

## Terms of Reference (ToRs)

### Services of Technical Resource Firm or Consultant Delivery of Training Sessions on Nutrition, Health, and Hygiene Layyah – Punjab, Pakistan

#### 1. Background

Dissemination Date: 28 /09 /2022

Doaba (دوآبہ) literary means land between two rivers or 'waters'. Since 1987, Doaba Foundation is the result of the efforts of riverine communities when they were united to minimize their sufferings and vulnerabilities in the face of flood disaster. It made its first move from Muzaffargarh, Punjab-Pakistan. Doaba's vision is "disaster prone communities becoming self-reliant in pursuit of their common interests". Doaba's mission is to improve the quality of life of rural and disaster-prone communities through optimum utilization of resources, using right-based, inclusive, and participatory approaches, it seeks to build the capacity of communities, focusing on the vulnerable groups, for community-led disaster risk management, incorporating programs of sustainable development interventions.

Doaba Foundation with the financial support of Deutsche Welthungerhilfe (WHH) is implementing a project titled "Strengthening resilience to rising food prices in Layyah (Punjab-Pakistan)". The operational areas are from two Tehsils namely Layyah and Choubara. The area is water stressed and flood prone which includes four UCs i.e. Choubara, Nawankot, Sumra Nasheeb, and Lohanch Nasheeb. The project's overall objective is "to strengthen the resilience of the target population against the negative impacts of the increased food price, especially on food and nutrition security and livelihoods, and a contribution is made to improving gender equality." The project has the following immediate objectives to meet;

- i. Food and nutrition security of groups of people particularly at risk of hunger and malnutrition are strengthened,
- ii. The livelihoods of the target groups are strengthened and access to alternative income opportunities is improved,
- iii. Target groups benefit from initiatives on relevant cross-cutting issues in the context of the food price crisis.

The presented ToRs intend to seek consultancy services from reputed and experienced consultancy firms, or nutrition centers from academia and the private sector/industry to timely and qualitatively serve the following intended objectives and deliverables;

#### 2. Objectives of the Consultancy

The overall aim is to strengthen the capacity of vulnerable communities as part of resilience building and nutrition security against the negative impacts of the increased food prices, followed by the following topics and deliverables;

- i. To train the groups of people from rural and disaster prone context, particularly at risk of hunger, malnutrition, nutrition insecurity and poor health & hygiene conditions.
- ii. To deliver focused sessions with groups of pregnant and lactating women, caretakers etc. to create awareness and understanding regarding 1000 days window of an opportunity – plus. The immediate output of the sessions would be to improve the nutritional behaviors of pregnant and lactating women (PLWs), caretakers whereas longer-term outcomes would be to improve the nutritional status of PLWs.
- iii. To educate and communicate to participants on nutrition, health and hygiene risks related concepts including food safety, healthy eating habits, food handling, personal hygiene, and safe drinking water practices

#### 3. Scope of Work

##### 3.1 Target groups;

The target group includes vulnerable men and women of families belong to Thal Doab (desert/arid) and riverine areas (e.g. skilled, unskilled agricultural and non-farm labourers, domestic workers, self-employed, micro-entrepreneurs), minorities (religious, ethnic, and transgender minorities), and smallholder households.

### 3.2 Training sessions/event, participants;

In total, 191 training sessions (each session comprised on a day) will be held at the community level for 3,820 participants / persons.

### 3.3 Information, education and communication contents and modules;

- a) Smart-community level module; Develop a 5-10 pager training session module focusing on contents such as nutrition (1000 days windows of an opportunity-plus), health and hygiene, and risk communications with visuals, pictorials, in English and Urdu languages.
- b) 3,820 number of Participants' handouts - simple printing; In Urdu or the local language to develop the understanding of participants in the session. The material will be submitted before the delivery of training for review and finalization.

### 4.4 Trainers, training scheduling and methodologies;

- a) Ensure the availability of female/women trained trainers having ability to deliver sessions according to adult learning standard requirements, who can speak and understand local languages i.e. Siriki and Urdu couple with other competence requirements
- b) Prepare training colander and impart training sessions according to agreed training module and schedules

### 4.5 Reporting and documentation;

- a) Preparation of database of training participants enrolled, representing name, gender, CNIC, UC, Tehsil, District, place of training, trainer name, and facilitator from Doaba
- b) Submission of training completion report, with relevant annexes, in soft and hard including quality pictures (4 pictures for each event)
- c) Attendance sheets of participants and consent form for pictures

## 4. Deliverables and Timeline of Services

The deliverables are based on the scope of work and to serve the overall and immediate objectives of services;

The tentative timeline for delivery of the following deliverables would be from October through December 2022;

- i. Develop and share module for review and approval in Urdu and English (refer to article 3.3 and its sub-articles)
- ii. Prepare, take review and finalize participants' handouts (Handbook will be appreciated). It would be based on modules or complements to the training module. Visuals and easy-to-understandable content will be a preference, as more participants are either illiterate or only literate.
- iii. Preparation of training calendar and schedule; submission before the start of trainings
- iv. Smart and short inception of trainers in Doaba's office to take relevant quality and contextual facilitation from sectoral teams of contracting authority
- v. Daily, weekly, monthly, and closing reports/updates to contracting authority as per agreed number of events, participants, and evidences
- vi. Develop daily report format and record keeping, final submission along with final report
- vii. Develop, agree, and submission of enrolled participants' database
- viii. In total 191 events reached 3,820 participants; the numbers of the sessions may increase or decrease keeping in view the group sizes in communities/villages/UCs
- ix. Final report submission; draft, review and submit a soft consolidated report of all training sessions on the process, methods, outputs and outcomes including pictures, attendance sheets and analysis of desegregated data from the database.

## 5. Eligibility Criteria

- a) Firms or consultants as an active taxpayer
- b) Must have a team of competent trainers to assign the responsibilities at multiple locations
- c) Experience in developing training modules and sessions, and imparting multiple training/sessions at different locations simultaneously
- d) Demonstrated experience in successfully designing and conducting training on nutrition, health, and hygiene
- e) Have adequate knowledge and understanding of local cultural contexts
- f) Have the ability, capacity, and resources in place to conduct training/sessions in project target areas

## 6. Requirements of Proposal Submission

Interested potential consultant's/consultancy firms with relevant experience can submit technical and financial proposals containing the following documents.

- a) Budget break up with timeframe and methodology of training.
- b) A short description of the methodology to undertake the assignment
- c) Profiles/CVs of key person(s) to be involved in the assignment.
- d) At least two relevant examples of previous assignments of similar nature carried out preferably in Pakistan with any National/International NGO. Relevant experience in the District of south Punjab might be preferred.

## 7. Payment schedule to the Institutes

- a) Final payment will be made through Cross Cheque and after completion of training and submission of the report. Partial payment can be made and it will be decided at the time of signing of the agreement.
- b) Tax will be deducted according to FBR rules.

## 8. Tentative scheduled/Timeline of training

All the training will be organized either at UC level or tehsil level in the district (Layyah) in the duration of **September to December 2022**. The final trainings schedule will be shared at the time of agreement. Two or more parallel training can be started in different UCs. The submission proposal's last date is **October 02, 2022**.

## 9. Submission of Bids/Proposals (Financial and Technical):

Interested consultants (firm/Individual) can send their bids along with technical and financial proposals by [doaba.procurmenet@gmail.com](mailto:doaba.procurmenet@gmail.com) on or before (Date: October 06, 2022) by 11:00 AM Hours, otherwise, send hard copies in a sealed envelope/as sealed bids at the following address;  
Doaba Foundation House number 02, New Model City, Behind Daewoo Cargo office, Near Model Town, Multan

*Disclaimer: DOABA is an equal opportunity employer; persons with disabilities and females are encouraged to apply. DOABA has the right to accept/reject or cancel the bid, and all or any training without assigning any reason (s) whatsoever.*