

Terms of Reference (TOR)

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 and Psychosocial Support (MHPSS)
4. Proposal Development and Risk Management
5. Community Engagement
6. Managing Technology Facilitated Gender-based Violence
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
11. Community Based M&E
12. Climate Resilience & Community adaptation planning
13. Gender Equality, Disability & Social Inclusion (GEDSI)
14. Child Marriage Prevention
15. Working with Survivors (GBV, SRHR, FP)

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 03 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 50-80 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(subject to GDP approval and participant consent), 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 and Psychosocial Support (MHPSS):** 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 Technology facilitated Gender-based Violence:** Discuss forms of TFGBV, prevention strategies, and referral systems. Covers image-based abuse, online harassment, doxxing, and how CBOs can support survivors and educate communities.
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.
11. **Community Based M&E:** basic M&E tailored for CBOs: simple data collection, community scorecards, beneficiary feedback loops.
12. **Climate Resilience & Community Adaptation Planning:** climate was touched on in 2024-2025 as a broad theme. A dedicated session on practical community-level adaptation (water,

food security, disaster preparedness) tied to local contexts

13. **Gender Equality, Disability & Social Inclusion (GEDSI):** *how* to operationalize GEDSI in community activities. Practical tools for inclusive programming and event design.
14. **Child Marriage Prevention:** Practical tools for working with families, religious leaders, and local government to delay child marriage. Includes legal frameworks in Pakistan, community dialogue approaches, and engaging adolescent girls themselves.
15. **Working with Survivors (GBV, SRHR, FP):** How CBO workers who are not case managers can still support survivors: active listening, first disclosure response, warm referrals, and strict confidentiality protocols. Covers what to do and what *not* to do.

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 designated 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 Session recordings subject to participant's consent	As per mutually agreed date confirmed in contract
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. Intellectual property for all developed materials vests in GDP upon final payment.

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.

Applications must be sent to hr@gdpakistan.org. The email subject line must begin exactly with: **Application for Online Session Expert** followed by the thematic area title (e.g., Application for Online Session Expert – PSEA, or Application for Online Session Expert – Child Marriage Prevention). The automated system will use this subject line to log your application.

Emails that do not include "Application for Online Session Expert" in the subject will not be captured and GDP will not be responsible for missed applications.

One consultant may apply for multiple thematic areas; a separate email and complete application package is required for each.

9 Timeline

- Deadline for applications: **June 19, 2026**
- Shortlisting and selection: by June 26, 2026
- Contract award and signing by June 30, 2026
- Session's delivery period: July–September 2026 (exact dates confirmed in contract)

10 Remuneration and Payment Terms

Budget: A lump-sum fee of PKR 35,000/ session, covering preparation, delivery, and reporting.

This includes all 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.
- Selected experts must complete a conflict of interest disclosure as part of the Supplier Declaration Form (Annex IV) prior to contract award.
- [UN PSEA Online Course](#) Completion Certificate: Mandatory at the time of contract award.