resources, and lead initiatives that improve social services and disaster preparedness.

The Leadership Management Skills Training will provide participants with the knowledge and tools needed to engage effectively with their communities, influence change, and manage social mobilization activities to improve local climate resilience and disaster risk management efforts.

Purpose

The revived/reactivated VO/CBOs in Union Council Drosh1 Chitral Lower will be trained in community management and leadership skills. The content of the training includes imparting knowledge to the leadership on community management, record keeping, organizing community meetings, and facilitating dialogue between communities on various issues. A total of 4 training sessions will be offered to 20 community members of community-based organizations (CBOs), thus contributing to efficient and effective community management through the leadership and management skills acquired.

Objective of the consultancy/Training

The overall objective of the assignment is to train at least 20 CBO members on leadership and Management Skills

Scope of the Assignment

NIDA Pakistan intends to train 20 CBO members on leadership and management skills in the targeted Union Council of District Chitral Lower. The consultant/Master Trainer will engage in participation in at least 4 training events while the NIDA Project team will identify and provide the list of training participants and provide facilitation and the consultant will closely work with the NIDA project team in Union Council Drosh1 Chitral Lower and will report to NIDA Pakistan for contractual, technical aspects and guidance.

Expected Results

After accomplishing the assignment, 20 CBO members will have a Comprehensive understanding and skills to conduct CBO meetings, record keeping and organize communities through participatory approach and develop action plans

Deliverable of the Assignment

The following deliverables/outputs are expected of the consultant;

- Training Manual/Agenda and other formats (Pre & Post Test)
- Training handouts including action Plan format
- Listing structural risks mitigation activities and responsible institutions
- Training report

Methodology

The consultant adheres to adopt lectures, presentations, group work, energizers, and exercises

Roles and Responsibilities

The Consultant will be responsible for:

- Develop tools for undertaking the assignments to deliver the envisaged outputs
- Develop a final work plan for undertaking an assignment with support from the Project
- Data compilation and analysis
- Presentation of draft findings to the NIDA Pakistan management,
- Finalization and submission report

The Project will be responsible for:

- Review, and provide inputs feedback, and approval of the final plan, tools, and methodology
- Provide relevant documents and references, initial briefing on the intervention as well as expectations of this assignment
- Provide logistic support and cost for organizing consultation workshops
- Timely feedback on the received document from the consultant
- Organize appointments with the relevant stakeholders
- Provide relevant documents and references, initial briefing on the intervention as well as expectations of this assignment

Qualification and Experience:

- Master Degree (minimum sixteen years of education) desirable from a recognized and reputable university.
- At least 7-10 years of experience in the field of development and have conducted similar training events
- Having hands-on experience with tools for Composite PRA and other tools, Assessments and Methodologies
- Good report-writing skills

Equipment & materials required

NIDA Pakistan will arrange all equipment and material required for the assignment i.e., laptop, printer, paper for printing, internet & phone facility, and production of hard and soft copies of all required deliverables at its own while the Training resource person will provide necessary documents/handouts other documents

Reporting

The consultant will report to Project Manager PPAF

Budget/Timeline:

The Budget includes consultants/ Master Trainers fees, travel, and accommodation, insurance **Tax will be deducted from the budget as per Government rules).**

The timeline for this assignment starts from **17th October 2024 and ends on 10 10 15th November 2024** Within this timeline, the Consultant is expected to work for 30 man-days.

Payment Procedure:

Terms of payment shall be made in one installment which will be linked with the submission of documents and will be paid at the time of submission and approval of the final report.

How to Apply

Interested potential consultants shall send their technical and financial proposal/covering letter addressed to Admin and HR NIDA Pakistan Besham Township Besham District Shangla Offers must be reached to the above address on or before the close of business on October 25th, 2024

5:00 pm or through email address (procurement@nidapakistan.org

Contact details:

TORs can also be downloaded from www.nidapakistan.org