

Terms of Reference (TORs)

Vocational & Technical Skills Trainings for Costal Communities of Taluka Ketu Bandar District Thatta

Organization	Pakistan Fisher Folk (PFF) and Malteser International (MI)
Project Title	Strengthening of Resilience through DRR and Livelihood Measures in Vulnerable Coastal Communities in District Thatta, Sindh Province, Pakistan
Nature of Job	Expression of Interest required for “ Vocational & Technical Skills Trainings for Costal Communities of Taluka Ketu Bandar District Thatta ”
Location	56 villages of Union Council (UC) Ketu Bandar & Kharo Chhan, Taluka Ketu Bandar District Thatta, Sindh Province
Duration	8 Weeks
Start & End Date	February 20, 2017 to April 20, 2017
Deadline for Submission of Technical and Financial Proposals	Monday, February 13, 2017
Location of Consultancy / Services required for	Talukua Ketu Bandar , District Thatta
Pakistan Fisherfolk Forum (PFF)	The Pakistan Fisher folk Forum (PFF) founded in 1998, is unique civil society organization with a community based support of more than 70,000 members in Pakistan including Sindh, Punjab and Baluchistan. Since its inception, it has been active in awareness building campaigns, mobilization and organization of communities with the aim of protection and sustainable management of the fisheries and other community livelihood activities. Its concrete activities include advocacy, participatory research, Disaster Risk Management, information dissemination and participatory community development programs.
Malteser International Pakistan	Malteser International is a non-governmental organization with headquarters in Europe and America. The organization’s General Secretariat, as well as its European headquarters are located in Cologne, Germany. The American headquarters are based in Miami, Florida, USA. Malteser International has been continually active in Pakistan since the earthquake of 2005, in order to support the population with a succession of crises. Since 2014, our work has been focused on health and disaster risk reduction. We are especially involved in the care of pregnant women and young children. We support for the training of specialist personnel, and the provision of medical supplies and equipment for health centers. In order to help protect the population from natural disasters we train the inhabitants of at-risk areas in disaster preparedness, and support provincial governments with the creation and implementation of disaster risk reduction plans. Malteser International Locations: Khyber Pakhtunkhwa Province, Sindh

	Province, Islamabad (Country Office)
Project Background	PFF and MI have launched project on Strengthening of Resilience through DRR and Livelihood Measures in Vulnerable Coastal. The project will be implemented from May 2015 until April 2018.
Project Objectives	<p>The overall objective of the project is to Strengthen of resilience and improvement of livelihood of extremely vulnerable coastal communities. The specific objectives include:</p> <ol style="list-style-type: none"> 1. The coastal communities are sensitized and trained in DRR/Disaster prevention and climate change measures and have improved their livelihood. 2. Public and civil society structures are strengthened in order to provide benefits/efforts in the sector DRR/prevention and “improvement of livelihood”. 3. A basic social and productive infrastructure is established that is resilient to natural disasters and climate changes.
Objective(s) of assignment	<p>The overall objective of the assignment: PFF intended to trained 100 interested & eligible Men & women from Taluka Keti Bandar, District Thatta on 06 different vocational & Technical Skills trades. Details of trainings and expected number of beneficiaries is given as under:</p> <ol style="list-style-type: none"> 1. 24 days training on Embroidery, Stitching and Tailoring for 25 women 2. 24 days training on Diesel Engine Repairing for 15 participants 3. 24 Days training on Motorcycle Repairing for 15 participants 4. 15 days Tractor driving for 15 participants 5. 15 days Car driving for 15 participants 6. 24 days training on Mobile Repairing for 15 participants
Methodology	<p>In the light of Bids assessment, the ideal service provider firm (s) / Organization (s) will be finalized. Followed by the agreement will be made selected service firm (s) / Organization (s). In addition to that following process will be mutually agreed and adopted:</p> <ul style="list-style-type: none"> • Development of Training plan • Venue of the training will be communicated before the start of training • All pre training arrangement will be done by the receptive service provider firm / organization • All other logistics arrangements for the training
Role of Service Provider	<ul style="list-style-type: none"> • The Service provider will train 100 participants in six different above trades • The Service provider will be responsible to make all pre training, during the training arrangements i.e. drinking water, two teas with cookies, lunch for the trainees. • The services provider will be responsible for transportation, accommodation and food for its staff / trainers. • The service provider will share the check list of kits / Raw material before the start of the training. • Training hall arrangements / decoration/ furniture / stationary/ fixtures/ generator / machinery/ equipment’s will be arranged by the service

	provider.
Pakistan Fisherfolk Forum's role	<p>PFF will be responsible for the following tasks:</p> <ul style="list-style-type: none"> ● PFF field team will provide beneficiaries/trainees list along with segregation trade wise data ● PFF will select training venues at community level. ● The venue should be central place for easy reach all trainee. ● PFF will nominate a project staff member for all coordination at field level ● PFF field team will be responsible to ensure timely arrival of participants to training venue ● PFF will pay agreed amount of transportation to participants at the end of training.
Monitoring of trainings	<p>PFF and MI will jointly monitor the trainings at the filed level. Timely monitoring feedback will be shared with service provider with valuable suggestion under agreement.</p>
Training certification	<p>Service Provider Institute will engage to Government Polytechnic Institute Thatta and trainees will be certified by the Government Institute. At the end of each training service provider will arrange a certificate distribution ceremony at the training venue. Pakistan Fisherfolk Forum, Malteser International and Government Polytechnic Institute Thatta representatives will participate/ distribute the certificates.</p>
Management of Assignment	<p>The overall management of the assignment will be the responsibility of the Regional Manager. The service provider will need to allocate a contact person in charge of this assignment who will be in direct contact with the Livelihood & Value Chain Specialist based at PFF Office Makli Thatta.</p>
Deliverables	<p>The Service provider will provide following supporting documents after the successfully completion of training:</p> <ol style="list-style-type: none"> i. Attendance sheet along with a CNIC copy of recipients ii. Registration iii. Schedule of training iv. Training wise picture v. Beneficiaries Business / action Plans vi. Training completion reports vii. Pre & post assessments viii. Training was agreed kit and raw material
Specific Terms and Conditions	<p>Specific terms and conditions:</p> <ul style="list-style-type: none"> - No contract may commence unless the contract is signed by both parties. - No subletting of assignment - The consultant/ firm will be required to submit all the above deliverables both in hard and in soft copy at the end of the contract. - All the finalized documents will be the sole property of Pakistan Fisherfolk Forum & Malteser International (MI) and the consultant will not be allowed to reproduce or share them with anyone without prior approval

	<p>from both organizations.</p> <ul style="list-style-type: none"> - Final payment to the consultant/consulting firm will be dependent on the completion of deliverables (to be specified in the contract) as well as handover notes and relevant data duly validated by PFF & MI senior management.
<p>Technical and Financial Proposals</p>	<p>Interested consultants/ firms should submit a detailed technical & financial proposal along with RFQ (answering all questions for information in this ToR, a detailed budget, time frame (annex a), CVs of resource persons on the work, list of experience in same filed. The proposal need to be submitted in a sealed envelope on which, in the right top corner is written</p> <p>“Vocational & Technical Skills Training for coastal communities of Taluka Keti Bandar Distrct Thatta”.</p> <p>It needs to be addressed to: Regional Manager, Pakistan Fisherfolk Forum. Address A-16, Jam Nizamuddin Samo Road, Hashimabad Society, Makli, Thatta Sindh.</p> <p>The closing date for submission is Monday, February 13, 2017, 1700 hrs (PST).</p> <p>The proposals received after the closing date will not be accepted. Only shortlisted applications will be given further consideration.</p>