Terms of Reference (TOR)
for Engagement of Experts for Online Sessions

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

The Learning Network (TLN) is a collaborative platform comprising community-based organizations focused on enhancing capacities in areas such as safeguarding, community engagement, and program management. As part of our ongoing capacity-building initiatives, GDP seeks to organize online interactive training sessions to equip participants with practical skills and knowledge on key topics relevant to their work in humanitarian and development contexts.

The experts will conduct interactive online sessions via platforms such as Zoom or Microsoft Teams, targeting CBOs from diverse regions of Pakistan. This TOR outlines the requirements for experts in the following thematic areas:

1. Protection from Sexual Exploitation and Abuse (PSEA)
2. Safeguarding
3. Mental Health
4. Proposal Development and Risk Management
5. Community Engagement
6. Managing Gender-based Violence Programs in Emergencies
7. Social Media and Digital Communication
8. Information, Education, and Communication (IEC) and Social and Behavior Change Communication (SBCC) Content Development
9. Project Management
10. Organizational Leadership

2 Objective of the consultancy

The primary objectives of engaging these experts are:
- To build the capacities of CBOs through targeted online training sessions, enabling them to address challenges in humanitarian and development work.
- To promote best practices and compliance with international standards among grassroots organizations.

- To facilitate knowledge sharing and skill development in a virtual format accessible to participants nationwide.
- To support CBOs in innovating and managing risks effectively in their operations.

3 Tasks

Selected experts will design and deliver online sessions tailored to their thematic area. Each session is expected to be at least 3-4 hours long, interactive, and inclusive of practical exercises, case studies, and Q&A. Potential tasks include:

General Responsibilities (Applicable to All Experts)

- Developing session content, including presentations, handouts, and interactive tools.

- Delivering the session virtually to 20-50 CBO participants. Facilitating discussions, polls, and group activities to ensure engagement. Ensuring content is culturally sensitive, inclusive, and aligned with Pakistan's context.
- Providing post-session resources, such as recordings (if approved), end of sessions summaries, and follow-up materials.

- Evaluating session effectiveness through feedback forms and reporting outcomes to GDP.

Specific Responsibilities by Thematic Area

1. **PSEA (Protection from Sexual Exploitation and Abuse)**: Cover policy development, risk assessment, reporting mechanisms, and staff training protocols.
2. **Safeguarding**: Focus on frameworks for child and adult protection, vulnerability assessments, and integration into CBO programs.
3. **Mental Health**: Address psychosocial support, trauma-informed care, staff well-being, and integration into community programs.
4. **Proposal Development and Risk Management**: Teach grant writing, risk analysis, mitigation strategies, and donor compliance.
5. **Community Engagement**: Explore participatory methods, feedback mechanisms, stakeholder partnerships, and inclusive approaches.
6. **Managing Gender-based Violence Programs in Emergencies**: Discuss emergency response planning, case management, prevention strategies, and referral systems.
7. **Social media and Digital Communication**: Guide on strategy development, ethical usage, campaign management, and analytics.
8. **IEC and SBCC Content Development**: Instruct on material design, audience research, behavior change strategies, and impact evaluation.
9. **Project Management**: Cover project cycles, tools (e.g., Gantt charts), budgeting, and agile methodologies.
10. **Organizational Leadership**: Advise on leadership skills, change management, strategic planning, and non-profit governance.

The exact session details will be finalized in the contract. The consultant will work closely with GDP's team throughout the assignment.

4	Key Deliverables

- Experts will report to the GDP's contact focal point.
- Deliverables include session outlines, materials, delivery, participant feedback analysis, and a brief report.
- All work must comply with GDP's code of conduct, data protection, and virtual engagement policies.

Deliverable	Description	Tentative Timeline
Session Agendas and Materials	Session agenda and materials (slides, handouts)	At least 3 days before the session
Delivered Sessions	One live online interactive session, with recordings	As per agreed dates (within 1 week of contract signing)
Participant Feedback Summary	Pre and post-test and feedback forms database and analysis from surveys.	Within 2 days after the session
Final Report	Summary report including insights, feedback, and recommendations.	Within 1 week after the session

All materials must be original, editable (e.g., in PowerPoint/Google Slides format), and licensed for GDP's use.

5	Duration of Assignment

- Each engagement will involve three broad activities including Material design (2 days), Training Delivery (1 day) and report compilation (2 days).
- All sessions will be conducted online, with no travel required.

6	Required Competencies

Applicants must have expertise in their selected thematic area. Minimum requirements include:

- Advanced degree (master's or equivalent) in a relevant field (e.g., Social Work, Public Health, Development Studies, Communications, Management).
- At least 5-7 years of experience in the thematic area, with a focus on training or capacity building in NGO/CBO settings.
- Proven experience delivering online sessions or webinars, preferably to diverse audiences in Pakistan or similar contexts.
- Strong facilitation, virtual presentation, and digital literacy skills (e.g., familiarity with Zoom, interactive tools like Menti meter).
- Fluency in English; proficiency in Urdu is highly desirable for accessibility.
- Knowledge of international standards (e.g., UN guidelines, Core Humanitarian Standard) and Pakistan-specific contexts.
- Availability for online sessions during Pakistan Standard Time.

Preference will be given to candidates with:

- Certifications relevant to the theme (e.g., certified trainer in PSEA/Safeguarding, PMP for Project Management).
- Experience working with CBOs and youth in emergency or rural settings.
- Demonstrated ability to handle interactive virtual formats effectively.

7   Reporting and Coordination

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

8   How to Apply

Interested candidates should submit:
- CV highlighting relevant experience in training and the thematic area.
- Proposed outline for the session with topics and activities clearly chalked out.
- Financial quotation (Cost per session inclusive of taxes)
- Supplier Declaration Form: Completed and signed Supplier Declaration Form (refer to Annex IV of the Terms of Reference for the form template).
- Contact details for two professional references.
- UN PSEA Online Course Completion Certificate: Mandatory at the time of contract award.

Applications should be emailed to hr@gdpakistan.org] with the subject: **"Application for Online Session Expert - [Thematic Area]"**.

One consultant can apply for multiple sessions; however, a separate application is required for each thematic area.

9   Timeline

- Deadline for applications: October 7, 2025

10   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 the session and submission and approval of the final report.

Expenses: Travel not required (fully online); Proposals should include a per-session budget breakdown.

11   Other terms

- GDP reserves the right to accept or reject applications without explanation.
- Selected experts must sign agreements on confidentiality, safeguarding, and virtual conduct.
- GDP encourages applications from women, non-binary people, minorities, and persons with disabilities to promote diversity.