Terms of Reference
TOT on CLTS/SLTS/Hygiene promotion

(CBDRM component of BDRP programme)
October– 2017

1. Background

Farmers Development Organization was established in 1996 as a not for profit and non-governmental public interest "A company setup under section 42 of companies’ ordinance 1984".

FDO is working in Saraiki Region (Southern Punjab), through participatory principles, benefitting hundreds of peasants, women and general communities in the fields of Livelihood, Institutional Development, Emergency Relief, Community Physical Infrastructure, Preventing gender based violence and promoting access to justice. The organization has a successful history in designing projects, subsequently through conducting the assessments of community problems, creating and engaging the local volunteers for implementing and monitoring the projects.

The goal Disaster Resilience in Pakistan (BDRP) programme funded by DFID is to increase Pakistan's capability to reduce disaster risk, though better planning, preparedness, response, and resource allocation at the governmental and community levels. Farmers Development Organization and Doaba Foundation are implementing Community Based Disaster Risk Management (CBDRM) component of BDRP with collaboration of Welthungerhilfe in District Muzaffargarh. The CBDRM component of BDRP will assist village communities to mitigate and prepare for disasters.

2. Purpose of the consultancy

The specific purpose of this consultancy is to build the capacity of hygiene promoters of the organizations and relevant government staff, who will further impart this training to communities in the selected target Union Councils for awareness raising on health and hygiene.

3. Essential and Desirable Experience/Qualifications

Farmers Development Organization & DOABA Foundation is seeking experienced consulting Firms/Consultants with the following expertise:

- Individuals of the Consulting firm/Consultant with advanced university degree(s) and 5 years’ experience in conducting trainings on WASH and CLTS.
- Have in-depth knowledge of Pakistan Approaches to Total Sanitation umbrella approach (CLTS, SLTS, PHAST, Sanitation marketing, component sharing etc)
- A reputable consulting Firm/Individual with documented experience in conducting similar Trainings.
- Excellent facilitation, reporting and presentation skills of the team.
- Strong interpersonal skills and ability to effectively work in a multi-cultural environment
- Available in Pakistan during assignment period and can conduct all three trainings for the targeted district in one go or may be with a reasonable gap between two trainings as per program provided by the organization.
4. Objectives and Specific Tasks to be undertaken by the Consulting Firm/Consultant
The objective of this assignment is to conduct ToTs for capacity building of the field staff of organizations and other govt. stakeholder’s in targeted district Muzaffargarh in Punjab province.

Following are the major tasks consultant is expected to undertake.

- To introduce participants to concepts on health, development and their relationship
- To orientate participants on advocacy and social mobilization
- To enable participants to understand their roles, responsibilities and their relationship with government institutions and other partners in health
- To build the capacity of participants to impart knowledge to their community on prevention of diarrhoeal and water-related diseases
- To equip participants with gender sensitive hygiene promotion facilitation skills
- To orientate participants on basic health care
- To provide participants with tools for community mobilization and planning in order to address existing hygiene and sanitation problems specifically in terms of gender
- To discuss factors that affect behaviours and how they can be altered in order to bring about positive gender sensitive hygiene behaviours
- To equip learners with skills on community governance, good leadership and problem solving techniques
- To equip the participants about DRR and WASH relation status
- To equip the participants for the emergency WASH handling/Management skills
- To equip the participants in monitoring and evaluation tools used for CLTS/SLTS
- To equip participants to face social and cultural challenges in implementation of CLTS/SLTS

5. Outputs
The consulting firm will produce following key outputs (subject to further refinement after consultation):

- Finalize and provide training tool kit/manual which should focus on the main steps, procedure and tools of CLTS/SLTS approach as well as on core skills/ experiences required for facilitating a training for the lower levels, based on participatory and learner’s cantered
training approach (Lecture notes, illustrations and guidance for all training components; Power point files for lecturing, Training/ facilitation skills and Training evaluation form etc.)

- Conduct comprehensive 5 days ToTs (three per district) for selected government officials and project staff in selected district on Community Led Total Sanitation (CLTS) and School Led Total Sanitation (SLTS) approaches, including hygiene promotion and field level triggering demo is carried out as part of TOT.
- Produce a detailed training report which will includes but not limited to; contents, executive summary, methodology, sessions proceedings, pre and post training evaluation, monitoring and evaluation tools and suggested ODF certification committee composition, process evaluating checklist etc.
- Provide CLTS/ SLTS training package/modules and agenda for SLTS/CLTS training, that will be used by provincial and district staff in providing training for local facilitators at the lower levels (village levels)

Payments will be made in instalment as per the set millstones agreed in the contract agreement. Apart from this Digital copies of all reports/documents will be required by FDO & DOABA at the end of the set deadline.

6. Lines of Communication
The consulting firm will report to FDO & Doaba Foundation’s Manager Programs and Project Coordinators, also will liaise closely with other relevant Staff.

7. Timeframe
The consultant/Firm will complete the work over a period of 22 working days starting from 12th of October 2017 with the following break up.

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Duration</th>
<th>By when</th>
</tr>
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<tbody>
<tr>
<td>Project document review and finalization of agenda and training tool kit/manual for delivery of CLTS/SLTS trainings</td>
<td>2 working days</td>
<td>12-13 October 2017</td>
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<tr>
<td>Develop CLTS/ SLTS training package/modules and agenda for SLTS/CLTS training for local facilitators</td>
<td>2 working day</td>
<td>14-15 October 2017</td>
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<tr>
<td>Conduct five days ToTs (3 Trainings)</td>
<td>15 working days</td>
<td>16-30 October 2017</td>
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<tr>
<td>Report writing</td>
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<tr>
<td>- 1st draft of narrative report</td>
<td>2 working days</td>
<td>01-02 November 2017</td>
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<tr>
<td>- Final report after addressing comments</td>
<td>1 working day</td>
<td>03 November 2017</td>
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8. How to apply:
Interested potential consultancy firms/Individuals with relevant experience can submit sealed technical & financial proposals (separately) containing following documents to Farmers Development Organization, House # 1 Street 28 Zakriya Town Bosan Road Multan by October 10, 2017.
• Cover letter detailing the consultant’s/ firms’ suitability for the assignment, relevant experience and current contact information
• A short description of methodology to undertake assignment
• Profiles/CVs of key person(s) to be involved for the assignment.
• At least two relevant example of previous assignment of similar nature carried out preferably in Pakistan with international NGOs/UN agency (FDO & Doaba will strictly ensure the confidentiality of the reports.)
• For more on the assignment, please direct your queries at info@fdopk.org before deadline.