

Terms of Reference (ToR) for Individual Trainer/Firm

Power to Youth: Socially and Economically Empowered Youth through Mentorship Program

Background

Islamic Relief is a humanitarian organization committed to alleviating poverty, suffering, and injustice. A key component of its work involves supporting vulnerable populations, including orphans and widows. Since 1993, Islamic Relief has provided support to over 10,000 orphans across Pakistan. Currently, the Orphan Sponsorship Program supports more than 6,000 children, offering financial assistance, counseling, mentoring, and linkages to government support systems.

Purpose of the Assignment

The objective of this assignment is to empower a group of 20 young people from the Orphan Sponsorship Program through a comprehensive mentorship program. The program aims to develop leadership, communication, and entrepreneurial skills, fostering a sense of social responsibility and enabling participants to become advocates for marginalized communities.

Objectives

The mentorship program seeks to achieve the following objectives:

- Develop participants' leadership skills, including decision-making, problem-solving, and team building.
- Enhance communication and public speaking abilities to enable effective advocacy/lobbying and representation.
- Instill a strong sense of social responsibility and volunteerism.
- Equip participants with entrepreneurial skills and knowledge to explore potential income-generating opportunities.
- To develop a mindset of job creator instead of job seeker.
- Develop a comprehensive personal development plan for each participant to address their holistic growth and well-being.
- Provide participants with knowledge and skills in detailed fundraising techniques and mechanisms and opportunities to support community initiatives.
- Prepare participants to effectively represent Islamic Relief at various platforms and events.
- Each participant will work on one social problem according to their passion they can also work in groups e.g. Climate Change, Deforestation, SDGs, Sustainable Cities and

Communities, Solid Waste Management, Child Protection & Safeguarding, etc. and how can they link with other organizations. Link with Islamic Relief Youth ambassadors with your projects as per your convenience.

- To develop analytical skills in participants.
- To develop in-depth knowledge of advocacy and campaigning on different.

Scope of Work

The trainer/firm will be responsible for:

- Developing a comprehensive training curriculum aligned with the program objectives.
- Plan & Design training sessions on leadership, communication, entrepreneurship, fundraising, and child development.
- Providing mentorship and coaching to participants.
- Facilitating the development of youth-led initiatives and projects.
- Supporting participants in preparing for and participating in public speaking engagements and events.
- Preparing detailed progress reports and a final evaluation report.

Deliverables

The trainer/firm is expected to deliver the following:

- A detailed training Manual.
- Organize number of sessions (as per agreed action plan) 12 Days Training and 6 Session of Mentorship with each participant.
- Training materials and resources.
- Conduct need assessment (need based)
- Identify children/youth for mentorship
- A comprehensive report on participant progress and achievements.
- A final evaluation report assessing the program's impact.
- Train them on public speaking and storytelling
- Prepare Social action plans for campaigning.
- Prepare Child Developmental Plans.
- Venue will be provided by the consultant/institute within Islamabad/Rawalpindi.
- Refreshment and Lunch will be provided by Consultant firm during trainings.
- All Logistical arrangements is the responsibility of supplier.
- Stationary and all required materials will be used during trainings is the responsibility of supplier.

Target Group

The target group consists of 20 young people aged 18-25, selected from Islamic Relief's Orphan Sponsorship Program.

IRP Support

Islamic Relief Pakistan (IRP) will provide the following support:

- Participant identification and selection of Youth Ambassadors.
- Transportation to Youth Ambassadors and IR Staff.
- Islamic Relief will cover all the Media responsibilities including Photography and Video recording of event.
- Financial resources as per the agreed payment schedule.

Payment Schedule and Duration

Payment will be made in three installments based on the following deliverables:

- **First installment (25%):** Submission of a detailed training curriculum and inception report.
- **Second installment (25%):** Completion of the first phase of training and submission of a progress report.
- **Third installment (50%):** Completion of the entire program and submission of the final report.

The duration of the assignment will be determined based on the agreed-upon work plan.

Pre-requisites of Consultant/Firm

- Proven experience of conducting mentoring/youth leadership programs
- Trainers must have Master Degree in social sciences or relevant field of study (higher education will be preferred)
- Sound understanding of mentorship program.
- Experience in designing and implementation of mentorship program and activities
- Fluency in written and spoken English and local language (Punjabi/Urdu).
- Strong capacity to deliver assignment to meet tight deadlines.
- Customized training content development with the consultation of IRP.
- IR Logo must be included in training manuals which can be used by IR for any future programs.
- At least 6 training sessions a month for two consecutive months on given topics.

- 6 mentorship sessions to each participant over the period of two months to develop personal leadership and soft skills.
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- Final report to be shared within the deadline of assignment

Evaluation

The performance of the trainer/firm will be evaluated based on the quality of training materials, participant satisfaction, achievement of program objectives, and adherence to the project timeline.

By successfully implementing this mentorship program, Islamic Relief aims to empower young people to become active and engaged citizens who contribute positively to their communities.