



Terms of Reference

CAPACITY BUILDING IN COMMUNITY SCORE CARD

REQUEST FOR TECHNICAL ASSISTANCE

1. INTRODUCTION

Deutsche Welthungerhilfe (DWHH) Country Office Pakistan, is seeking to hire a qualified candidate for Capacity Building in Community Scorecard (CSC) for staff of its Monitoring, Evaluation, Accountability and Learning (MEAL) unit and Partner Staff.

Deutsche Welthungerhilfe (DWHH) is a German based, non-profit making, non-aligned international NGO that aspires to see a world without hunger and poverty. In Pakistan, DWHH is implementing the Multi-Annual Country Programme 2016 – 2018 with the goal to “Build resilience and assist food and nutrition insecure communities in rural and semi-urban areas of Pakistan to realize their right to food in cooperation with local civil society and government.”

DWHH works in three main sectors: 1) Humanitarian Aid, 2) Food and Nutrition Security and 3) Capacity Development, Empowerment and Support in the provinces of KP, Punjab and Sindh.

2. OBJECTIVES OF THE TECHNICAL ASSISTANCE

The overall objective of the Technical Assistance will be to support DWHH Pakistan and its partner organization to successfully introduce and institutionalize the CSC process. The specific objectives will be to:

- (a) Review the project document implemented by the partner and available CSC guidance material developed by DWHH Headquarters in Bonn and hold discussions with staff as part of the design process of CSC Capacity Building.
- (b) Conduct Training Need Assessment to evaluate the level of understanding of all staff members and design the training accordingly.
- (c) Train a core trainer of trainers (TOTs) in the CSC process as part of capacity enhancement of both DWHH and its partner staff.
- (d) Undertake any follow up support as may be required to DWHH Pakistan

3. APPROACH

The following is a summary of tasks that will be undertaken:

3.1 Design and Implementation of the CSC Methodology

Based on the desk review of secondary sources of information, discussions with key staff and training needs assessment, design a comprehensive technical assistance and training methodology and training material. The training has to be mix of class room and field practice.

3.2 Training of a Core Team of Facilitators

A total of 25-30 people to be trained as facilitators. This team will comprise of DWHH and its partner MEAL program staff. These will be trained in comprehensive Community Scorecard Process & Methodology.

3.3 Pilot CSC process in 06-08 communities

Following the training, the team of staff trained will facilitate the CSC process in selected communities (06 to 08 communities) and document the results from application of the CSC process. The documented results will be reviewed by the Technical Assistant. This is designed to allow for incremental learning through the use of the CSC process, which can gradually be expanded.

4. DELIVERABLES

- Final copy of CSC Methodology for DWHH Pakistan
- Report on Training Methodology and learning material along with capacity gap analysis and recommendations
- Final consultancy report, (in electronic format) including operational guidelines, agreed workplan for trainer and reporting format.

5. DURATION

The consultancy will last for a period of 10 working days from the time of commencement.

6. REQUIREMENTS

The evaluator should meet the following criteria:

- A post-graduate or advanced degree in Social Sciences, and/or relevant academic field.
- At least 2-3 years of experience training and conducting Community Score Card (CSC).
- Knowledge of Poverty Dynamics, Local Government System and District Administration in KP
- Fluent in English and Urdu
- Clear, and effective writer in English

7. RESPONSIBILITY of DWHH PAKISTAN

- DWHH will facilitate availability of documents for literature review, meetings with staff.
- DWHH and its partner will provide logistics and administrative support for the workshop and
- Boarding and Lodging during the workshop and field exercise.
- In case of emergency DWHH will arrange and pay for necessary travel of staff and consultant back to home location.

8. HOW TO APPLY

Applicants should provide:

1. A summary of proposed training approach of no more than 4 pages
2. Updated Curriculum Vitae highlighting similar capacity building events, year and name of contracting agency
3. Per-day fee (including all govt taxes)

Please send your financial and technical proposal in hard format not later than 2nd May 2019, 1700 hrs to below office address

Deutsche Welthungerhilfe
First Floor, COMSATS HQ, Opposite NAB Office
G 5/2, Islamabad