

## TERMS OF REFERENCE (ToR) Training on Wash ToT to Project Staff

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### **Purpose:**

The purpose of the engagement of the resource person is to develop a comprehensive manual based Training of the trainers (ToT) of project staff who will further impart this training with project Beneficiaries.

### **Background:**

Participatory Village Development Programme PVDP Sindh, is none profit and local civil society organization, it is registered under societies Act of 1860 with 3830 registration Number. PVDP is working in the most challenging, poverty and disaster-stricken districts of Sindh Province to support the most vulnerable people. Since 1997, PVDP is engaged in drought mitigation Program in District Tharparkar and supported thousands of families to make them drought resilient. In the year 2010, PVDP started work outside of District Tharparkar for the flood-affected communities in severely affected districts of Sindh Province; Khairpur, Thatta, Umerkot, Mirpurkhas, Badin, and Sanghar.

The overall goal of the project is: Strengthening Resilience-Improving Health, WASH and Food Security in Rural Mirpurkhas Sindh, through the provision of integrated support to food security, livelihoods and Wash.

PVDP seeks a consultant to conduct a 3 days' workshop on Wash to project staff of PVDP at PVDP Head office Mirpurkhas. This training aims to build capacities of staff on Wash, as further trained staff can be able to deliver same training in the targeted community.

### **Objectives: The consultant is expected to:**

#### **1. Conduct training needs analysis (TNA)**

Prior to rollout training and developing a training manual (In dual language Sindhi preferable or Urdu and English) the consultant is supposed to conduct a proper training needs analysis (TNA) based on acquired project objectives to assess the current knowledge and skills of the participants.

#### **2. Development of Manual to conduct training of the trainers (ToT).**

Develop a comprehensive manual on the basis of TNA findings and level of staff to be trained as a trainer who will be imparting their learning to the community.

#### **3. Training of Trainers for Project Staff**

- Develop and share the training contents and session plan / agenda , Conduct training of the trainers (ToT) of staff, while covering below mentioned contents

#### **Wash**

Training Topics.  
Safe drinking water for safe Health.

#### **Sanitation for healthy**

- At village level.
- At Household level.
- At Personal level.

#### **Health**

- Women health.

- Children health.
- Environmental health.
- Mental health.
- Health Problem related to drugs.
- Nutrition Problems
- Lack of Medical Facility
- Lack of Education and Awareness

**4. Develop and share a comprehensive training report.**

Produce comprehensive training report

**To achieve the aims and objectives, the consultant is expected to:**

- Complete the assigned tasks/activities as per agreed timelines.
- Be in close coordination with organizations' contact persons to determine the training needs and develop a manual according to the theme.
- Refrain from using any picture /audio/video recordings for personal use, posting on social media, without prior consultation with the organization.

**To achieve the aim and objectives agreed above, the organization will:**

1. Provide the Resource Person with the basic information about Participants, and other relevant information.
2. Provide clear instructions/assistance for manual development for the training of trainers.
3. Provide information on project objectives and relevant guidance.
4. Share prompt feedback on the deliverable for more comprehensiveness or inclusion.
5. Arrange all logistics arrangements for this training, also ensuring participants, and all needed training aids, material, like refreshment/food for participants, stationary, venue, boarding, and lodging of participants.
6. Provide continuous guidance and support during training.
7. Ensure a proper learning environment.
8. Ensure that all payments to the consultant are made in accordance with the contractual agreement.
9. Provide focal person for regular coordination with consultant.

**Deliverables:**

1. To prepare and share Training Contents /Agenda 4 working days before conducting training event.
2. To conduct 3 days training among relevant and selected staff from PVDP organization at PVDP head office Mirpurkhas.
3. Training manual (In dual language Sindhi preferable or Urdu and English) after the completion of the training for the PVDP staff to further conduct the training in the community.
4. Pre- and post-training assessment forms.
5. Summarized training evaluation and comprehensive report about the conduct of training.

**TRAINING Methodology:**

Interactive, practical, and modern adult learning methodologies.

**Requirements and Skills:**

- Proven and good relevant experience of TNA and manual development.
- 5-7 years' experience of conducting training of trainers in the respective field.
- Good understanding of the mission/vision of the organization, the project goals, and objectives.

- Demonstrative understanding, and incorporates into practice, the various codes of conduct, values, ethics, and standards.
- Openness to receiving feedback and willingness to make changes.
- Demonstrated knowledge of cultural context and norms.
- Good understanding of the training objectives and theme.
- Professional conduct (maintaining professional attire, punctual, follows set time frames, well organized and fully prepared for training).
- Friendly environment that encourages participants to engage in constructive dialogues.
- Availability for meetings & discussions with the management team whenever required and provides positive and constructive inputs.

### **Ethical Consideration**

- The consultant/Firm would ensure ethical and cultural consideration during the course of the assignment/consultancy.

### **Confidentiality**

- Confidentiality of participants will be maintained. This includes non-disclosure of participants' identity and the use of a non-identifying coding system to track and link study data.

### **General conditions:**

#### **Transportation and boarding and lodging:**

- All travel, boarding, and lodging expenses of the consultant should be covered in the total cost of consultancy, the consultant/ firm will carry full responsibility for all those arrangements in the quoted prices.

#### **Payment and Invoicing:**

All the payments will be made through cross cheque after deduction all applicable taxes as per government law, in the name of the company/consultant while detailed terms and conditions for payments will be agreed during contract agreement signing between both parties.

#### **Consignee:**

- The application/proposal must be reached to the PVDP office as mentioned below, through the courier by dated 19th January 2024 before COB , on the below-given address and/ or on email at [nouman@pvdpindh.org](mailto:nouman@pvdpindh.org) documents received late from mentioned date and time will not be considered.
- The priority will be given to local Consultant / Firm of Sindh Province.

Street Address: Participatory Village Development Programme office Near Muhammad Medical College & Hospital Rattanabad, Mirpurkhas Sindh.

#### **Proposals Analyzed:**

- The proposals will be analyzed and observed on dated 22<sup>nd</sup> January 2024 only shortlisted candidates will be called on for a detailed interview. The interview will be possibly conducted on 23<sup>rd</sup> January 2024.

#### **Timeframe**

- Assignment has to be completed within 05 days tentatively assignment will start from tentatively 12<sup>th</sup> February 2024 end on 16<sup>th</sup> February 2024 however, the final timeframe will be agreed upon before contract signing with the selected consultant.

#### **Application Procedure**



**Strengthening Resilience-Improving Health, WASH and Food Security in  
Rural Mirpurkhas Sindh**



- Interested consultants are invited to submit a detailed proposal (Technical and financial) through the courier and/ or on email at [nouman@pvdpsindh.org](mailto:nouman@pvdpsindh.org) by 19<sup>th</sup> January 2024 Before COB. The proposal should include the following key documents:
- Detail profile of the firm or CV of the individual consultant.
- Profiles of the potential resource persons who will be conducting the training.
- Detail work plan of the assignment.
- Two references along with detailed contacts phone and email of the organizations for which similar nature services provided in the recent past.

**Contact info for further needed information regarding the consultancy.**

To: [nouman@pvdpsindh.org](mailto:nouman@pvdpsindh.org)

Phone : 0233-821680