



Aga Khan Rural Support Programme

Terms of Reference (ToR)

Content Creation/training manual on Bridging Training Program

Work & Enterprise Program

Background

Broadening Economic and Social Transformation for Women's Economic Empowerment and Recovery (BEST4WEER) is a five-year project funded by Global Affairs Canada and Aga Khan Foundation Canada. The project is implemented by the Aga Khan Foundation Pakistan (AKF-P), in partnership with the Aga Khan Rural Support Program Pakistan (AKRSP) and Accelerate Prosperity (AP) in coordination with government and support from local community institutions, employers, business organizations and stakeholders in each district.

The project will improve women's social and economic empowerment during the COVID-19 recovery and rebuilding process in Gilgit-Baltistan and two districts of Chitral in KP Pakistan. BEST4WEER will: (1) reduce the social, cultural, institutional, and economic barriers for women's engagement in economic and social spheres while (2) enhancing the social and economic agency of women. BEST4WEER is a GE-3 coded initiative, where gender equality is the principal objective of the project.

Scope of Work

The consultant will be responsible for developing content and training manual on bridging program/courses on the prerequisite qualifications/skills, including literacy, numeracy, languages, basic ICT and other topics relevant to skills-based training which will help women and men can qualify for employer-led and TVET programs. The consultant/firm while developing the content shall consider the pre-requisites of the employer led and TVET training as this will improve the employability of young women and men.

The consultant/firm will ensure that the work is aligned with the gender and safeguarding policies and are fulfilling donor reporting, compliance and project milestones.

Specific Objectives

To develop training contents and manual on bridging program/courses.

Tasks and Responsibilities

- Responsible for developing training manual and presentations for 'Bridging Program/course manual' under Employer-led, TVET and other training programs under BEST4WEER project of AKRSP. The

training content/manual shall be based on the shall consider the pre-requisites of the employer led and TVET training as this will improve the employability of young women and men.

- Develop a detailed plan/steps for creating contents/manual development and share with W&E core team.
- Design and develop the detailed tools for the consultation and contact creation. The consultant will share the tools with W&E Core office team. W&E core office team will get it reviewed by Lead MERL and Gender advisor and will finalize the tools and share back with the consultant
- Conduct desk review of the existing available curriculum/contents and develop manual while considering the pre- requisites of the employer led and TVET training as this will improve the employability of young women and men.
- Document the content/training manual and share with Core W&E team.
- Present the content/manual and share the final hard copy of the manual with W&E core team.
- Follow integrated guidelines shared by the W&E and Gender/ safeguarding leads in the regions.

Deliverables

S#	Activity	Timelines	% Disbursement
1	Signing contract		40%
1	Submission of initial draft of the Bridging program course manual to AKRSP	40 days	30%
2	Presentation to management to get their feedback before submission of the final report	3 days	
3	Submit final report(s) to AKRSP	7 days	30%
	Total	50 days	100%

Competences

- Ability and understanding and clearly comprehend about bridging programs content & manual development.
- Experience in developing training materials
- Have the experience of conducting trainings, research, assessment and manual development
- Understand Gilgit Baltistan and Chitral geographic, market and socio-economic context
- Ability to create, edit and present information in clear and presentable way
- Strong market research expertise

Required Qualification, Skills and Experience

- Masters in development, research, Economic, Economic development is an asset.
- Skills in training, research/appraisal/assessment/manual development along with knowledge of market-based research/training/manual development services

Experience:

- At least three years of experience in research, development and working with training institutes.
- Experience in content creation and manual development
- Experience in similar projects will be a plus point.

Technical Proposal:

While submitting the technical proposal, the Applicant shall ensure to attach the following:

- 1) Profile of the consultant/firm (max 1 page) explaining why they are the most suitable for the work.
- 2) Relevant Experience (max 2 pages)
- 3) Detailed methodology with expected deliverables items and timelines.
- 4) Recent CV

Financial Proposal:

Lump sum contracts: The financial proposal shall specify a total lump sum amount (including a breakdown of costs for fee, travel, and number of working days). Payments will be made in installments based upon key outputs, i.e., upon delivery of the services specified in the TOR

Social Safeguarding:

AKRSP has a zero-tolerance policy on sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. All staff, consultants, service providers will be expected to adhere to AKRSP's social safeguarding policies and procedures, and the standards of conduct expected of AKDN personnel and requires background checks.

Note: All proposal must reach to the procurement within 10 days post announcement date