



## Terms of Reference (ToRs) for consultant

**SF/WHH/ PAK-1144-24/ IFT-9/LPR No. 2511-2**

### Three Days Training on “Gender-Equitable Programme Design”

**Date: 15-04-2025**

<b>Activity</b>	Training in gender-equitable Programme Design			
<b>Project code &amp; title</b>	PAK 1144-Support for Agricultural Micro-Enterprises and Integration in Value Chains to Increase Food Security in Tharparkar, Sindh, Pakistan			
<b>Location</b>	<b>Country</b>	<b>Province</b>	<b>Division</b>	<b>District</b>
	Pakistan	Sindh	Mirpurkhas	Tharparakar
<b>Project duration</b>	1 November 2024 - 31 October 2027 (36 months)			
<b>Donor</b>	Deutsche Welthungerhilfe (WHH)			

## 1. Background and Context

**SUKAAR FOUNDATION:** For more than 20 years, Sukaar Foundation has been dedicated to transforming lives and empowering communities across Sindh Province. It focusses on delivering innovative and sustainable solutions in **WASH, Food security, livelihoods, and community resilience**, ensuring long-term development and well-being. Its initiatives include pioneering rainwater harvesting systems, enhancing disaster preparedness, and supporting education through child-friendly school facilities and teacher training. In times of crisis, we provide critical emergency relief, including food, water, cash aid, and sanitation support. By partnering with leading global organizations like **USAID, UNICEF**, and the **Government of Sindh**, we work to create meaningful, lasting change and build a brighter, more resilient future for all

**SAFWCO:** SAFWCO, a Non-Governmental Organization founded in 1993 under the Society's Act 1860, has established itself as a leading entity in promoting sustainable development across Pakistan. Recognized by the Pakistan Centre for Philanthropy (PCP) as a certified non-profit organization, SAFWCO operates under a Memorandum of Understanding (MoU) with the Economic Affairs Division (EAD) of the Ministry of Commerce. SAFWCO is driven by its vision to create "sustainable communities that achieve equitable economic, social, political, and cultural development." Engaging both rural and urban communities (men and women) to foster sustainable enterprise initiatives aimed at reducing poverty and ensuring food security, strengthening community-based agricultural organizations to support long-term sustainability, and enhancing the participation of women in business development to advance their socio-economic empowerment.

**Welthungerhilfe (WHH):** Welthungerhilfe (WHH) was established in 1962 and is now one of the largest private organizations in Germany working in development cooperation and humanitarian aid. The organization is non-profit, non-partisan, and non-denominational. Donations from the general public fund its work in over 40 countries across Africa, Asia, and Latin America. Additionally, WHH receives grants from the German Federal Government, the European Union, and the United Nations for international development initiatives.



## Context:

Sukaar Foundation and SAFWCO recently launched a project titled Support for Agricultural Micro-Enterprises and integration in value chains to increase food security, both in districts Tharparkar and Thatta, together with a German organization Deutsche Welthungerhilfe (WHH) which is working to promote food security and livelihood of vulnerable groups in Pakistan. Project is co-financed by German Federal Ministry for Economic Cooperation and Development (BMZ).

Sukaar Foundation is leading efforts to strengthen livestock value chain in district Tharparkar while SAFWCO focuses on agricultural and fisheries value chains in Thatta. Together, with WHH's support, these partners aim to promote sustainable development and economic resilience within these regions.

SUKAAR Foundation and SAFWCO aim to enhance their capacity to design and implement gender-responsive projects, particularly focusing on economic development and women's economic participation. To achieve this, a training program will be conducted for 20 staff of SUKAAR Foundation and SAFWCO. The training will include an assessment of existing capacities and practical guidance on gender-responsive project design and implementation. WHH will support both partners in the development of the training content. The training on gender-equitable program design aims to strengthen participants' capacity to design future development programs that integrate gender equity from the outset. This training will focus on applying gender analysis during the program design phase to identify and address gender-specific roles, challenges, and opportunities. Participants will learn how to incorporate gender-responsive objectives, strategies, and indicators to ensure that future programs are inclusive, equitable, and responsive to the needs of diverse groups. The training will also cover practical frameworks and tools for mainstreaming gender in program planning, resource allocation, and impact measurement, enabling participants to develop effective and sustainable gender-equitable programs.

## 2. Objectives of the Consultancy

**Key Objective:** By the end of a comprehensive three-day training program on Gender-Equitable Programme Design participants should be able to design, implement, and evaluate programmes that ensure gender equality and equity across all stages.

- **Specific Objectives:**

1. Understanding Gender Inclusion, and the Importance of Gender-Inclusive Programming in Agriculture, Livestock, Fisheries and other programmes.
  - Strengthening participants' understanding of gender equality, gender equity, and gender inclusivity, with a focus on how inclusive approaches ensure fair representation and participation of all gender groups, particularly the most vulnerable, in agriculture.
  - Explore the importance of gender-inclusive programming in removing structural barriers and enabling equal access to resources, opportunities, and decision-making spaces in agriculture, livestock, fisheries and other sectors.
  - Help participants identify and address gender-based biases, norms, and stereotypes that hinder full and meaningful participation in agricultural programmes.
  - Equip participants with inclusive tools and strategies to analyze and respond to the unique roles, needs, and challenges of women, men, youth, and gender-diverse individuals, ensuring that no one is left behind in programme design and delivery.
2. *Participants should be able to understand and develop the Tools and Strategies for Designing Gender-Equitable Programs*

- Introduce tools like gender analysis frameworks and gender-sensitive data collection methods to assess the gender impact of proposed programmes.
  - Teach participants how to create programmes that address the specific needs of all genders and promote equal opportunities.
  - Explain how to design programmes that account for the intersection of gender with other factors such as age, disability, class, ethnicity, etc.
  - Provide case studies of successful gender-equitable programme designs and discuss lessons learned.
3. *Participants should be able to Implement, Monitoring, and Evaluation of Gender-Equitable Programmes.*
- Discuss how to implement gender-equitable strategies effectively within programmes and organizations.
  - Teach participants how to monitor and evaluate the effectiveness of gender-focused interventions and assess programme impacts on different gender groups.
  - Guide participants in creating an action plan for integrating gender equity into their own programme design, implementation, and evaluation processes.
  - Discuss common challenges faced during the implementation of gender-equitable programmes and how to build internal support for gender equality.

### 3. Scope of Work

- **Consultancy Deliverables:**
- To develop and share a comprehensive training manual (with day-wise content and facilitator instructions), incorporating key recommendations from the recently conducted gender analysis by SAFWCO and SUKAAR Foundation to ensure relevance, contextualization, and responsiveness to identified gender gaps and inclusion needs within the agriculture, livestock and fisheries sector.
  - To develop and provide the training agenda, content, and materials (slides, handouts, tools, etc.) based on the objectives outlined.
  - To develop and provide pre- and post-training assessment tools (e.g., questionnaires, feedback forms) to evaluate the effectiveness of the training.
  - To conduct the three-day training, including interactive sessions, case studies, group discussions, and exercises.
  - To develop and share a final comprehensive report summarizing the training outcomes, participant feedback, and recommendations for further action on gender-equitable programming.

### 4. Methodology

- **Training Approach:**
  - Use interactive, participatory methods such as group discussions, role-plays, case studies, and practical exercises to ensure a dynamic learning experience.
  - Incorporate a mix of presentations, real-life examples, and tools to enhance understanding and application.
- **Training Material:**

- The consultant will be responsible for designing all necessary materials, including presentations, handouts, and exercises, based on the training objectives provided.
- **Assessment Tools:**
  - Pre- and post-training evaluation surveys or quizzes to assess participants' understanding and effectiveness of the training.

## 5. Expected Deliverables

1. **Training Manual and Materials:** Detailed training manual, agenda, presentation slides, handouts, and any other materials necessary for the training.
2. **Training Delivery:** Conduct a three-day training workshop tentative in the **M/o April-2025.**
3. **Post-Training Report:** A report summarizing the training, feedback from participants, key takeaways, and recommendations for future action in promoting gender-equitable programming.

## 6. Duration of the Consultancy

- **Timeline:**
  - The consultancy will be conducted over a period of **3-days (Tentative Planned in the M/o Apr-25)** covering three days of training.
  - Final deliverables (report and materials) to be submitted by a week after the completion of the training.

## 7. Qualifications and Experience of the Consultant

- **Required Qualifications:**
  - The lead consultant must have the post-graduate degree in relevant field/ Gender Subject in the post-graduation/graduation studies.
  - Strong expertise and experience in gender inclusion, gender transformative approach and conflict management.
  - Proven track record in delivering training or capacity-building programmes, particularly in the development sector.
  - Familiarity with gender analysis tools, frameworks, and approaches for integrating gender equity into programme design.
- **Preferred Qualifications:**
  - Previous experience working with NGOs, development organizations, or similar sectors.
  - Advanced degree in gender studies, social sciences, international development, or a related field.
  - Fluent in [specify language, e.g., English, Sindhi, Urdu].

## Evaluation and Selection Criteria

The proposal will be evaluated on the following grounds:

- Techniques, Methodology, and the process of Training. 30%.



- Relevancy/Profile of the Consultant, experience, and education. 20%.
- Registration with FBR/SRB. 05%.
- Time to complete the assignment. 15%.
- Financial Proposal 30%.

## 9. Lines of Communication

The consultant/firm will coordinate with the Project Manager Sukaar Foundation.

**Name:** Syed Nadeem Roshan Shah (0333-2714870)

**Designation:** Project Manager

**Sukaar Foundation Pakistan**

**Date April 15, 2025**

## 10. Monitoring and Evaluation

The M&E Persons of Sukaar, SAFWCO and WHH jointly will monitor the activity.

## 11. Support from Sukaar Foundation

SF will provide the following support for the assignment:

- Provide all relevant project documents and materials necessary for the successful completion of the assignment.
- Provide timely feedback on the overall process of training process, including training manual, material, training and report.
- Ensure the availability, presence, and punctuality of trainees at the venue as per the agreed schedule.
- Supply necessary stationery for the training sessions and trainees, along with photocopies of training materials and handouts as required by the consultant/ firm/ institute/organization.
- Provide food, refreshments, and transportation allowances (TA) for the participants.

## 12. Other information

**Logistics Arrangements:** The consultant will be responsible for all his/her own logistics arrangements; the consultant will be responsible for his/her travelling to reach the training venue and accommodation.

**Ethics:** Consultant/ Firm must not be engaged in any child labor, human rights abuse, corruption, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently blacklisted. Ensure safeguarding of the people engaged from community during this assignment.

**Note.** The Evaluation committee reserves the right to change the quantities or cancel/reject any or all offers without assigning any reason.

### 13. Confidentiality and Ownership

- All materials and intellectual property produced during the consultancy (including training content, reports, etc.) will remain the property of Sukaar Foundation.
- The consultant is expected to maintain confidentiality regarding any sensitive information shared during the course of the consultancy.

### 14. Submission of Proposals

Interested parties are invited to submit their proposals in accordance with the guidelines outlined in the Request for Proposal (RFP) document. All proposals must be submitted no later than this date 22-April-2025 3:00pm to below mention Address.

**The foreseeable timetable for this procedure is as follows:**

	DATE	TIME in PST
Deadline for requesting clarifications from the Contracting Authority	April 18, 2025	04:00 PM
Last date on which clarifications are issued by the Contracting Authority	April 18, 2025	04:00 PM
Deadline for submission of tenders	April 22, 2025	03:00 PM

- Cover letter detailing the trainer firm/consultant (preferably firm suitability for the assignment, relevant experience and current contact information)
- A short description of methodology to undertake assignment
- Outline your approach to training/facilitation
- Profiles/CVs of key trainers to be involved for the assignment; preferably female trainers in team.
- At least one relevant example of previous assignment of similar nature carried out in Pakistan with international I/NGOs (SF will strictly ensure the confidentiality of the reports.)
- Detailed work plan of assignment.
- Sample report for similar kind of trainings (preferably with I/NGOs)
- Consultant will use his/her own Laptop for the assessment and analysis.
- Please note that it is the sole responsibility of the consultant to arrange and maintain all necessary insurances, including healthcare, accident, and liability insurance. SUKAAR Foundation do not provide or subscribe to any insurance coverage on behalf of the consultant or service provider.
- A copy of the life insurance of consultant/s must be submitted prior to the execution of the contract.

Item	Total Cost (PKR)
Training Fees/ Consultant's Fee: XX days @ XX PKR Total = XXXX PKR	
Other costs (please specify e.g. travel)	
Total	

#### **Procurement Committee**

**Sukaar Foundation Office**

**Address: Nawaz Boot House Taukal Colony Mithi Tharparkar , Sindh**

**Phone No. 0232-261913**



**In case any questions, contact**

Email: [nk\\_lohana@yahoo.com](mailto:nk_lohana@yahoo.com)

**Phone No. 0232-261913**

**Name: Nand Kishore**

**Designation: General Manager (Admin & Finance)**

**Sukaar Foundation Pakistan**

**Date April 15, 2025**



## ANNEX I

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### Supplier Declaration Form

**Note:** This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

#### 1. Supplier Information

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

##### 1.1 Information About Your Business

Please provide the following information about your business and attach a copy of your company's legal registration document if available.

Business name	
Legal form <i>If the supplier is not a registered company, write "not registered."</i>	
Year founded	
Country where established	
VAT or registration number	
Bank details <i>Include the account holder's name, bank name, IBAN, SWIFT code, and currency used.</i>	
Physical address, email address, and website	
Contact Sales and marketing	
Range of products and services provided (Portfolio)	
Other information	

##### 1.2 Information About Your Managing Officials

Welthungerhilfe upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how Welthungerhilfe works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and





suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g.,

executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company's registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to [screening@welthungerhilfe.de](mailto:screening@welthungerhilfe.de).

<b>Managing official 1</b>			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
<b>Managing official 2</b>			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
<b>Managing official 3</b>			
Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:
<b>Managing official 4</b>			

Full name <i>(given name followed by middle and surname)</i>			
Nationality			
Address <i>(at a minimum, country of residence)</i>			
Gender <i>(optional)</i>			
Birthdate	Date:	Month:	Year:

## 2. Welthungerhilfe Policy Statement

### 2.1 Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

#### Human rights

- Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and
- Principle 2: make sure that they are not complicit in human rights abuses.

#### Labour

- Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

#### Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

#### Anti-corruption

- Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at <https://www.unglobalcompact.org>



## 2.2 Welthungerhilfe adheres strictly to its own Code of Conduct

Welthungerhilfe's own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe's work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling of personal data and information
- Responsible use of resources.
- No supporting of terrorism or money laundering
- No corruption
- Avoiding conflicts of interest
- No work under the influence of alcohol or drugs
- No carrying of weapons
- Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

ully

The full Code of Conduct is available at the following link:

<https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

***By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.***

## 2.3 Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and their relevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

## 3. Supplier declaration

We, \_\_\_\_\_ (name of company) hereby declare that



- a) all of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
- c) we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
- e) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
- f) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter “institutional donor”);
- g) we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
- h) in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
- i) we have not been excluded as a contract partner by any institutional donor due to ethical issues;
- j) in the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
- k) we respect basic social rights and condemn child labor;
- l) we understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;



- m) we support the goals of the UN Global Compact; and
- n) we act in accordance with the values of Welthungerhilfe's Code of Conduct.

\_\_\_\_\_  
Location, Date

\_\_\_\_\_  
Name,

\_\_\_\_\_  
Signature