

**Multi-Sectoral Action for Nutrition (MSAN)  
Project (P158769)**

**TERM OF REFERENCE FOR HIRING A FIRM FOR CONDUCTING TRAINING  
SESSIONS FOR CAPACITY BUILDING OF IMPLEMENTING PARTNERS AND  
STAKEHOLDERS AND CUSTOMIZATION OF EXISTING IEC MATERIAL FOR  
SAAF SUTHRO SINDH PROGRAM - MSAN**

**BACKGROUND**

To help reverse the increase in stunting, the Government of Sindh has approved an Inter-Sectoral Nutrition Strategy of Sindh (INSS) in 2013. Multi-Sectoral Action for Nutrition (MSAN) (P158769) activities will focus on specific investments to improve behavior around the key areas of sanitation and hygiene and food consumption, but it will also support institutional and implementation arrangements that incentivize cross-sectoral collaboration to achieve nutrition results.

2. The Government of Pakistan has set ambitious targets for the next ten years by committing to reduce diarrheal cases by 50% while improving sanitation coverage from 74% to 90% & providing access to clean drinking water for all through Pakistan Vision - 2025. Targets for food insecurity call for halving the current rate of 60% to 30%.

**OBJECTIVE OF FIRM**

The objective of Capacity Building - CB Firm would be to ensure that the capacities of implementing Partners (NGOs), the functionaries of district administration (DCCN and District ODF Committees) and the stakeholders working with IPs and MSAN on ground, Village Organizations (VOs) and Ambassador of Change (AoCs) are built appropriately so that they could discharge their mandated responsibilities in a befitting manner.

2. The CB activities will focus on community development issues, social mobilization, nutrition with special focus on dietary diversity for Pregnant and Lactating Women (PLW) or childbearing age women and Children, sanitation and hygiene promotion, Open Defecation Free principles, procedures, certification, incentive and reward implementation and gender related issues in MSAN project.

3. The firm will also train on design of agriculture related module that will be part of VOs and AOCs training, in order to develop homestead gardens and advocate use of diverse diets. The CB firm, in collaboration with each IP will identify House Holds - HHs that are willing to initiate approximately 200 homestead gardens. The project will provide in-kind support (fertilizer and possibly some agriculture equipment) to those identified HHs.

4. The Capacity Building Firm will be assisting the PIU, implementing Partners and district stake holders, District Coordination Committee on Nutrition and District ODF Committee members on making ODF communities in 13 districts of Sindh under SSSP(MSAN) . The Capacity Building Firm will plan and design the capacity development activities including but not limited to in-class trainings, field exposure and knowledge exchange events.

5. The CB-firm will also be responsible for extending support to another firm i.e. IT based Tracking of Process and output indicators of M&E Framework - MSAN. IT-Firm will impart trainings on updating data on project-customized mobile based application, signing and collecting of an MoU and distribution of Cell phones to the participants (already identified members of VOs, AoC, STs, DODFC & IPs) which may take 1:30 hours. To align the same in all training events, the CB-Firm will have to coordinate with IT – Firm for venue and other facilitation.

6. Furthermore, the firm shall ensure that adequate attention is paid to gender during updating and finalization of IEC/Training material and participation in consultations throughout contract period. The Firm will place emphasis on issues pertaining to vulnerable women such as: women heads of households; religious/ethnic minorities; lower income group categories; landless, tenant farmers etc.

7. The firm will also train on design of agriculture related module that will be part of VOs and AOCs training, in order to develop homestead gardens and advocate use of diverse diets.

8. The CB firm, in collaboration with each IP will identify HHs that are willing to initiate approximately 200 homestead gardens.

### **SCOPE OF THE CAPACITY BUILDING FIRM**

The CB Firm will provide four (04) professional trainers who are experienced in imparting relevant trainings, report writing and development of IEC material. They will be housed in PIU and facilitate day-to-day functioning where ever applicable.

2. Firm will be responsible for review the existing IEC/Training material on CLTS, WASH, ODF procedures , development of training modules for following groups and the firm will also calculate number of participants, number of days of training, duration, frequency of trainings etc. and share it in technical proposal;

- a. Implementing Partners
- b. School Teachers
- c. Village Organization (AOC – (Female) and Representative of VO)
- d. Government Officials (DCCN and DODFC)

3. The firm will be responsible for building the capacity of the above categories in the following project districts in the Province of Sindh:

1. Jacobabad
2. Kashmore
3. Kamber-Shahdadkot
4. Larkana
5. Tharparkar
6. Badin
7. Sanghar
8. Tando Muhammad Khan
9. Umerkot
10. Shikarpur
11. Dadu
12. Thatta

### 13. Sujawal

4. The Capacity Building firm will specifically discharge following responsibilities:
  1. Review the existing IEC/Training material on CLTS, WASH, ODF procedures, feasible toilet designs (environment friendly) for the IPs working with SSSP(MSAN) and members of district-based forums like DCCN, District ODF Committees and Village Organizations (VOs), Ambassador of Change (AoCs) and School teachers.
  2. Review the existing IEC/Training material on CLTS, WASH, ODF procedures and development of training curriculum for DCCN and District ODF Committee members, VOs, AoCs and School teachers on findings of material review. The expenses on account of field travel (Boarding lodging and per diem) of the participants shall be borne by the firm.
  3. The firm will formulate a **training plan** indicating the activities, venue and number of trainees. The training/capacity building sessions will be conducted by firm in phases. In order to make the training effective, the firm will determine number of trainees for each event.
  4. Design Capacity Building Program and training plan including objectives, key activities, training tools and reporting mechanism.
  5. Submit training plan along with training curriculum and IEC material to PIU for approval.
  6. Submit training reports along with list of participants and pre and post-test scoring.
  7. Provision of four (04) technical staff with requisite qualification and experience in the field of designing, development of curriculum and imparting trainings to mentioned groups. The expenses on account of salaries, field travel (Boarding lodging and per diem) of the staff deployed in PIU shall be borne by the firm.
  8. Organize trainings session for targeted groups as under:-
    - 2-days training for 2 members from each Village (5200X2) (i.e. AoC-Female and Representative of VO)
    - 1-day orientation for staff of IPs, DCCN and District ODF Committee members in 13 districts. The average number of members in IP, DCCN and DOFC is 10, 13 and 7 respectively in each district.
    - 1-day training for School Teachers, one teacher from each school (STs from 2600 school in 13 districts).
  9. Develop a time line for training schedule for each group.
  10. The detailed working of participants / training sessions is contained in **ANNEXURE**.

### **CONTRACT DURATION**

The capacity building firm will be hired for a period of 18-months. The Capacity Building process will begin by developing draft training material/checklist and curriculum. It is expected that firm will complete the review and develop IEC training material within 3 months (12 weeks) upon signing the contract. The firm shall follow the project time-line. Any revision in the timeline, if required, can only be done in consultation and subject to the approval of Project Director of Saaf Suthro Sindh Program.

## **SELECTION CRITERIA:**

1. **General experience:** at least 10 years of institutional experience in undertaking Capacity Building.
2. **Relevant experience:** have completed at least 2 Capacity Building on projects related to WASH Nutrition sensitive sector or similar;
3. **Firm's Capacity (Research):** Should submit at least 2 Training curriculum including TNA Lists and IEC material already utilized for conducting Capacity Building on projects. Experience related to WASH/Nutrition-Sensitive Sectors shall be accorded due weightage.
4. Evidence of availability of appropriate qualifications, manpower and key staff that will constitute the team.
5. Should have well-functioning logistical support for field work; either through field offices or standby arrangements with local entities.

## **SELECTION METHOD:**

Consultant Firm will be selected in accordance with process stipulated in Section – III 3.7 Selection Based on the Consultants' Qualification (CQS) of "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011) [Revised July 2014]".

## **GRIEVANCE REDRESSAL MECHANISM:**

Consultants may contact at Telephone No: 092+21-35157400 for redressal of their genuine complaints.

**ANNEXURE-1**

S.#:	CATEGORY	NO OF PARTICIPANTS/EVENT	NO OF EVENT	TOTAL NO OF PARTICIPANTS	NO OF DAYS	FREQUENCY	WORKING DAYS	VENUE
1	2 members from each Village Organizations (5200) (Ambassador of Change and Rep of VOs)	25	416	10400	2	1	832	District HQ
2	DCCN (13)	13	13	169	1	1	13	District HQ
3	DODFC	8	13	104	1	1	13	District HQ
4	Implementing Partners	12	13	156	1	2	26	IP office District HQ
5	School Teachers	25	104	2600	1	1	104	District HQ
							Approximate No. of days	<b>988</b>

**NOTE: Numbers mentioned above have been calculated on approximate basis which can be increased or decreased as per requirement of the project.**