



Request For Proposal (RFP)

for

Development of Interactive Community Management Skills Training (CMST) for Rural Community Leaders

October 31, 2017

Rural Support Programmes Network (RSPN)

Instructions to applicants:

- 1.1 RSPN intends to develop an interactive training module on Community Management Skills Training (CMST) under its EU funded **Balochistan Rural Development & Community Empowerment Programme (BRDCEP)**. Interested applicants/consultants having relevant qualifications and experience are invited to submit their technical and financial proposals.
- 1.2 Eligible applicants shall submit their technical and financial proposals in separate sealed envelopes, in one larger envelope, to be delivered by hand or through registered mail to:

Ali Akbar Qureshi
Programme Officer Administration & Procurement
Rural Support Programmes Network (RSPN)
3rd Floor, IRM Complex, Plot # 7,
Sunrise Avenue (off Park Road)
Near COMSATS University
Islamabad, Pakistan
Tel: (92-51) 8491270-99
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not later than 1500hrs on 15th November, 2017

and be clearly marked as “**Proposal for Developing Interactive Community Management Skills Training (CMST) Module under RSPN-EU Balochistan Rural Development & Community Empowerment Programme (BRDCEP)**”.

Incomplete or late applications/proposals will not be entertained.

- 1.3 The name and mailing address of the applicant shall be clearly marked on left hand side of the envelope.
- 1.4 The applicant must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information may result in disqualification of the applicant.
- 1.5 Applicants are required to quote their best offer/rates in the financial proposal. Offer shall be quoted **inclusive of all taxes**.
- 1.6 The following documents shall be included in the proposal:
 - 1 Detailed profile(s) of the individual consultant / team reflecting the education and relevant work experience.
 - 2 Proposed approach, methodology and tools for the development of CMST modules.

- 3 At-least one sample document of Interactive Community Training Module developed by the consultant / team to be included in the technical proposal.
- 4 Work plan along-with timelines.
- 5 Indicative budget (in PKR)

Description and Background of the Assignment:

RSPN has decided to revise the contents and methodology for imparting skills of the Community Management Skills Training (CMST) module which RSPs organise for office bearers (Presidents and Managers) of newly formed Community Organisations (CO). The key objectives of the training include capacity building of the Presidents and the Managers of the COs to manage routine meetings, regular savings and basic record keeping of their COs, plan and execute development activities in an inclusive and participatory manner and coordinate with the RSPs in planning and execution of development activities. These trainings take place nationwide and are facilitated by Social Organizers (SOs), Capacity Building Officers (CBOs) and Community Resource Persons (CRPs) and are attended by women and men community leaders at local level.

Rational and Objectives of Assignment:

A standard written manual for CMST developed by the National Institute of Rural Management (N-IRM) for a 5 day training event are being utilized by the RSPs. In the meantime, different RSPs modified the contents, duration and methods of the CMST module to fit to the specific requirements of their development projects and it has been reduced to 3 days from 5 days. Increasingly, Community Resource Persons (CRPs) are hired to deliver the training instead of SOs and CBOs. These changes warrant a comprehensive review of the old training module.

Second, the contents of the current module mainly contained transferring knowledge, skills and tools regarding organizational management, cooperation and collective action which are important, but they lack materials on essential topics such as core human values, active citizenship and roles and responsibilities of the community leaders in fostering these values across the communities.

Third, the RSPs are increasingly organizing only women mostly representing poorest families in their community institutions. Therefore, over 90% of the CO leaders are illiterate women who are unable to understand lectures on community development, CO management and CO record keeping. They can understand such things only if these are delivered using interactive adult learning methods. The current module mainly relies on lecture method. Therefore, it was not effective in terms of transferring the knowledge and skills to the illiterate participants of these trainings.

Over the last 3 years, with the technical and financial support of international organisations, some Pakistani NGOs had developed a number of effective community training modules on active citizenship and development planning using interactive methods including games, role plays, individual and group work as well as videos, pictures and illustrations. These modules proved quite effective in terms of harnessing the potentials of the community members and transforming their lives from ignorant to knowledgeable, from despair to hope and from passive to active citizens. These modules are available for wider use by other interested organisations, but RSPs had not yet even looked at them.

Therefore, there was an urgent need to review the old CMST module and develop a new module by revising its contents and delivery method by using interactive methods, audio/videos, pictures and illustrations etc.

The objective of the Assignment is to develop a revised CMST module based on interactive adult learning methods so that:

1. The women and men participants of the training are able to internalize the core human values and their roles and responsibilities as active citizen and develop a development vision for themselves and their community institutions
2. The training participants are able to handle the basic management of their COs including conducting meetings, collection and safe keeping of savings and ensure proper maintenance of their CO records
3. The training participants are able to develop inclusive and gender sensitive household level micro investment plans for their members and collective development plans for their Community Organisation (COs)
4. Standardization of the CMST module across RSPs/ other organisations using CDD approach of institutional development and social mobilization for rural development.

Scope of Work:

The scope of work includes development of a 3-day interactive training module for the leaders of the Community Organizations (COs). The consultant will be responsible to recommend, supervise and finalize any audio visual aid material (illustrations, posters, counseling cards, short videos etc.) to support the adult learning.

Duration and Timelines:

The work on this assignment should start by 27th November, 2017 and needs to be completed by 14th February, 2018.

Responsibilities of the Consultant:

The consultant will be responsible:

1. To review existing CMST Manual and Social Mobilisation Manual developed by RSPs
2. To review similar community training modules developed by other development organisations in Pakistan
3. To develop the outline of the revised module in consultation with RSPN
4. To develop the detailed sessions and activities on interactive methods and finalize the contents in agreement with RSPN
5. To suggest and approve audio visual aid required to equip the manual, developed by the experts/consults hired by RSPN
6. To facilitate a training to pre-test the module and make final adjustment to it
7. To facilitate a ToT on the module for RSPN and RSPs key staff

Qualifications of the Consultant:

The applicant shall meet the criteria given below:

1. Relevant experience of more than 10 years in programs development and management in developing countries.
2. Minimum of 5 years' experience in developing the training material for community demand-driven development projects in Pakistan or South Asia region.
3. Knowledge of institutional development, community mobilisation and livelihoods components within the context of Pakistan.
4. Excellent history of manual development and report preparation for large CDD programs.
5. Able to meet deadlines and work under pressure.

Supervision and Reporting:

The successful individual consultant/consulting team will report to the Programme Officer, Gender and Development, RSPN and will have to work in close coordination with the Specialist Social Mobilisation at RSPN.

Financial Proposal:

Financial Proposal for consulting services shall be given by the individual consultant or team on basis of scope of work provided in the assignment's ToRs and approach/methodology proposed in the technical/narrative proposal.

Payments:

Payments will be made upon submission and acceptance of satisfactory quality deliverables as follows:

- (i) Inception report prepared and approved - 50% of total amount
- (ii) Manual in English language prepared and submitted - 25% of total amount
- (iii) TOT on revised manual conducted and approval of final training manual - Final/Remaining 25%

Selection criteria:

The applications/proposals will be evaluated on the given criteria and as per RSPN's rules and regulations:

S. No.	Criteria	Marks
1	Approach and methodology: Explain in detail the approach and methodological framework that will be employed in the assignment.	30
2	Relevant qualifications and experience of the applicant/team	30
3	Work plan and timeline: Briefly identify key tasks and goals to be associated with the evaluation assignment and a timeline for carrying out, developing and/or implementing them	10
4	Financial proposal: Cost for undertaking the assignment in light of time dedicated for work	30
	Total	100