Terms of Reference (ToR)

# Consultancy for Developing & Designing a Training Manual on Immunization & Nutrition for Religious Leaders

Project Location: Gilgit-Baltistan & Sindh

Duration: 4weeks

Reporting to: Programme Manager – Health & Nutrition, AKRSP

## 1. Background

The Aga Khan Rural Support Programme (AKRSP) has been implementing community-centered health and nutrition interventions in Gilgit-Baltistan (GB) and parts of Sindh. Religious leaders hold significant influence in their communities and can play a crucial role in promoting positive health-seeking behaviors.  
  
As part of its behavior change communication (BCC) strategy, AKRSP aims to develop a culturally and religiously contextualized training manual on immunization and nutrition. This manual will support religious leaders in promoting life-saving health practices in their congregations and communities, grounded in Islamic teachings.

## 2. Objectives of the Consultancy

The primary objective of this consultancy is to:  
- Develop and design a user-friendly training manual on immunization and nutrition tailored for religious leaders.  
- Integrate Islamic perspectives, referencing the Quran, Sunnah, and teachings of renowned Islamic scholars.  
- Ensure the manual aligns with local cultural norms, languages, and regional contexts of GB and Sindh.

## 3. Scope of Work

### 3.1 Manual Development

- Conduct desk reviews of existing Islamic literature on health, immunization, and nutrition.  
- Map out key misconceptions and barriers addressed through Islamic evidence and reasoning.  
- Draft, design, and finalize a comprehensive training manual, including:  
 • Scriptural references from Quran and Hadith  
 • Key messages for sermons and community talks  
 • Visual aids or infographics (optional)  
 • Suggested training agenda and session plans

### 3.2 Stakeholder Engagement

- Conduct consultations with AKRSP staff, local religious scholars, and public health professionals.  
- Integrate feedback from pilot testing of the manual with a small group of religious leaders.

### 3.3 Final Deliverables

- Finalized training manual (print-ready and editable formats)  
- Brief facilitation guide for trainers  
- Summary report detailing the development process, feedback integration, and recommendations

## 4. Expected Deliverables and Timeline

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| --- | --- | --- |
| Deliverable | Description | Timeline |
| Inception Report | Work plan, methodology, and outline of manual | Week 1 |
| Draft Manual | First version of the manual | Week 2 |
| Stakeholder Feedback Workshop | Facilitate a review session with AKRSP and scholars | Week 3 |
| Final Manual & Guide | Incorporate feedback and submit final deliverables | Week 4 |

## 5. Required Qualifications and Experience

- Advanced academic background in Islamic Studies (Quran & Sunnah) from a recognized institution.  
- Proficiency in Arabic and local languages (Shina, Sindhi preferred).  
- Proven experience in developing training materials/manuals.  
- Familiarity with public health concepts (immunization, nutrition, community engagement).  
- Experience in engaging with religious institutions and leaders is a strong asset.  
- Strong writing, design, and facilitation skills.

## 6. Supervision and Support

The consultant/firm will work under the direct supervision of AKRSP’s Programme Manager – Health & Nutrition, and will collaborate closely with the Communications and Gender teams as needed.

## 7. Payment Schedule

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| --- | --- |
| Milestone | Payment (%) |
| Submission of Inception Report | 20% |
| Submission of Draft Manual | 30% |
| Completion of Stakeholder Workshop | 20% |
| Final Submission of Manual & Report | 30% |

## 8. Application Process

Interested individuals/firms are requested to submit the following documents to procurement\_akrsppk@akdn.org by Friday, 25th April 2025:  
- CVs of key personnel (or profile of the firm)  
- Cover letter outlining relevant experience  
- Financial proposal (inclusive of taxes)  
- Sample(s) of previous similar work

## 9. General Conditions

- AKRSP reserves the right to accept or reject any proposal without assigning any reason.  
- Consultants/firms must comply with AKRSP's policies on safeguarding, ethics, and confidentiality.  
- All materials and intellectual property developed will be the property of AKRSP.