TERMS OF REFERENCE FOR UNDERTAKING

CONSULTANCY TO DEVELOP 5-DAY TRAINING OF TRAINERS (ToT) MANUALS ON ADOLESCENT HEALTH, SEXUAL AND REPRODUCTIVE HEALTH (SRH), AND FAMILY PLANNING (FP) FOR MENTORS AND COMMUNITY CHAMPIONS IN URDU AND SINDHI

Purpose of the Consultancy

The Aga Khan Rural Support Programme (AKRSP) seeks the services of a qualified consultant or consulting firm to:

- Develop two comprehensive, 5-day Training of Trainers (ToT) manuals in Urdu and Sindhi on Adolescent Health, Sexual and Reproductive Health (SRH), and Family Planning (FP) for mentors and community champions.

- Ensure that the manuals are culturally and linguistically adapted for the sociocultural realities of Diamer, Gilgit-Baltistan, Chitral, and Sindh.

- Equip trainers with tools, methodologies, and facilitation techniques to promote adolescent health, gender equality, and informed decision-making through community-based engagement and education.

About the Organization

The Aga Khan Rural Support Programme (AKRSP) is a private, non-profit company established by the Aga Khan Foundation (AKF) in 1982 to improve the quality of life of the people of Gilgit-Baltistan and Chitral (GBC) and currently also working in Sindh. AKRSP works in partnership with government departments, elected bodies, development agencies, and private institutions to promote equitable and sustainable rural development.
While AKRSP's emphasis has been on strengthening productive sectors, it also plays a vital role in supporting social sector initiatives in education, health, and youth development. The organisation acts as a catalyst for change by fostering community participation and institutional capacity to achieve inclusive growth and resilience.

About the Project

The *Sehat Ka Safar (SKS)* Project, implemented by AKRSP with technical and financial support from the United Nations Population Fund (UNFPA) and the Aga Khan Foundation, Pakistan (AKFP), builds on the lessons and achievements of the *Sihaat Mand Khandaan (SMK)* project.
The project seeks to advance the adolescent health, sexual and reproductive health and rights (SRHR) and family planning (FP) outcomes for women, men, adolescents, and youth in underserved regions of Pakistan, including Gilgit-Baltistan, Chitral, and Sindh. It promotes a comprehensive, gender-responsive, and rights-based approach to health systems strengthening, community engagement, and adolescent empowerment.
As a key implementing partner, AKRSP leads community mobilization and demand generation

components, focusing on improving adolescent health literacy and strengthening community-level champions to deliver accurate and culturally relevant health education.

Activity Description

Adolescents and youth in Pakistan, particularly in rural and conservative areas, face limited access to accurate and age-appropriate information on adolescent health, SRHR, and FP. Myths, stigma, and restrictive gender norms often limit discussion and understanding of these topics within communities and schools.

Under Output 1211 of the *Sehat Ka Safar* project, AKRSP aims to develop culturally relevant, age-appropriate materials and engage communities through structured sessions and advocacy.

Within this framework, AKRSP will engage a consultant to develop two 5-day Training of Trainers (ToT) manuals, one in Urdu and one in Sindhi, focused on Adolescent Health, Sexual and Reproductive Health (SRH), and Family Planning (FP). These manuals will guide mentors and community champions in facilitating interactive, evidence-based, and gender-sensitive sessions for adolescents, youth, and adults. The manuals will incorporate key elements such as adolescent physical and emotional development, menstrual hygiene management, reproductive anatomy, contraception methods, consent and communication, gender equality, and prevention of early marriage and gender-based violence.

The content will also highlight community mobilization and behavior change communication (BCC) strategies, ensuring that mentors and champions are equipped to engage both in-school and out-of-school adolescents through culturally appropriate, inclusive, and rights-based approaches.

Scope of work

The consultant or consulting firm will design and develop two contextually relevant, linguistically accurate, and pedagogically sound 5-day ToT manuals on Adolescent Health, SRH, and FP, one in Urdu and one in Sindhi.

The consultant will work closely with AKRSP, AKFP, and UNFPA technical teams to ensure that the manuals align with national LSBE and FP frameworks and UNFPA's SRHR and gender equality standards.

Key Tasks

Review and Analysis

- Review existing LSBE, SRHR, and FP materials from the SMK and Sehat Ka Safar projects.
- Review national and provincial adolescent health and SRHR policies, FP frameworks, and training curricula.
- Identify training gaps, learning needs, and contextual challenges faced by mentors and community champions in GBC and Sindh.

Development of 5-Day ToT Manuals

- Design two detailed, 5-day ToT manuals in Urdu and Sindhi, with daily modules, learning objectives, facilitation techniques, and evaluation tools.

- Integrate adolescent health, SRHR, and FP themes, including puberty, menstrual hygiene, reproductive health, contraceptive methods, communication skills, consent, and gender equality.
- Incorporate participatory and experiential learning approaches, including group work, role plays, case studies, storytelling, simulations, and community mapping.
- Ensure the content is age-appropriate, gender-sensitive, and culturally contextualized for mentors and community champions.

Design and Layout

- Prepare user-friendly manuals with accessible formatting, illustrations, and visuals suitable for mentors and community champions with diverse literacy levels.
- Include facilitator notes, key discussion points, and community engagement techniques.

Validation and Finalization

- Facilitate validation workshops with AKRSP, AKFP, UNFPA, and local stakeholders for technical and contextual review.
- Incorporate feedback and finalize Urdu and Sindhi versions of the manuals in both print-ready and digital formats.

Expected Deliverables
The consultant or consulting firm will be expected to deliver the following outputs within the agreed timeline and standards of quality:

Deliverable	Description	Timeline
Inception Report	Detailed work plan outlining methodology, manual structure, and 20-day timeline for Urdu and Sindhi manuals.	Within 3 days of contract signing
Training Framework and Outline	Draft framework detailing day-wise modules, session objectives, and facilitation methodology.	Within 5 days
Draft 5-Day ToT Manuals (Urdu and Sindhi)	First drafts of comprehensive 5-day manuals integrating adolescent health, SRHR, and FP content.	Within 12 days
Validation Workshop	Facilitation of stakeholder validation workshop for review and feedback.	Within 16 days
Final 5-Day ToT Manuals (Urdu and Sindhi)	Final print-ready and digital manuals incorporating all revisions and quality checks.	Within 20 days

All deliverables must be submitted electronically in both editable and print-ready formats, accompanied by a summary report detailing the revisions made and contextual adjustments incorporated.

Qualifications and Experience

Essential Qualifications:

- Master's degree in Public Health, Education, Gender Studies, Social Sciences, or related field.
- Minimum of 05 years of professional experience in SRHR, FP, or adolescent health curriculum development and training design.
- Proven experience in developing training materials or ToT manuals for NGOs, UN agencies, or international development organizations.
- Fluency in Urdu and Sindhi (required).

Desirable Qualifications:

- Prior experience with AKDN or UNFPA projects in Pakistan.
- Knowledge of adolescent health frameworks and life skills-based education (LSBE).
- Familiarity with participatory learning, adult education, and Human-Centered Design (HCD) approaches.

Key Skills:

- Excellent instructional design and facilitation skills.
- Strong understanding of adolescent health, SRHR, and FP education frameworks
- Ability to produce practical, engaging, and culturally sensitive materials.

Ethical Standards and Safeguarding

The consultant or consulting firm must comply with AKF, AKRSP, and UNFPA's ethical and safeguarding policies. All work must prioritize the rights, dignity, and safety of participants, especially adolescents and women.

The consultant/consulting firm will

- Comply with AKF's Global Safeguarding Policy, Code of Conduct, and Child and Youth Protection Guidelines.
- Obtain informed consent and ensure confidentiality and voluntary participation.
  Use gender-sensitive, inclusive, and culturally respectful approaches throughout the assignment.
- Prevent and respond to any form of sexual exploitation, abuse, or harassment (SEAH).
- Sign AKF's Safeguarding Statement of Commitment before commencing the consultancy.

Consultancy Timeline

The duration of the assignment will be 20 days, including weekends.

Application Package

Firms or individual consultants interested in the assignment are expected to provide the following documentation:

1. Letter of interest, including the names and contact information of two previous clients who can be contacted regarding relevant experience.

Financial Proposal with a detailed breakdown of costs for the consultancy (considering all the taxes applicable as per Pakistan's taxation rules)

i) Itemized consultancy fees/costs,
ii) Validity period of quotations,
iii) Expected payment plan and method.

2. CVs of all proposed team members outlining relevant experience (annexed to the technical proposal)
3. A copy of a previous report of similar work undertaken
4. Copy of legal registration (for registered firms / Companies)
5. A Consulting Firm / Company profile (if applicable).

Interested candidates/firms should forward their profiles along with the required documents by 27 November 2025. Please note that only short-listed candidates/firms will be contacted.

AKRSP/AKF(P) is an Equal Opportunity Employer and is Committed to Safeguarding and Promoting the Welfare of Children and Vulnerable Adults and Expects all Staff and Partners to Share this Commitment. For more information about AKRSP, please visit www.akrsp.org