

## Terms of Reference (TORs)

### Individual Consultants for multiple assignments

#### 1. Introduction:

HOPE'87 is currently seeking field based services of highly motivated and committed individuals (male & female) for multiple assignments. These are tabulated as follow;

Consultant Categories	Project name	Donors	Location
Project Support Services Associate (1 contract)	Community-Led Education Opportunities in Pakistan (CEOP)	ADC, HOPE'87	District Swat
Community Mobilization Associate (2 contracts)			

#### 2. About HOPE'87<sup>1</sup>:

HOPE'87 is an Austrian Non-Governmental Organization with its Headquarter in Vienna working worldwide with a network of 12 offices in Africa, Asia, Latin America as well as in Central- and Eastern Europe and Regional Coordinators. HOPE'87 works closely with the Austrian Federal Chancellery (Prime Minister Office) and the Ministry for Foreign Affairs regarding the support of youth training and youth employment projects. This international initiative is based on UN resolution 40/16 "Opportunities for Youth" adopted by the General Assembly on the occasion of the International Youth Year of the UN (1985).

HOPE'87 has been working in Pakistan since 2011, undertaking numerous programs in KP, Punjab, Sindh, Gilgit Baltistan that have helped thousands of low-income Pakistani, especially from vulnerable segments of the society. The programs include livelihood support, educational opportunities, health care and humanitarian aid, such as providing shelter and WASH (water-sanitation-hygiene) access. HOPE'87 is giving a special focus to "institutionalization of Disaster Risk Reduction into education system of Pakistan". These programs have resulted in thousands of success stories.

#### 3. Projects Details:

**CEOP:** The project is co-funded by Austrian Development Cooperation (ADC) and HOPE'87. HOPE'87 is implementing the project together with Elementary & Secondary Education Foundation (E&SEF) in 7 target districts (Swat, Mansehra, Abbottabad, Battagram, Shangla,

<sup>1</sup> Detailed information is available on [www.hope87.org](http://www.hope87.org)

Buner and Peshawar) of province Khyber Pakhtunkhwa (KP).

The proposed project is a scale up of the ECHO/ADC funded project titled "Supporting Education in emergencies in Pakistan (SEEP), where over 570 teachers have been trained resulting in improved learning outcome among Girls Community Schools (GCS – non-formal schools)) being run by ESEF. The proposed action's overall objective is that "Marginalized out of school children, especially girls have access to quality educational opportunities in community supported safe learning environments in Pakistan"; whereas, the project objective is that "increased girls enrolment and reduced drop out ratio in community supported schools across 7 districts in Khyber Pakhtunkhwa (KP) province through improved access to education facilities and learning opportunities through community mobilisation, capacity building of teachers and improved governance".

Project activities include; establishment/strengthening of GCSs through awareness raising sessions at community level, dialogues with families of out of school children and facilitation for enrolment at GCSs; conduct enrolment campaigns, dissemination of IEC materials and establishing enrolment cells; Identify reasons for drop-out of girls, take corrective measures, counselling of parents and children dropping out from GCS. Organize 7 days training workshop for 400 GCS teachers and ESEF officials. Organise half day refresher sessions for trained teachers on bi-annual basis; Assess children's reading/learning levels in grades 1 to 5; establish and maintain Teachers' Learning Circles in district Swat and Mansehra.

#### **4. Scope of work/consultancy:**

Responsibilities/expectations of Project Support Services Associate (PSSA) are;

- Facilitate the GCS establishment approval process at district level
- Conduct Broad Based Community Meetings (BBCM)
- Conduct household visits for information dissemination through Taleemi Razakar/VEC
- Celebrate enrolment day at school level through Village Education Committee (VEC)
- Ensure monthly meetings of VEC through Community Mobilization Associates (CMA)
- Ensure Community Resource Mapping Exercise through Taleemi Razakar/CMA
- Ensure submission of Monthly progress report to NCHD/ESEF/Project by CMA
- Formation/Strengthening of Village Education Committees
- Develop Community Action Plan by engaging communities and education stakeholders
- Identify and address barriers to girls enrolment including security risks
- Identification of appropriately qualified teachers for recruitment & future deployment
- Mobilize Community Resources for required in-kind contribution
- Facilitate linkages of the VEC to ESEF and ED at district levels
- Develop Enrolment Report (Progress against lists of OOSC)
- Conduct mentoring/coaching sessions for Taleemi Razakar/CMA
- Develop and implement gender and child-friendly schooling
- Develop SBDRM Plan (Including Evacuation Plan) at school level
- Organize Community Session for sharing results of social audits
- Organize provincial/district level kick-off ceremonies for enrolment campaign
- Ensure establishment of enrolment cell during enrolment campaign.

- Develop quarterly plan of action for Taleemi Razakar/CMA
- Conduct Pre & Post EGRA/EGMA
- Organize Community Management Skills Training for VECs
- Organize mentoring/coaching sessions for VECs
- Organize 7 days structured training for teachers on pedagogy skills, ECE, MGT, etc.
- Organize on-job (In-class) training sessions for community teachers
- Organize Class Observation and Reflection Sessions at GCS Level
- Organize Model Classes at GCS Level

Beside the aforementioned responsibilities/expectations the Project Support Services Associate may be asked for assistance in organizing trainings in other districts. These districts include Buner, Shangla, Battagram, Abbottabad and Peshawar).

Responsibilities/expectations of Community Mobilization Associates are;

- Formation/Strengthening of Village Education Committees
- Develop Community Action Plan by engaging communities and education stakeholders
- Facilitate Social Audit/Community Based Evaluation of GCS by VEC
- Identify and address barriers to girls enrolment including security risks
- Identification of appropriately qualified teachers for recruitment & future deployment
- Mobilise Community Resources for required in-kind contribution
- Facilitate linkages of the VEC with ESEF and ED at district levels
- Ensure timely Provision of basic stationery and curricula books to GCS
- Provide supplies /materials to GCS
- Conduct Orientation session for VECs and Teachers on Enrolment Campaign
- Provision of supplies/materials for enrolment campaign
- Celebrate enrolment week at school level
- Establish enrolment cell at GCS level
- Conduct mentoring/coaching sessions for Taleemi Razakar/VEC Members
- Establish and promote Teachers' Learning Circles (TLCs)
- Conduct monthly meetings of VEC
- Conduct Community Resource Mapping Exercise
- Develop list of households for mapping Out Of School Children (OOSC)
- Assist VEC to meet and arrange the documentation of ED
- Facilitate the GCS establishment approval process at field level
- Conduct Broad Based Community Meetings (BBCM)
- Conduct House to House visit for information dissemination through VEC
- Celebrate enrolment day at school level
- Assist the PSSA to organize Community Management Skills Training for VECs
- Conduct mentoring/coaching sessions for VECs
- Assist the PSSA to organize 7 days structured training for teachers.
- Conduct on-job (In-class) training sessions for community teachers
- Conduct Class Observation and Reflection Sessions at GCS Level
- Conduct Model Classes at GCS Level

## **5. Eligibility Criteria:**

The individual consultants are expected to have:

- Master (for Project Support Services Associate) and Bachelor (Community Mobilization Associate) degree in Education/development studies or any other relevant/complementing field.
- Proven experience (at least 05 Years for Project Support Services Associate and 03 years for Community Mobilization Associate) in relevant field (relevant to aforementioned scope of work).
- Knowledge and working experience of KP Education Department and local language (Pashto/Hindko etc.) will be considered as an asset and a competitive edge.

## **6. Time Frame:**

The duration of consultancy shall be 10 months (Extendible). The relevant personnel of HOPE'87 will assist the Consultant in the development of exact monthly and/or quarterly timetable covering the scope of work. The progress will be monitor against the then agreed timetable.

## **7. Payment:**

Consultant will furnish a progress report on monthly basis and will be paid on monthly basis for the work done against agreed work plan/timetable. Amount per month may vary as per location, work load in district and profile of consultant.

Monthly consultancy fee for Project Support Services Associate may vary from PKR 35,000 to PKR 40,000 and PKR 25,000 to PKR 30,000 for Community Mobilization Associate inclusive of income/sales tax and transport allowance.

## **8. Ethical Standards:**

The consultant will make clear to all participating stakeholders that they are under no obligation to participate in the project activities. All participants will be assured that there will be no negative consequences if they choose not to participate. Consultant will obtain informed consent from the participants. In case if the consultant does not understand the participants' first language, they will be taking interpreter/s along. The consultant will have to receive prior permission for taking and use of visual still/ moving images for specific purposes, i.e., for reports and presentations. The consultant will assure the participants' anonymity (when and where required) and confidentiality and will ensure the visual data is protected and used for agreed purpose only. The consultant will also take care of standards operating procedures for safety and security according to HOPE`87 policy while working in field as well as in HOPE`87 premises.

### **9. Evaluation Criteria:**

The profiles/CVs of the consultants shall be evaluated based on the aforementioned scope of work & deliverables. Award will be made on the past experience, capacity and other qualities mentioned under eligibility criteria. Only short-listed applicants will be contacted. HOPE'87 reserves the right to reject any or all applications and is not bound to any legal claim in this regard.

### **10. Intellectual Property Rights:**

ADC and HOPE'87 will retain all intellectual property rights for any and all material produced, in any media format, for this consultancy assignment.

Please send you CV at

**[hope87.jobs@gmail.com](mailto:hope87.jobs@gmail.com)**

by **14<sup>th</sup> April, 2019**, no later than 5.00 PM PST.

*Disclaimer: This document has been produced with the financial assistance from **Austrian Development Cooperation (ADC)** and **HOPE'87**. The views expressed herein should not be taken, in any way, to reflect official opinion of ADC and HOPE'87*