

Terms of Reference (TOR)

Hiring a Trainer/Facilitator for Training of Trainers (ToT)

Deadline: October 7 ,2025

Who we are: Group Development Pakistan (GDP) is a Civil Society Organization registered under the Societies Registration Act of 1860, working on protecting and promoting child rights and strengthening child protection and Justice with children across Pakistan. GDP believes in a democratic and humanistic society in which the most important stakeholders -children- are acknowledged, respected, and protected from all forms of violence and discrimination. GDP follows a holistic, creative, participatory, inclusive, eco-friendly, child-focused, and human rights-based approach.

1 Background

GDP is organizing a Training of Trainers (ToT) program. This training aims to build the capacity of selected trainers from the TLN network, which comprises 165 Community-Based Organizations (CBOs) from across Pakistan.

The ToT will focus on equipping participants with the knowledge, skills, and tools to deliver effective training sessions on Life Skills Based Education (LSBE), Reproductive Health and Rights (RHR), Gender-Based Violence (GBV), HIV/Sexually Transmitted Infections (STIs), and Mental Health. These topics are critical for addressing vulnerabilities in underserved communities, promoting preventive education, and fostering supportive environments for health and rights advocacy.

The training will be a 3-day residential program held in Islamabad, in October end (tentatively). Approximately 30 participants will be selected from the TLN based on criteria such as organizational representation, prior experience in health education, and commitment to cascading the training to their communities.

To ensure high-quality facilitation, GDP seeks to hire an experienced consultant trainer/facilitator to design and deliver this ToT.

2 Objective of the consultancy

The primary objective of this consultancy is to deliver an interactive, participatory, and impactful 3-day ToT that enables participants to:

- Understand and apply key concepts in LSBE, RHR, GBV, HIV/STIs, and Mental Health.
- Develop facilitation skills to train others effectively, using adult learning principles and culturally sensitive approaches.
- Create action plans for replicating the training within their CBOs and communities.
- Promote inclusive practices that address gender, age, and cultural diversity in training delivery.

Secondary objectives include:

- Fostering a safe space for discussions on sensitive topics like GBV and mental health.
- Integrating practical tools, case studies, and group activities to enhance retention and application.
- Evaluating participant learning and providing recommendations for GDP on follow-up support.

3 Tasks

The consultant trainer/facilitator will be responsible for the following tasks:

3.1 Pre-Training Preparation

Review relevant GDP materials, TLN network guidelines, and any existing curricula on the specified topics.

- Develop a detailed 3-day training agenda, including session plans, objectives, methodologies (e.g., lectures, role-plays, group discussions, multimedia aids), and time allocations. The agenda should ensure a balance across all topics: LSBE, SRHR and HIV/STIs, GBV and Mental Health.
- Develop a module from the material provided for the 3-day residential training.
- Prepare training materials, including handouts, flipcharts, PowerPoint slides, and participant manuals (in English and/or Urdu as needed for accessibility).
- Coordinate with GDP on logistics, such as venue setup in Islamabad (residential facility with accommodation, meals, and breakout rooms), participant selection confirmation, and any required AV equipment.
- Conduct a pre-training needs assessment via a short survey or virtual meeting with selected participants to tailor content.

3.2 Training Delivery

- Facilitate the 3-day residential training in Islamabad, ensuring active participation, inclusivity, and sensitivity to diverse backgrounds (e.g., gender, regional differences).

Use interactive methods to cover:

- LSBE: Building life skills for decision-making, communication, and resilience.
- RHR: Rights-based approaches to sexual and reproductive health.
- GBV: Identification, prevention, response, and survivor support.
- HIV/STIs: Prevention, stigma reduction, and access to services.
- Mental Health: Awareness, coping strategies, and integration with other topics.
- Incorporate breaks, energizers, and evaluation sessions to maintain engagement.
- Manage group dynamics, ensuring equitable participation and addressing any emerging issues (e.g., trauma-informed facilitation for GBV/mental health discussions).

3.3 Post-Training Activities

- Administer pre- and post-training evaluations to measure knowledge gains and participant satisfaction.
- Provide a comprehensive training report within 7 days after the event, including key outcomes, participant feedback, lessons learned, and recommendations for scaling up through TLN CBOs.
- Debrief with GDP team on successes, challenges, and follow-up needs (e.g., mentorship for participants).

The consultant will work closely with GDP's team throughout the assignment.

4 Key Deliverables

The consultant is expected to produce the following:

- Detailed training agenda and session plans submitted 7 days before the training.
- Training materials package (digital and print-ready, submitted 5 days before the training).
- Facilitation of the 3-day ToT, including real-time documentation (e.g., photos, attendance sheets – with participant consent).
- Pre- and post-training evaluation summary results.
- Final training report (including executive summary, agenda, evaluation analysis, and action plan recommendations).

All deliverables must be submitted in editable formats (e.g., Word, PowerPoint) and adhere to GDP's branding and confidentiality guidelines.

5 Duration of Assignment

The assignment will span approximately 2 weeks, including preparation, delivery, and reporting.

6 Key Milestones

- Submission of proposal and materials: Tentatively end of October 2025.
- Training delivery in Islamabad.
 - Final report submission: Within 7 days post-training.
 - The consultant must be available full-time during the training days and flexible for virtual pre/post meetings.
- The consultant must have completed the UN PSEA online course, and a certificate of completion must be provided with the proposal for consideration. [PSEA Certification](#)
- Boarding and lodging will not be provided separately. It is the responsibility of the consultant to arrange their travel and lodging if required.

7 Required Competencies

The ideal consultant trainer/facilitator should possess:

- Advanced degree (Master's or higher) in Public Health, Education, Social Sciences, Gender Studies, or a related field.
- At least 7-10 years of experience in designing and delivering ToTs on health, rights, and gender topics, preferably in Pakistan or South Asia.
- Proven expertise in LSBE, RHR, GBV, HIV/STIs, and Mental Health, with experience in rights-based and trauma-informed approaches.
- Strong facilitation skills, including adult learning methodologies, participatory techniques, and handling sensitive discussions.
- Familiarity with TLN or similar CBO networks in Pakistan.
- Excellent communication skills in English and Urdu (written and spoken).
- Experience working with NGOs/INGOs on residential trainings.
- Commitment to diversity, equity, and inclusion (DEI) principles.

Preference will be given to candidates with prior collaborations with GDP or similar organizations.

8 Reporting and Coordination

The consultant will report directly to GDP's Project Manager. Regular updates (e.g., weekly via email or calls) are required during preparation. All communications and materials must maintain confidentiality, especially regarding participant data and sensitive topics.

9 Remuneration and Payment Terms

- **Budget:** A lump-sum fee covering preparation, delivery, and reporting.
- This includes any applicable taxes.
- **Payment Schedule:**
 - 100% upon completion of session and submission and approval of the final report.
- **Expenses:** All expenses including travel, boarding and lodging costs should be made part of the proposal.
- Proposals should include a detailed budget breakdown.

10 How to Apply

Interested consultants are invited to submit the following documents for the consultancy assignment by **October 7, 2025**:

1. Detailed CV and a cover letter.
2. Proposed session outlines.
3. Sample training material or agenda for similar sessions.
4. Technical and Financial Proposal: Including the expected daily or lump-sum fee.

5. A minimum of two references from relevant past assignments.
6. Supplier Declaration Form: Completed and signed Supplier Declaration Form (refer to Annex IV of the Terms of Reference for the form template).
7. [UN PSEA Online Course](#) Completion Certificate: Mandatory at the time of contract award.

Submission Instructions: Interested consultants should send the following to hr@gdpakistan.org with the subject '**Application – Training of Trainers Facilitation**'

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Other terms

The consultant must follow GDP's Code of Conduct, Child Protection Policy, and Safeguarding Guidelines. All developed materials will be GDP's property. Any conflict of interest must be declared. TORs may be adjusted with mutual agreement.

**Group Development Pakistan (GDP)
Supplier Declaration Form**

Part 1: Firm/ Supplier Information

Company / Individual Name	
Registration Number	
National Tax Number (NTN)	
Address	
Contact Person Name	
Designation	
Email:	
Phone Number	

Part 2: Compliance Declaration

As a supplier to Group Development Pakistan (GDP), I/we hereby certify and agree to the following:

- 1. Legal Compliance**
 - We are fully compliant with all applicable laws, including but not limited to labor, environmental, anti-corruption, and tax laws.
- 2. No Fraud or Malpractice**
 - We affirm that we have not been involved in any fraudulent, corrupt, or unethical practices.
 - We are not listed on any government, international, or industry-specific blacklist for fraudulent or unethical activities.
- 3. Conflict of Interest**
 - We declare that we have no conflicts of interest with any staff member, director, or representative of GDP.
 - We will immediately disclose any potential or actual conflicts of interest if they arise during the course of our engagement.
- 4. Business Practices**
 - We ensure fair labor practices and do not engage in forced labor, child labor, or any form of exploitation.
 - We commit to providing goods and services of the highest ethical and professional standards.
- 5. Accuracy of Information**
 - We confirm that all information provided in this form and during the procurement process is accurate and complete.
- 6. Acceptance of Terms**
 - We acknowledge and accept that failure to comply with the above declarations may

result in immediate termination of our contract and disqualification from future procurement opportunities with GDP.

Part 3: Supporting Documentation

Please attach the following documents (as applicable):

- Certificate of incorporation/registration/CNIC.
- National Tax Number (NTN) certificate.
- Copies of relevant industry-specific licenses or permits.
- References from at least two recent clients.
- Experience Certificates
- CV (In case of an Individual)

Part 4: Certification and Signature

I, the undersigned, certify that I am an authorised representative of the above-mentioned company/AOP/Individual. I declare that the information provided in this form is true and accurate to the best of my knowledge.

Name: _____

Designation: _____

Signature: _____

Date: _____

For GDP Use Only

• **Form Received By:** _____

• **Date:** _____

• **Findings/Remarks:** _____

Signature of Reviewer: _____

Date: _____