

TORs for the Development of Training manual/Material on Advocacy and gender inclusivity in Policies and organizing two Trainings events

AWARE Introduction:

Association for Water, Applied Education & Renewable Energy (AWARE) is a non-profit organization registered under Societies Act 1860. AWARE is working in Sindh province since last 11 years with physical presence in district Umerkot, Tharparkar, Sanghar, Tando Mohammad Khan and Badin. The focus areas are Water, Renewable energy, Natural resources Management, Livelihood and Economic Empowerment, DRR Approaches and Participatory Governance. AWARE in partnership with Oxfam-Novib under the Strategic Partnership Project implementing a project with title “Women, Marginalized Group, Natural Resource Management and Peace-Building: Unlocking the Potential” in two districts Tando Mohammad Khan and Badin in Sindh province.

Project Introduction:

The Strategic Partnership- Women and Marginalized Groups, Natural Resource Management and Peace-building: Unlocking the Potential’ project aims at ensuring that women have a say in local water related peace building processes and policies and their say is considered in water related aspects. The main focus of the project, women and marginalized groups in the target districts, dependent on the water share from Akram Wah Division, will benefit as project seeks to raise the awareness, knowledge and build the capacity of the target groups about water governance and associated dispute resolution. This will be achieved through establish linkages with local water governance structures and related stakeholders for equitable representation and meaningful role in decision making processes. At policy level the project seeks to address structural inequalities faced by marginalized groups and women in particular, however, given the timeframe of the project, selective policies will be reviewed and efforts will be made to bring about positive changes for particularly women and marginalized groups at the grass root level.

Assignment:

AWARE needs the services of consultant to develop a training manual followed by two separate trainings for staff members and members of civil society to enhance their knowledge around **Advocacy and Gender Inclusivity in policies** pertaining to water governance under the participatory Irrigation Management System specific to Sindh and Pakistan. Training duration would be three days for each training, and it would be organized for alliance members of three districts TMK, Badin and Hyderabad

The manual will be based on two separate sections;

The first part of modules will be developed to train staff members as master trainer and secondly the civil society and Community members. The manual will be based on the following two topics

- a) *First section/module will be based on Advocacy, Lobbying, influencing, designing Campaign and Strategy for inclusion of women and marginalized groups in polices*
- b) *Second part will be relating to inclusivity of Women and marginalized groups in Irrigation water related Policies to protect their rights under the laws*
- c) *How to conduct a gender analysis of policies*
- d) *Organize Two Training’s, i.e. One for project staff and second for civil society network members on the developed manual*

AWARE is looking for national Consultant(s)/ teams/firms/academia for developing training manual on the above subject cited.

- a. The training manual will be have the following module to be developed on following themes/topics First Module will cover the following topics
- Definition and Scope of Advocacy and Lobbying
 - Advocacy and stakeholders
 - Planning an influencing, advocacy and lobbying campaign
 - Strategies, Skills and Methods in influencing Advocacy Campaigns
 - Networking for Policy Change
 - Communication and Presentation skills
 - Design Action plans with logical sequence
- b. Second Module Gender Inclusivity in Policies will be based on the following themes
- Why Gender matters in Water governance and Agriculture
 - Role of Gender in Water Governance in Sindh Province
 - Gender and Laws for their rights protection in Water Governance in Sindh
 - Role of gender in PIM under SWMO 2002
 - Inclusion of women and marginalized groups in Water Governance bodies (WCAs, FO, AWB and SIDA Regulatory Authority, and SIDA Board)
 - Strategy and option for policy change for protection of gender rights as an stakeholder in irrigation water in Sindh
- c. Organize two training events, one for Implementing Partner Staff and second for Civil Society
- The consultant would be responsible to conduct two training workshops, i.e.
 - A three days training for implementing Partner staff
 - A three days training for civil society members
 - Training will be based on developed training module on Advocacy and gender inclusivity and will be divided into two section as Advocacy and Gender inclusivity in policies

Scope of work and Roles and Responsibilities of Consultant(s):

The scope of consultancy is as follows:

- The Individual/Firm consultant will directly report to Strategic Partnership Project Manager AWARE
- The manual will be produced in both English and Sindhi languages;
- The manual needs to be produced to use simple language and easy to understand for wider audience working in multiple backgrounds
- The responsibility of designing illustrations
- Organize two training events one for staff partner and other one for civil society

The brief roles and responsibilities of Consultant(s)/firm are:

A. Sharing a contents of training manual for approval:

- Share brief description of contents of the training manual with logical sequence that will expose sketch of the booklet before its development for approval from AWARE
- After approval of the contents the consultant will develop the booklet accordingly the approved contents and training session plan also will be developed accordingly
- The developed manual draft will be shared for final review/feedback and approval from AWARE, AWARE has right to reject or approve the draft as per agreed terms and conditions,

- Training agenda with clearly mentioned trainer/facilitator name and their session as per agenda

B. Development of Training Manual:

- The manual will be developed in connection with the existing materials (produced by governmental or non-governmental agencies) as reference.
- Explore through and identify more knowledge on the subject, keep proper references of the all material cited, While the plagiarism will not be allowed
- The consultant will undertake the responsibility of designing the manual with illustrations where necessary.
- Consultation with AWARE team during the course of designing is important;

Deliverables for Consultant:

- Contents of manual for approval from AWARE
- Draft consolidated training manual in both languages i.e. English and Sindhi
- Designing and finalization of training manual after final review and approval of AWARE
- Organize two training events
- Each training duration will be for three days
- One training will be for implementing partner staff and second for Civil society

Required Experience and Qualification for Consultant firms/Group/individual:

Duration of Assignment

Timing would be approximately 30 days from the signing of the agreement

1 Service Hiring procedure

1.1 Procedure

This current service contract is to develop a training manual focus Advocacy, Lobbying, Campaigning and Plan Strategy for inclusivity in policies. After careful consideration and pre-selection a selection of potential consultants are asked to take part in the competitive negotiated procedure for the above mentioned contract. These potential applicants are asked to make a quotation based in the administrative criteria, selection criteria and the award criteria mentioned below. These quotations are assessed on their compliance, quality and price. The contract will in principle be awarded to the organization with the economically most advantageous quotation and technically sound. This means that not only the price, but all award criteria will be taken into consideration. AWARE withholds the right to conduct interviews with one or more potential applicants before an award decision is made. Purpose of the interview is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential applicants and their teams.

1.2 Administrative criteria

Contents of quotation

The following should be included in application:

- A maximum of 10 pages for technical proposal and should contain description to the following
- Background and relevance of past experience with the consultancy subject
- Brief background of the topic: It should reflect how the consultant has conceptualized and understood the topic
- Methodology: The methodology section should be divided in two sections as the consultancy involves development of workshop and national event management
- Detailed work plan with timelines

- Budget (with breakdown)
- References of previous work in general and specific to similar assignment

Core Competencies & Qualifications:

- Individual/Firm Consultant with proven previous experience in developing training manuals on multiple themes specific to areas of Advocacy, Lobbying, Campaigning and strategy for planning for gender inclusivity in Policies
- Firms/organizations must be registered. In case of individual the person must have master degree in relevant field or development professional with experience in water related issues, advocacy and inclusivity in policies
- Good understanding and capacity to produce high quality documents Advocacy, Lobbying, Campaigning and strategy for planning for gender inclusivity in Policies
- Good understanding of preparing quality training manuals

Interested individual consultant must submit the following documents/Information to demonstrate their qualifications and experience

All supporting documents, narrative and financial proposal must be part of the application and submitted/ uploaded as one document

- ✓ **CV of consultant's individuals including past experience for similar exercise**
- ✓ **Brief description of the proposed training manual contents**
- ✓ **Financial proposal specify a total lump sum amount, in order to assist the financial proposal will include a breakdown of the lump sum amount**
- ✓ **Payments of the proposed fees to the consultant are based upon the delivery of satisfactory services /products specified in TORs**

Selection Criteria

Criteria for technical evaluation and obtainable score (Total 100)

Relevant Education/Degree: 15

Relevant work Experience (Minimum 5 years):20

Experience in developing same quality training manuals: 25

Strong knowledge pertaining to water governance issue, challenges and resolution specifically to women and marginalized groups, local culture, language: 25

Price offer (Financial Proposal): 15

The technical and financial proposal along with supporting documents shall be electronically submitted at info@aware.org.pk by 10, June 2017.

Only shortlisted applicants will be contacted. AWARE in consultation with Oxfam reserves the right to reject any or all proposals and is not bound to any legal claim in this regard. For further Assistance please feel free to call on +92-238-500039