

## TERMS OF REFERENCE (TOR)

### **Hiring a Trainer/Facilitator for a Training of Trainers (ToT) on Health, Rights, and Gender (LSBE, SRHR/RHR, GBV, HIV/STIs, and Mental Health)**

**Deadline: June 30, 2026**

**Location: Islamabad or Murree**

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**

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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 of 30 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 5-day residential program tentatively scheduled to be held in Islamabad (or another designated city) in late August. 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**

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##### **Primary Objective:**

- Deliver an interactive, participatory, and impactful 5-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:**

- Fostering a safe space for discussions on sensitive topics such as GBV, SRHR/RHR, 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 / Scope of Work**

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

#### **1. Pre-Training Preparation**

- Review relevant GDP materials, TLN network guidelines, and any existing curricula on the specified topics
- Develop a detailed 5-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 5-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, including venue setup at the finalized location, participant confirmation, accessibility needs, and required AV equipment
- Conduct a pre-training needs assessment via a short survey or virtual meetings with selected participants to tailor content

#### **2. Training Delivery**

- Facilitate the 5-day residential training at the designated venue, 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
  - SRHR/RHR: Rights-based approaches to sexual and reproductive health and rights
  - 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. 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. Qualifications, Experience and Skills**

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- 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

#### **5. Key Deliverables**

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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 5-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

#### **6. Duration of the Assignment**

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

#### **7. Key Milestones**

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- Submission of materials: Tentatively mid-July 2026
- Training delivery: Late August 2026 at the finalized location
- Final report submission: Within 10 days after completion of the training
- The consultant must be available full-time during the training days and flexible for virtual pre/post meetings

## 8. Remuneration & Payment Terms

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- Budget: A lump-sum fee covering preparation, delivery, and reporting
- This includes any applicable taxes
- Payment Schedule: 100% payment will be made upon completion of the training and submission and approval of the final report
- Proposals should include a detailed budget breakdown
- Expenses: The training venue is tentatively scheduled in Islamabad; if arranged outside Islamabad, GDP will arrange and cover the consultant's travel, boarding, and lodging

## 9. Application Requirements and Submission Instructions

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Interested individual consultants are invited to submit the following documents by June 30, 2026:

- Detailed CV and a cover letter
- Proposed session outlines
- Sample training material or agenda for similar sessions
- Technical and Financial Proposal: Including the expected daily or lump-sum consultancy fee
- A minimum of two references from relevant past assignments
- Individual Consultant Declaration Form: Completed and signed declaration form using the attached template

The consultant must have completed the UN PSEA online course and must provide the certificate of completion with the proposal

### Submission Instructions:

- Applications must be sent to [hr@gdpakistan.org](mailto:hr@gdpakistan.org)
- The email subject line must begin exactly with: **Application for ToT Facilitator - (Your Name)**. The automated system will use this subject line to log your application
- Include your full name in the document name you are sharing, **for example CV-Muhammad Rizwan, or Proposal-Muhammad Rizwan**
- Emails that do not include the highlighted subject line will not be captured by the system, and GDP will not be responsible for missed applications

## 10. Evaluation Criteria

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Criterion	Weight
Relevant experience in designing and delivering ToTs on LSBE, SRHR/RHR, GBV, HIV/STIs, and mental health, preferably in Pakistan or South Asia	30%
Technical approach, proposed methodology, session design, and ability to apply participatory, rights-based, inclusive, and trauma-informed facilitation methods	30%
Quality and relevance of sample materials, proposed agenda, and evidence of prior training outputs	15%
PSEA compliance, confidentiality, and conflict-of-interest declarations	10%



Financial proposal, value for money, and clarity of budget breakdown	15%
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## **11. Other Terms**

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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.

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

*Part 1: Firm/Supplier Information*

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

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*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.

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*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)

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*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:** \_\_\_\_\_

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**For GDP Use Only**

• **Form Received By:** \_\_\_\_\_

• **Date:** \_\_\_\_\_

• **Findings/Remarks:** \_\_\_\_\_

**Signature of Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_