

## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### **Two days Training on “Sustainable Development Goals”**

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqiati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Objective and contents of training;***

The main objective of training is to enhance the capacity of staff regarding new concepts for sustainable development.

Following would be the main contents of training which will be covered in two days;

- Introduction to Millennium Development Goals
- Introduction to Sustainable Development Goals
- A Brief History of Sustainable Development
- The benefits of goal based planning
- New opportunities for sustainable development
  - Inclusive Development
  - Universal Development
  - Integrated Development
  - Locally-Focused Development
  - Technology-driven Development
- Preparing to develop SDG strategies
- Substantive Development Goal issues and delivery mechanisms

#### ***Basic selection criteria of Institution;***

Following are the main key requirements with subject to the selection of the institute;

- The institute/firm should be registered under the law of the country.

- It has the authority of awarding certificate in the trade for which community/staff members are to be enrolled.
- The institute/firm has at least five year experience and have track record of the trainings events conducted.
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.

***Proposal Submission;***

- Institutes/firms must apply by submitting both technical and financial proposals duly signed and it should be stated in the covering letter how they came to know about the request for proposal (Source of information).
- The institute/firm must submit the detailed profile to GBTI along with proposal.
- The institute/firm must send hard duly signed copy of proposal through any postal/courier service.

## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### **Two days Training on “Climate Change and Adaptation Practices”**

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqiati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Objective and contents of training;***

The main objective of training is to enhance the capacity of staff regarding new concepts for climate change adaptation practices

Following would be the main contents of training which will be covered in two days;

- Introduction of Environmental Laws (IEE and EIA)
- Basic Climate Change Science: Global Warming, Greenhouse Gases and Consequences
- Climate Change Scenarios
- Responses to Climate Change – Mitigation and Adaptation and Justice
- Potential Climate Mitigation and overlaps with Sustainable Development in Pakistan

#### ***Basic selection criteria of Institution;***

Following are the main key requirements with subject to the selection of the institute;

- The institute/firm should be registered under the law of the country.
- It has the authority of awarding certificate in the trade for which community/staff members are to be enrolled.
- The institute/firm has at least five year experience and have track record of the trainings events conducted.
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.

#### ***Proposal Submission;***

- Institutes/firms must apply by submitting both technical and financial proposals duly signed and it should be stated in the covering letter how they came to know about the request for proposal (Source of information).
- The institute/firm must submit the detailed profile to GBTI along with proposal.
- The institute/firm must send hard duly signed copy of proposal through any postal/courier service.

## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### ***Value, Governance and Management***

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqiati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Specific Objectives:***

1. To understand the ways of working as an institution and how to build a management team.
2. To understand the Governance of a volunteer institution and how the system will work for an LSO.
3. To understand the concepts of leadership, components of management, and organizational behavior.
4. To understand the skills required for management team including, leadership, interpersonal, team building, communication, etc...

#### ***Scope of Work:***

The consultant will impart the training of 2 days to LSO Members to meet the above mentioned objectives. Consultant will prepare and provide handouts extracted from training manual to be prepared for the same and must be in Urdu language. The handouts will cover the areas identified in the objectives and submit to Ghazi Brotha Traqiati Idara (GBTI) for record. Consultant will have to impart session in the field office for which GBTI will support to ensure the participation of LSO members; travel disbursements, food, banner, certificates and stationery for the training will be provided by GBTI. At the end of training, consultant will be responsible to provide training report along with feedback of the participants.

Consultant has to follow the simplest approach to impart the contents with frequent use of local language. The methodology of the training would be participatory with use of plenary lecture, brainstorming, role play, story-telling and any other method seems suitable for better understanding. All the contents should be delivered by giving daily life examples and demonstrate the same where required. Medium of instructions for training should be Pashto (Primarily) and Urdu (Secondarily).

***Deliverables:***

- Training manual.
- Training handouts in Urdu as per the manual.
- Day-wise schedule of trainings with contents and methodology.
- Training report for every separate session.

## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### **Two days Training on “Disaster Risk and Management”**

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqiati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Objective and contents of training;***

The main objective of training is to enhance the capacity of staff regarding new concepts for sustainable development.

Following would be the main contents of training which will be covered in two days;

- Basic concepts and terminologies
- **Hazard** – Types of Hazards
- **Disaster** – Types of Disasters
- **Vulnerability** ( Fragility, Exposure, lack of resilience )
- **Capacity** – Types of capacities
- **Risk** – Elements at risk Inclusive Development

#### **Basic selection criteria of Institution;**

Following are the main key requirements with subject to the selection of the institute;

- The institute/firm should be registered under the law of the country.
- It has the authority of awarding certificate in the trade for which community/staff members are to be enrolled.
- The institute/firm has at least five year experience and have track record of the trainings events conducted.
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.

#### ***Proposal Submission;***

- Institutes/firms must apply by submitting both technical and financial proposals duly signed and it should be stated in the covering letter how they came to know about the request for proposal (Source of information).
- The institute/firm must submit the detailed profile to GBTI along with proposal.
- The institute/firm must send hard duly signed copy of proposal through any postal/courier service.

## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### **Two days Training on “Gender Equality”**

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqiati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Objective and contents of training;***

The main objective of training is to enhance the capacity of staff regarding new concepts for gender equality.

Following would be the main contents of training which will be covered in two days;

- Concept of gender equality
- Role of gender equality in present day society
- Gender biases
- What is gender inequality index?
- How do we measure gender equality?
- Gender equality and sustainable development
- Investigation and prosecution of crimes against girls and women
- Harmful traditional practices
- Need of gender mainstreaming in Pakistan
- Status of Gender equality in:
  - Economy and public policy
  - Freedom of movement
  - Access of women to education
  - Gender stereotypes in social and ideological framework
- Portrayal of women in media

- General issues regarding gender empowerment

***Basic selection criteria of Institution;***

Following are the main key requirements with subject to the selection of the institute;

- i. The institute/firm should be registered under the law of the country.
- ii. It has the authority of awarding certificate in the trade for which community/staff members are to be enrolled.
- iii. The institute/firm has at least five year experience and have track record of the trainings events conducted.
- iv. The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.

***Proposal Submission;***

- Institutes/firms must apply by submitting both technical and financial proposals duly signed and it should be stated in the covering letter how they came to know about the request for proposal (Source of information).
- The institute/firm must submit the detailed profile to GBTI along with proposal.
- The institute/firm must send hard duly signed copy of proposal through any postal/courier service.



## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### **Two days Training on “Civics Rights”**

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqiati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Objective and contents of training;***

The main objective of training is to enhance the capacity of staff regarding new concepts for civics rights. Following would be the main contents of training which will be covered in two days;

- Introduction to civics rights
- What are fundamental civics rights?
- Importance of civics rights
- What are your duties as a citizen of Pakistan?
- Protection of rights
- Historic civil right movements
- Brief descriptions of:
  - Divisions of power
  - Natural and legal rights
  - Negative and positive rights
  - Non-aggression principle
  - Rule of law
- Civics right and civics responsibilities
- Status of minorities in civics rights

#### **Basic selection criteria of Institution;**

Following are the main key requirements with subject to the selection of the institute;

- The institute/firm should be registered under the law of the country.

- It has the authority of awarding certificate in the trade for which community/staff members are to be enrolled.
- The institute/firm has at least five year experience and have track record of the trainings events conducted.
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.

***Proposal Submission;***

- Institutes/firms must apply by submitting both technical and financial proposals duly signed and it should be stated in the covering letter how they came to know about the request for proposal (Source of information).
- The institute/firm must submit the detailed profile to GBTI along with proposal.
- The institute/firm must send hard duly signed copy of proposal through any postal/courier service.

***Terms and Conditions***

- A Memorandum of understanding (MOU) will be signed with the selected institute/firm before the execution of training.
- The training is expected to conduct between May-June 2016.
- Consultancy Fee will be paid after the completion of training and submission of training completion report.
- There would be 12 numbers of participants.
- Training material will be provided by the selected institute.

## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### **Two days Training on “Local Support organization (LSOs) as an institution”**

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Objective and contents of training;***

The main objective of training is to enhance the capacity of staff regarding new concepts for Local Support organizations (LSOs) as an institution.

Following would be the main contents of training which will be covered in two days;

- What are Local Support organizations?
- Organogram of LSOs
- Importance of LSOs in community development and poverty reduction
- Scope of LSOs
- Role/duties of local community in LSOs
- Working principles of LSOs
- Finance management in LSOs
- Brief description of sponsoring agencies

#### **Basic selection criteria of Institution;**

Following are the main key requirements with subject to the selection of the institute;

- The institute/firm should be registered under the law of the country.
- It has the authority of awarding certificate in the trade for which community/staff members are to be enrolled.
- The institute/firm has at least five year experience and have track record of the trainings events conducted.
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.

#### ***Proposal Submission;***

- Institutes/firms must apply by submitting both technical and financial proposals duly signed and it should be stated in the covering letter how they came to know about the request for proposal (Source of information).

- The institute/firm must submit the detailed profile to GBTI along with proposal.
- The institute/firm must send hard duly signed copy of proposal through any postal/courier service.

***Terms and Conditions***

- A Memorandum of understanding (MOU) will be signed with the selected institute/firm before the execution of training.
- The training is expected to conduct between May-June 2016.
- Consultancy Fee will be paid after the completion of training and submission of training completion report.
- There would be 12 numbers of participants.
- Training material will be provided by the selected institute.

## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### **Two days Training on “Community Management Skill Training”**

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqiyati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Objective and contents of training;***

The main objective of training is to enhance the capacity of staff regarding new concepts for community management skill training (CMST).

Following would be the main contents of training which will be covered in two days;

- Introduction to community management skill training
- The philosophy of Participatory Development
- The Principles and Practices in Rural Development
- How to conduct CO meeting
- How to record the CO meeting
- Develop their interpersonal skills
- How to establish effective productive linkages with Government and Private Organizations

#### **Basic selection criteria of Institution;**

- Following are the main key requirements with subject to the selection of the institute;
- The institute/firm should be registered under the law of the country.
- It has the authority of awarding certificate in the trade for which community/staff members are to be enrolled.
- The institute/firm has at least five year experience and have track record of the trainings events conducted.
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.

#### ***Proposal Submission;***

- Institutes/firms must apply by submitting both technical and financial proposals duly signed and it should be stated in the covering letter how they came to know about the request for proposal (Source of information).
- The institute/firm must submit the detailed profile to GBTI along with proposal.
- The institute/firm must send hard duly signed copy of proposal through any postal/courier service.

***Terms and Conditions***

- A Memorandum of understanding (MOU) will be signed with the selected institute/firm before the execution of training.
- The training is expected to conduct between May-June 2016.
- Consultancy Fee will be paid after the completion of training and submission of training completion report.
- There would be 12 numbers of participants.
- Training material will be provided by the selected institute.

## **Term of References (TORs)**

*For a training institution providing facilitators, resource persons, and logistical support*

### **Two days Training on “Operations and Maintenance (O&M)”**

#### ***Background;***

Human Resource Development (HRD) is one of the key sectors of Ghazi Barotha Taraqati Idara (GBTI). It plays a significant role in the development. Acting as a catalyst, it makes on-going and multi-faceted contributions to increase the overall wealth of the society. We believe that “skill enhancement is one of the major factors in achieving optimal development”. Since the establishment of HRD component this sector is meeting the need for capacity building by teaching new skills or by enhancing existing skills and capacities. With the steady growth in its area of operations, the HRD section had also established linkages with several institutes like; NLC, AHKRC, IRM and WDS etc. These Institutes meet the training needs of GBTI (staff and community) in the development sectors.

#### ***Objective and contents of training;***

The main objective of training is to enhance the capacity of staff regarding new concepts for operation and maintenance.

Following would be the main contents of training which will be covered in two days;

- Introduction and overview
- Why O&M?
- O&M Management
- Types of maintenance program
- Predictive maintenance technologies
- O&M frontiers
- Metering of operation and management
- Steps for operational efficiency

#### **Basic selection criteria of Institution;**

- Following are the main key requirements with subject to the selection of the institute;
- The institute/firm should be registered under the law of the country.
- It has the authority of awarding certificate in the trade for which community/staff members are to be enrolled.
- The institute/firm has at least five year experience and have track record of the trainings events conducted.
- The institute/firm has proper physical setup and has relevant equipment & tool, workshops, trained and experience staff.

#### ***Proposal Submission;***

- Institutes/firms must apply by submitting both technical and financial proposals duly signed and it should be stated in the covering letter how they came to know about the request for proposal (Source of information).

- The institute/firm must submit the detailed profile to GBTI along with proposal.
- The institute/firm must send hard duly signed copy of proposal through any postal/courier service.

***Terms and Conditions***

- A Memorandum of understanding (MOU) will be signed with the selected institute/firm before the execution of training.
- The training is expected to conduct between May-June 2016.
- Consultancy Fee will be paid after the completion of training and submission of training completion report.
- There would be 12 numbers of participants.
- Training material will be provided by the selected institute.