

CALL FOR PROPOSAL

Training of Trainers of Punjab Vocational Training Council Staff on Life Skills Based Education

Mode of assignment: Training of Trainers (TOT) of Punjab Vocational Training Council (PVTC) Staff on Life Skills Based Education (LSBE)

Duration of consultancy: 12th-30th September, 2022

Requested documents: Prospective individuals/ firms should provide a CV/ profile detailing their relevant skills and experience. The overall proposal package must have following documents:

- Cover letter (Maximum 2 pages clearly demonstrating the suitability of applicant for stated assignment)
- Updated profile of the individual Consultant or a Firm supported with resume of Chief Consultant and maximum of other 3 key team members (Maximum 3 pages each)
- Proposal including cost of assignment covering all expenses (Maximum 4 pages)
- Submit soft copy of one example of previous similar work.

Instructions to be followed:

- All documents must be forwarded through postal service only. Please clearly write *'Proposal for TOT on LSBE'* on a sealed envelope.
- Please fold details of cost of assignment in a separate envelop to send along with other documents.
- Please send your proposals to Director Monitoring Evaluation and Research (MER), Rahnuma Family Planning Association of Pakistan, 3 A Temple Road, Lahore, 54000.

Note: *Rahnuma FPAP reserves the right of disqualifying proposals with pages more than above mentioned numbers and/or if any of the above instruction is not followed adequately. Proposals sent through an email will not be considered for shortlisting.*

Shortlisted consultants may be required to undertake a telephone or Skype discussion before finalization of decision.

Training locations: Rahnuma Training Institute (RTI), Lahore

Training dates: 20th-21st and 22nd-23rd September, 2022

(Dates could be revised with consent of both Parties only under unanticipated circumstances)

Training participants: Nearly 80 participants nominated by the PVTC from different cities of Punjab

Batch 1 (20-21 September 2022): Around 40 Participants

Batch 2 (22-23 September 2022): Around 40 participants

Deadline for the submission of proposal: 31st August, 2022

Expected date of initiation of consultancy: 12th September 2022

Payment schedule: The Rahnuma FPAP will pay 20% of facilitation fee at the time of signing of agreement and remaining 80% will be paid on completion of assignment and submission of training report as final deliverable approved by Rahnuma-FPAP. Both payments will be made through cross-cheque in Pak Rupees after deduction of withholding of Income Taxes as per Laws of Government of Pakistan.

Liaison persons from Rahnuma FPAP: Please direct your submission of proposal related queries to Director Monitoring Evaluation and Research, Rahnuma FPAP, 3-A Temple Road, Lahore Phone: (042) 111 22 33 66, Ext. 323. Direct line: (042) 3636 1583. Email address: asifa@fpapak.org

Introduction

RFPAP is an affiliate member of International Planned Parenthood Federation (IPPF), working in Pakistan as a national organization since 1953. It has been extending family planning (FP) and sexual and reproductive health (SRH) information and services across all four provinces, Gilgit Baltistan and Azad Jammu & Kashmir (AJK) through a network of its own service delivery outlets and through collaboration with public and private sector.

Objective of Training of Trainers (TOT):

The main objective of TOT is to train the staff of the PVTC on LSBE. The Manual on LSBE is jointly developed by PVTC, UNFPA and Rahnuma FPAP. The LSBE manual will be shared with the consultant prior to the training. The TOT will cover the following contents

- Self-Awareness & Self Esteem
- Human Rights
- Nutrition/Balanced Diet
- Personal Hygiene
- Effective Communication Skills
- Decision Making
- Interpersonal Relationships & Peer Pressure
- Career Counseling
- Entrepreneurship
- Creative & Critical Thinking
- First AID
- Gender
- Protection from Violence/Abuse
- Puberty (Girls & Boys)

Roles and responsibilities of the Consultant

Following are presumed broader activities to be carried out by the Consultant (Training Facilitator):

- Attend inception meeting with the project staff of Rahnuma FPAP for thorough understanding of training modalities and other associated details.
- Develop detailed training agenda for sessions on both days.
- Develop training materials including presentation and handouts etc. for imparting comprehensive training.
- Share draft training agenda, presentation and other training material with Rahnuma FPAP. Incorporate feedback and submit finalized training materials for approval before training.
- Share in hard and soft copies the materials to be shared with training participants for their use during training and post training for reference and record.

- Facilitate 2 training batches of 2 days each on LSBE at a venue mentioned above.
- Facilitate training sessions and maintain all means of verification of trainings including attendance sheets, pre & post-test sheets and analysis, pictures etc.
- Submit draft of comprehensive training report with all means of verification including pre-test and post-test analysis etc. within 1 week after the completion of training to Rahnuma FPAP for review. Include
- Finalize training report after incorporating comments by Rahnuma FPAP and submit back after 2 days.

Support extended by the Rahnuma FPAP

Following will be provided by Rahnuma-FPAP:

- Hold inception discussion with the Consultant for the finalization of training modalities in detail and handing over pertinent subject specific technical materials on LSBE available in the organization.
- Nomination of training participants, arrangement of training hall, boarding and lodging of training participants, printing of handouts and other training materials, etc. and all other relevant training logistics and administrative support desired for ensuring high quality training will be managed by Rahnuma FPAP.
- Provide thorough feedback on draft documents.
- Provide certificates to training participants.

Final deliverable submitted by the Consultant

- Submit 3 hard copies of finalized training report and 3 soft copies (in USBs) of entire training package along with finalized report within committed timeline.

Qualifications:

The Consultant applying for this assignment must have:

- At least 5 years prior experience of conducting trainings as lead facilitator. Preference will be given to a consultant with experience in delivering trainings on LSBE and reproductive health and rights.
- Sufficient experience of developing high quality training materials for delivering interactive training sessions.
- Excellent communication and interpersonal skills
- Fluency in both written and verbal English and Urdu Languages.