



Hiring of Firms/Consultant for Training of Trainers on Gender Action Learning System (GALS) in Lahore

**Background:**

Islamic Relief is a UK based International Non-Governmental Organization (NGO) providing humanitarian aid during emergencies and working for long-term development of the world's poorest people. In Pakistan, Islamic Relief started its operations in 1992 and is currently working through its offices in Sindh, Azad Jammu & Kashmir, Khyber Pakhtunkhwa, Balochistan & Punjab provinces. The main focus areas are sustainable livelihoods, water and sanitation, orphans welfare, microfinance, protection/inclusion, disaster response and preparedness.

Islamic Relief Pakistan is currently implementing the multiple humanitarian response and early recovery projects with the objectives of 'Restoring the Dignity' of the vulnerable floods affected people of Pakistan through NFIs, FIs, livelihoods/food security and WASH assistance and services.

Protection of the rights and well-being for the people of all ages and abilities can only be ensured if each individual is able to benefit equitably from Islamic Relief Pakistan's interventions. Creating an organization wide culture in which disability, protection, gender and diversity perspective is firmly embedded within humanitarian response programming. The potential to yield enhanced protection dividends and to facilitate positive, self-driven, social change in the communities. Islamic Relief Pakistan is implementing Floods Response 2022 with Leave No One Behind and Do No Harm principals. People of all ages and abilities will meaningfully participate in decision making process in response and recovery projects at planning and implementation levels and are being benefiting from the assistance and services and facilities with criteria focuses on people at risk such as; children, women, people with disabilities, minorities, and older people who having no income of sources.

Pakistan is being adversely affected by climate change impacts for the past few decades and is ranked 8th in the global climate risk index. These impacts are being manifested in a varied range of localized and nationalized natural disasters that are unprecedented with manifold intensity. In recent example of human history, the climate-induced flood catastrophe submerged one third of the Pakistan's land, leading to absolute impact to over 33 million individuals, i.e. one in seven, including 3.4 million children. More than 110 districts are affected and 90 districts have been declared 'calamity hit,' with extreme flooding including the provinces of Baluchistan, Khyber Pakhtunkhwa, Sindh, and Punjab. The proposed recovery and rehabilitation action with the name of IDRAC project for flood-affected communities aims at 're-established basic lifesaving services and dignity of 258,557 flood-affected people in Dadu, Mirpur Khas, D.I Khan, and Tank districts with a particular focus on women, children, and PWDs.' With this aim, it is envisaged that the integrated recovery interventions will result in 'restored inclusive shelter, WASH, Livelihoods and food security for 258,557 floods-affected people in Dadu, Mirpur Khas (Sindh), D.I Khan, and Tank districts (KP) with a focus on ensuring dignity and protection.

**Objectives of Assignment:**

The overall objective of the assignment is to develop the capacity of Islamic relief staff to address social and economic concerns on gender household dynamics including sensitization and transformation. To enable staff with knowledge and skills to facilitate target communities and right

holders to develop gender action learning plans; and, ensure active participation of all genders across the project cycle. To enable conversations within households to understand and develop participatory strategy to ease power dynamics of gender and social inequalities. To design and conduct Training of Trainers (ToT) for gender with the consultation with technical specialist, including development of training material (manual, handbook, IEC material) on Gender sensitization, awareness and transformation from the Gender Action Learning system.

### **Specific Objectives:**

The training to cover the following topics:

- Understanding and application of key concepts related to Gender Action Learning Systems
- GALS Principles, Key features and Methodology
- Community Action Learning
- Participatory Gender Review
- Knowledge and skills to map gender and power issues in rural/urban households, livelihoods, and value chains
- Entry points for GALS in households, communities and institutions –work in organizational groups
- Action Planning in organizational groups
- Gender action learning skills and tools to enable target trainees in target communities to collect and analyse information necessary to understanding and changing the gender relations
- Knowledge and skills to apply participatory visual diagramming tools that are used for visioning, analysis change planning and tracking by individuals, households, and community institutions
- Sustainable integration of GALS in rural/urban livelihoods and community development process
- Monitoring and evaluation of GALS

### **Scope of Work:**

Islamic Relief is aiming to scale up its projects towards gender integration and equity. The Gender Action Learning System (GALS) plays vital role for effective Gender equality and integration in projects by transforming gender and unequal power relations in value chains. It has proven to be effective in changing gender inequalities that have existed for generations, strengthening negotiation power of marginalized populations and promoting collaboration, equity and respect between value chain actors. To successfully realize one of its core objectives on gender inclusion, integration and mainstreaming, Islamic Relief seeks to engage a firm/consultant to train its staff on the GALS methodology, tools and approaches. The trained staff will serve as trainers and facilitators of this methodology. The trained staff will serve as trainers and facilitators of this methodology.

The training to cover the following topics:

- Understanding and application of key concepts related to Gender Action Learning Systems
- GALS Principles, Key features and Methodology
- Community Action Learning
- Participatory Gender Review
- Knowledge and skills to map gender and power issues in rural households, livelihoods, and value chains

- Entry points for GALS in households, communities and institutions –work in organizational groups
- Action Planning in organizational groups
- Gender action learning skills and tools to enable target trainees in target communities to collect and analyze information necessary to understanding and changing the gender relations
- Knowledge and skills to apply participatory visual diagramming tools that are used for visioning, analysis change planning and tracking by individuals, households, and community institutions
- Sustainable integration of GALS in rural livelihoods and community development process
- Monitoring and evaluation of GALS

### **Methodology:**

The ToT will target IR staff who are involved in the project implementation. We propose a significant focus on practical skills, providing guiding templates and high number of sessions for breakouts, adult learning principles observed. Plenaries and group activities highly encouraged, supplemented with theoretical knowledge built on case studies (nationally or globally).

### **Desk Review:**

Review the IRPs protection and safeguarding strategy and program business models to understand the context and baseline.

### **Development of training material:**

The training personnel/consultant will be required to develop Trainer's Manual and IEC material/handouts on the identified gender themes to help IRP staff effectively deliver the capacity building sessions to the target right holders (both male and female participants). The key topics for the training course that are to be further cascaded down to the communities and target household level are as follows:

- Defining Gender dynamics- in the context of Pakistan and localized to district/UC.
- The advantages and the disadvantages of the current gender dynamics.
- The economic disadvantage to gender parity.
- Gender Sensitization tools and techniques.
- Gender transformation tools and techniques.
- Gender Action Learning System (GALS)- background, context. Why is this important?
- Tools from GALS- vision road journey, gender balance tree, social empowerment map, and multilane highway. (Contextualized to the locality).
- Roles and importance's of provincial/ federal ombudsman. Linkages, coordination and access to relevant forums.

### **Training Duration and Participants:**

The duration of ToT will be 5 days. Number of participants will vary between 25 and 35 staff members. Daily training time will be at least 8 hours (0900 - 1700 Hours).

### **Timeline:**

The consultancy is expected to be undertaken within a timeframe of 45 working days and shall start after signing on the contract.

### **Deliverables:**

The Consultant is expected to:

- Submit the facilitation guide at least 6 working days before the anticipated start of the training to the Protection & Inclusion Specialist of Islamic Relief.
- Facilitate a 5-day training of trainers to Islamic Relief staff on the GALS methodology.
- Submit comprehensive training report incorporating feedback from Islamic Relief team including assessment done on level of understanding for the trainees (pre/post-test).
- Share the final GALS facilitation guide/manual adapted to the Islamic Relief scope of work with the Islamic Relief technical specialists after completion of the training for future facilitation by the trained staff.

### **Management and Institutional Arrangements:**

- The Firm/Consultant will undertake the training in direct supervision of Protection & Inclusion Specialist.
- The Firm/consultant is responsible for providing his/her own laptop computer and mobile phones for use during this assignment.
- Islamic Relief Pakistan will bear transportation, boarding and lodging cost of the consultant /firm for 05 days (training duration)

### **Required Qualification and Experience:**

#### **Firm/Institute**

The firm/institute shall have demonstrated capacity and capability to undertake similar assignment. The following criteria will form the basis for selection.

- The desired consultancy firm must have a minimum of three years' consistent experience in the practical implementation of the GALS methodology.
- The firm must demonstrate ability to contextualize the GALS technique based on our needs.
- A training/consulting firm/institution registered with any registration authority and being on the active taxpayers list of Government of Pakistan.
- Strong track record with at least 5 years of experience in developing training modules, and in designing and rolling out training programs (of national/provincial scale) with national and/or international agencies including UN agencies, World Bank, ADB, IFAD and others.
- Demonstrated experience of successfully designing and conducting trainings specifically on themes of gender, protection, safeguarding and having successfully completed at least 5 ToTs on same/similar thematic areas.
- Have a pool of technical experts and trainers (who have more than 10 years of experience in designing and conducting trainings) available for this assignment.
- Have adequate knowledge and understanding about local and regional gender dynamics as well as understanding of context related to culture, security, rural life, and training of women and diverse participants.

#### **Individual Consultant:**

- He/she should have significant experience in leading and co-leading similar assignments with valid documentary evidence and should be on active taxpayers list of Government of Pakistan.

- Strong track record with at least 5 years of experience in designing and rolling out training programmes (of national/provincial scale) with national and/or international agencies including UN agencies, World Bank, ADB, IFAD and others.

**Lead Consultant:**

- Analysis lead to have a minimum of 3 years' experience in implementing projects in the areas of gender and development;
- Analysis lead to have at least 4 years' practical experience in the implementation of GALS;
- Evidence of services provided in capacity building and change management around systems, processes and approaches in gender;
- Experience with program cycle management and interaction with key stakeholders;
- Strong research and analytical skills with special emphasis on data collection and analysis tools;
- A commitment to social and economic empowerment and the reduction of poverty;
- A university degree preferably in gender and development, law, community development and other closely related areas;
- Include a summative table on relevant assignments undertaken and references and state the role of each consultant in the stated assignments.

**Recommended Presentation of Offer:**

Interested parties are requested to submit the following documents:

- ✓ Personal CV's indicating all previous experience from similar Gender specific projects, as well as the contact details (email and telephone number) of the Candidate
- ✓ Reports of the similar Gender projects completed.
- ✓ Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs including of all Govt applicable taxes,

Financial Offer can be written in the below table:

S #	Activity	Unit	Quantity	Total Amount
1	Hiring of Firms/Consultant for 5-Days Training of Trainers on Gender Action Learning System (GALS) in Lahore	Job	1	

**Criteria for Selection of the Best Offer:**

The contract will be awarded to the applicant who meets the selection/qualification criteria detailed above.

**Payment Terms and Conditions:**

The payment will be made via cross Cheque. All applicable government taxes will be deducted from the payment amount. The schedule for payment will be as follows:

- ✓ Final clearance will be made subject to receiving final report

- ✓ As per Islamic Relief payment procedures the Maximum process time for payment will be 21 Days

## **REFERENCE DOCUMENTS:**

The relevant reference documents will be made available to the selected firm/consultants upon signature of contract as necessary.

### **1. Terms & Conditions**

#### **1.1. General**

- Quoted prices for the above activity shall be inclusive of all kind of govt. taxes and duties as per prevailing Tax Laws of Govt. of Pakistan.
- All prices must be quoted in Pak rupees.
- **Withholding tax / GST / KPPRA** as per government prevailing rates shall be deducted at the time of payment.
- Payment shall be made in the form of cross cheque within 21 days after execution of order and subsequent submission of the invoice to the Islamic Relief (Pakistan).
- Islamic Relief reserves the right to reject any or all quotations without assigning any reason thereof.

#### **1.2. Bid Submission Requirement**

- Interested firms/individuals are hereby advised to submit a detailed proposal (**financial & technical**) along with CVs of Technical staff/Technical team. Proposals must title "**Hiring of Firms-Consultant for 5-Days Training of Trainers on Gender Action Learning System (GALS) in Lahore**" include basic information of individual or firm i.e. qualification and expertise, relevant experience and availability of consultant or firm.
- **Sealed Proposals (Along with technical & Financial) with 5 % CDR** addressed to "**Procurement Committee, Area Office Peshawar**" should reach at latest by 5.00 PM on or before **Monday 27<sup>th</sup> November 2023** in Islamic Relief Area Office Peshawar, outside University Town, Pawakay Railway Lane, and Near Masjid Mukaram Khan. Aka baba Road- Peshawar KP. (091-5704226)

#### **1.3. Validity of Bid**

- Bids shall remain valid for at least 60 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

#### **1.4 Queries:**

If you have any query regarding the ToRs, please write us on [Procurement.kp@irp.org.pk](mailto:Procurement.kp@irp.org.pk)  
Complaints..... please to write us

If you see any violation of rights or any incident of corruption, please contact us  
at: [complaints@irworldwide.org](mailto:complaints@irworldwide.org)

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, service provider, suppliers, contractors, our beneficiary and communities.