

TORs for the Development of Training Manual

AWARE Introduction:

Association for Water, Applied Education & Renewable Energy (AWARE) is a non-profit organization registered under Societies Act 1860. AWARE is working in Sindh province since last 11 years with physical presence in district Umerkot, Tharparkar, Sanghar, Tando Mohammad Khan and Badin. The focus areas are Water, Renewable energy, Natural resources Management, Livelihood and Economic Empowerment, DRR Approaches and Participatory Governance. AWARE in partnership with Oxfam-Novib under the Strategic Partnership Project implementing a project with title "Women, Marginalized Group, Natural Resource Management and Peace-Building: Unlocking the Potential" in two districts Tando Mohammad Khan and Badin in Sindh province.

Project Introduction:

The Strategic Partnership- Women and Marginalized Groups, Natural Resource Management and Peace-building: Unlocking the Potential' project aims at ensuring that women have a say in local water related peace building processes and policies and their say is considered in water related aspects. The main focus of the project, women and marginalized groups in the target districts, dependent on the water share from Akram Wah Division, will benefit as project seeks to raise the awareness, knowledge and build the capacity of the target groups about water governance and associated dispute resolution. This will be achieved through establish linkages with local water governance structures and related stakeholders for equitable representation and meaningful role in decision making processes. At policy level the project seeks to address structural inequalities faced by marginalized groups and women in particular, however, given the timeframe of the project, selective policies will be reviewed and efforts will be made to bring about positive changes for particularly women and marginalized groups at the grass root level.

Assignment:

AWARE need to develop a training manuals for the training of staff and members of the established social groups within target communities to enhance their knowledge around the peace-building process about water rights, linkages with concerned line departments, women and their rights and role in decision making process and peaceful resolution of issues and disputes. The manual will be based on two separate sections and will be developed for training purposes for trainer as well as for grass root level water users and activists. The manual will be based on the following two topics

- **Peace and harmony, water rights, water governance, women and water related issues and disputes resolution,**
- **water governance bodies, national and provincial level policies (Sindh water management ordinance 2002 and other water related polices) and their impact**

AWARE is looking for national Consultant(s)/ teams/firms/academia for developing training manual on the subject sighted.

- a. The training manual will be have the following module to be developed on following themes/topics First Module will cover the following topics
 - Peace and harmony
 - Women and marginalized groups water related issues and challenges
 - Water Disputes/disagreements | resolution mechanisms

- Inclusion of women and marginalized groups in decision making process
- Water rights
- Water governance

b. Second Module will be based on the following themes

- Water governance bodies and their Structure,
- Roles and responsibilities and functioning of these water bodies (SIDA, Irrigation department, Area water board, Farmer organizations, water course association and drainage beneficiaries users)
- Provincial (**Sindh water management ordinance 2002 and other water related polices**) and national level policies and their Impact

Scope of work and Roles and Responsibilities of Consultant(s):

The scope of consultancy is as follows:

- The Individual/Firm consultant will directly report to Program Manager AWARE
- The manual will be produced in English and Sindhi language;
- The manual needs to be produced in easy language comprehensible to wider audience working in multiple backgrounds.
- The responsibility of designing illustrations and printing of the manual would also be the consultant/firm's responsibility.

The brief roles and responsibilities of Consultant(s)/firm are:

A. Sharing a contents of training manual for approval:

- Share brief description of contents of the training manuals with logical sequence that will expose sketch of the booklet before its development for approval from AWARE.
- After approval of the contents the consultant will implement and develop the booklet.

B. Development of Training Manual:

- The manual will be developed in connection with the existing materials (produced by governmental or non-governmental agencies) as reference.
- Explore through and identify more knowledge on the subject, keep proper references of the all material cited.

The manual should be divided into two sections one should focus on water rights, peace harmony specific to women and marginalized groups and focus the issues and drivers being faced by women and the role they can perform in addressing the drivers of water related dispute resolution the water bodies and their structures specific to Sindh Province.

- The consultant will undertake the responsibility of designing the manual with illustrations where necessary. Consultations with AWARE team during the course of designing is important;

Deliverables for Consultant:

- Contents of manual for approval from AWARE
- Draft consolidated training manual in both languages i.e. English and Sindhi
- Designing and finalization of training manual after final review and approval of AWARE

- **Required Experience and Qualification for Theater Group/Consultant:**
- **Duration of Assignment**

Timing would be approximately 30 days from the signing of the agreement

- **1 Service Hiring procedure**

1.1 Procedure

This current service contract is to develop a training manual focus on water rights, peace harmony specific to women and marginalized groups and focus the issues and drivers being faced by women and the role they can perform in addressing the drivers of water related dispute resolution the water bodies and their structures specific to Sindh Province. After careful consideration and pre-selection a selection of potential consultants are asked to take part in the competitive negotiated procedure for the above mentioned contract. These potential applicants are asked to make a quotation based in the administrative criteria, selection criteria and the award criteria mentioned below. These quotations are assessed on their compliance, quality and price. The contract will in principle be awarded to the organization with the economically most advantageous quotation. This means that not only the price, but all award criteria will be taken into consideration. AWARE withholds the right to conduct interviews with one or more potential applicants before an award decision is made. Purpose of the interview is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential applicants and their teams.

- **1.2 Administrative criteria**

- **Contents of quotation**

- The following should be included in application:
 - A maximum of 10 pages for technical proposal and should contain description to the following
 - Background and relevance of past experience with the consultancy subject
 - Brief background of the topic: It should reflect how the consultant has conceptualized and understood the topic
 - Methodology: The methodology section should be divided in two sections as the consultancy involves development of workshop and national event management
 - Detailed work plan with timelines
 - Budget (with breakdown)
 - References of previous work

Core Competencies & Qualifications:

- Individual/Firm Consultant with proven previous experience in developing training manuals on multiple themes specific to areas of peace building, water rights, water governance, women and marginalized groups and policies related work in Sindh and other part of country.
- Firms/organizations must be registered. In case of individual the person must have master degree in relevant field or development professional with experience in water related issues
- Good understanding and capacity to produce high quality documents on peace building, local dispute/ disagreement resolutions, water and women and marginalized rights, water governance, advocacy, and policies analysis

- Good understanding of preparing training manuals on peace building and dispute resolution mechanism focusing women and marginalized groups to address its key drivers. **Interested individual consultant must submit the following documents/Information to demonstrate their qualifications and experience**

All supporting documents, narrative and financial proposal must be part of the application and submitted/ uploaded as one document

- ✓ **CV of consultants individuals including past experience for similar exercise**
- ✓ **Brief description of the proposed training manual contents**
- ✓ **Financial proposal specify a total lump sum amount, in order to assist the financial proposal will include a breakdown of the lump sum amount**
- ✓ **Payments of the proposed fees to the consultant are based upon the delivery of satisfactory services /products specified in TORs**

Selection Criteria

Criteria for technical evaluation and obtainable score (Total 100)

Relevant Education/Degree: 15

Relevant work Experience (Minimum 5 years):20

Experience in developing same quality training manuals: 25

Strong knowledge pertaining to water governance issue, challenges and resolution specifically to women and marginalized groups, local culture, language: 25

Price offer (Financial Proposal): 15

The technical and financial proposal along with supporting documents shall be electronically submitted at info@aware.org.pk by 05, January 2017.

Only shortlisted applicants will be contacted. AWARE in consultation with Oxfam reserves the right to reject any or all proposals and is not bound to any legal claim in this regard. For further Assistance please feel free to call on +92-238-500039