



**Environmental
Protection Society**



Terms of Reference For Training Resource Person/Master Trainer

1. Introduction

Environmental Protection Society (EPS) is a local, non-political, non-ethnic and non-religious organization working in Khyber Pakhtunkhwa since 1991. During its 25 years life, the Society accomplished a number of mile stone in Social Mobilization/institutional development, WASH, Livelihood, Community Physical Infrastructure Schemes, Health, Education and Disability. During this period EPS completed successfully more than 70 projects in partnership with national, international and UN agencies. EPS played its active role in relief, rehabilitation and early recovery phases during earthquake, conflict and flood of 2010.

EPS and PPAF has signed an agreement for implementing a LACIP project at Union Councils Nawagai & Koga of Tehsil Mandanr District Buner. The two main components of the project are Community Physical Infrastructure (CPI) and Institutional Development (ID). Under the ID component, the Project includes capacity building trainings to train the representatives of COs & VOs, community activists and resource persons. COs and VOs have already been formed in the target union councils. The training includes the following topics and numbers;

S. No	Training Title	Level	No of activity/ Training	Duration in days
1	Training on Basic Civic & Constitutional rights	VO,s	1	3
2	Training on Peace Pluralism & inter provincial harmony	VO,s	2	3
3	Training on Linkages development & Resource Mobilization	VO,s	1	3
4	Training on Disaster Risk Management	VO,s	1	3
5	Village Council development plan	VO,s	6	3
6	O& M Training of Completed Projects	CO,s	2	3
7	Training on Value governance & Mgt	VO,s	1	3

2. Objectives

Objectives of the proposed trainings are as under:

- Enhance the capacity and skills of communities through basic concepts and approach.
- Capacitate the Project staff, CO, VOs members and enable to impart training onward to all communities members.
- Finalization of formats, reports and plans related to a specific topic.

3. Scope of work:

The duties and responsibilities of the Training Resource Person are as follows:

- Develop a pre and post-test for evaluation of capacity building of training participants.

- Prepare a thorough training module on the training topic, along with supporting Material (Manuals, presentation, handouts etc.) to be used during the training.
- Deliver training program for selected candidates.
- Developing a questionnaire/evaluation tool for the different aspects of the training for the whole training.
- Prepare and deliver a training report on the completion of training highlighting the training delivery process, results achieved, and participants' satisfaction about the Training Resource Person, training methodology, main conclusions and recommendations
- Arrange their own transportation to training venue, in case if training is held in a periphery, EPS/PPAF will provide transportation to resource persons.
- A comprehensive report on the process and delivery of the training to be submitted.
- EPS/PPAF will provide refreshment to all training participants, training hall and stationary.

4. Qualification for individual Applicant or Firm.

Key individuals assigned the task should meet the following requirements and qualification:

- Master's degree in the relevant field, advanced degree will be a plus point, Male Training will require male individual while female Training will require female Trainer.
- Working experience related working with civil society and conduction of training events related to the topic.
- Should have experience in Community trainings.
- Excellent facilitation and communication skills
- Fluent in Pashto and Urdu
- Applicant must be independent and free from any conflict of interest.
- Shall have proved experience in report writing.

5. Other conditions:

All travel expenditure/arrangements should be covered in the total cost of consultancy, the consultant will carry full responsibility for all those arrangements.

6. Medium of Training Session:

Mix of Pashto and Urdu will be acceptable.

7. Deliverables:

- A training agenda and training module for each training of around 20-25 trainees.
- Supporting training materials in the form of handouts, (information, education & communication) etc.
- Final versions of various formats, reports and plans
- Attendance sheet of Training on daily basis.
- Final reports on content and results of training, including evaluation reports and pictures of training events.

8. Duration of contract;

- Preparation of training module and material within the required training period.
- Training Duration: Training period is mentioned above
- Reporting of Training: At end of each training.
- Timing of training will be from 9:00 AM to 4:00 PM

9. Source of Funds (SOF)

PPAF has provided the financial support to EPS for the trainings.

10. Payment schedule;

Payment will be made in two installments,

- 1st installment will be paid at the end of the training through cross cheque.
- 2nd and final installment will be made through cross cheque on submission of training report.

11. Selection process;

The individual, consultant/firm shall send training agenda along his CV/profile and financial proposal through email to

HR Manager

Environmental Protection Society (EPS)

Darbar Saidu Sharif, Swat, Khyber Pakhtunkhwa.

Phone: 0946-9240254 / 0946-711162 Fax: 0946-721062

E-mail: info@eps-swat.org , Syed <syedsoul1@gmail.com>

Web site: www.eps-swat.org

Request will be open for 5 days after the date of advertisement. Selection of Individual, consultant will be on the basis of appropriate module, availability on short notice, experience in community trainings and reasonable financial quotes.

Note: EPS has the right to accept or reject any proposal without assigning any reason.



Terms of Reference for Documentary on LACIP Project

1. Introduction

Environmental Protection Society (EPS) is a local, non-political and non-ethnic organization working in Khyber Pakhtunkhwa province since 1991. The Society accomplished number of mile stones in the fields of Social Mobilization/institutional development, WASH, Livelihood, Community Infrastructure, Health, and Education etc., and successfully completed more than 70 projects in partnership with Government, National and International organizations. EPS plays its active role in relief, rehabilitation and early recovery activities in the disasters, earthquake, floods, and conflicts, faced by the area during the course of time.

Environmental Protection Society (EPS) entered into partnership with Pakistan Poverty Alleviation Fund (PPAF) to implement the KFW sponsored Project “Livelihood Support and Promotion of Small Infrastructure Project (LACIP)” in two Union Councils of District Buner, including UC Kawga and UC Nawagai. The main objective of the project is to improve livelihood of the poor communities through infrastructure and institutional development along with their capacity building. The project is based on participatory approach, and the beneficiary community shall be involved right from the beginning in the activities related to institutional development and planning, implementation, cost sharing and operation & maintenance of the infrastructure schemes.

The ID component of the project include preparation of Community Organizations (COs) and Village Organizations (VOs), and provision of trainings to community activists and resource persons to build their capacity in dealing the matters of the community. Establishment of Documentary is one of the deliverable of the ID component of the project.

2. Specific Objectives: The objectives are;

To present in a documentary results & impact of EPS-PPAF- LACIP Project interventions (Institutional Development (ID), Community Physical Infrastructure (CPI)) as a method to build a sustainable structure that supports building individuals, communities, linkages with government, and strengthen local people and institutions to move forward with multiple programs.

To show the impact of the program on poverty alleviation through specific examples.

3. Target Audience;-

- Government elected representatives
- Current and potential donors to EPS.
- Policy and Planning organizations
- Community, Village, Local Support Organizations(CO,VO, LSO)
- EPS Trainings
- Media
- International Audiences.

4. Process

The process will consist of footage, Videos from Province KPK to show the diversity of cultures, rural and urban, and multiple programs. People from the community level will speak vs. using EPS officials. The EPS key person's interviews will also be included as the vision and to create a powerful message. EPS has many projects but a few will be selected to illustrate how the method can be used in different social issues etc. to create impact on their lives. Charts and facts will be illustrated and animated as appropriate to the topic. Local Music will be used to build impact and flow.

5. Language

The spoken voices of the people at the community level will be in their local language or whatever language they are comfortable with to express themselves about the programs. The Documentary voiceovers will be in English and Urdu/Pushto. The transcription of any spoken sections will be in English. The transcription will be dubbed in English if required.

6. Thematic areas

The following thematic areas will be covered through documentaries, by focusing on CO& VO role in achieving objective.

- VO and organizational governance and management.
- CO/VO role, rights & responsibilities.
- Community/Village/Local support Organization, Community and improving access to quality education
- Community/Village/Local support Organization, Community LSO and improving Health.
- Community/Village/Local support Organization and disaster risk reduction through CPI schemes.
- Women led Community/ Village Organization & Women Rights.
- Community/Village/Local support Organization and Peace & Inter Provincial harmony
- Community/Village/Local support Organization and asset transfer to the poorest.
- Community/Village/Local support Organization Training.

7. Scope of work:

EPS intends to engage individual, consultant/firms to develop one Documentary in the two UC, s Koga& Nawagai of Tehsil Mandanr District Buner.A shorter version of Seven minutes Documentary will be created to show the highlights of the overall activities of the project.

A full detailed timeline will be created in the initial stage upon signing the contract/agreement. The following is a tentative timeline that will be confirmed in the initial days of the planning meetings:

2 Weeks	<ul style="list-style-type: none">• Contracting• Meetings to develop concept, structure and draft script• Planning locations, stories and people to interview• Timing for location shoots & Shooting at location UC Koga&Nawagai of Tehsil MandanrDistrict Buner.• Shortlist materials to review
1 Week	<ul style="list-style-type: none">• Review of Script/ Documentary with EPS of Rough cut and any final changes. (OnEnglish, Urdu/Pushto Version).
Weeks 3	<ul style="list-style-type: none">• Post production;• Shot selection;• Editing.• Case studies publication.• Rough voiceover on documentary;• Music selection• Rough cut for review with EPS. Comments and changes on shots etc.• Changes based on review of Rough cut (If Required)
Week 2	<ul style="list-style-type: none">• Finalization of English, Urdu & Pashto Seven min Documentary.• Rough cut of Urdu Versions.• Changes to finalize any Voiceover changes• Preparation & Finalize of Documentary.

8. Qualification for individual Applicant or Firm.

Key individuals assigned the task should meet the following requirements and qualification:

- The individual / Consultant should have professional qualification in the subject and minimum 5 years' experience in producing documentary , or TV programs, relating to the social and economic matters.
- Experience of writing of scripts with voiceovers.
- Only individual / Consultant can apply for this assignment, proposals form firms/companies and production houses will not be considered.

- Individual/ Consultant should have the team members for all the technical work like shooting, editing, audio, mixing, voiceover, graphics etc.
- Experience in documenting with community development Organizations and/or international organizations.
- Excellent planning and organizational skills.
- Excellent ability to meet deadlines.
- List of equipment owned.
- Capacity to arrange necessary logistic material for shooting on sites.
- Minimum Master level qualification for the Applicant.

9. Ownership/Copy Right

- The edited documentary as well as all footage filmed for this assignment is the sole property of the EPS.
- All information pertaining to this assignment (documentary, audio, digital, project documents etc.) belong to EPS, who the Individual /consultant may come into contact with in the performance of his/her duties under this assignment shall remain the property of EPS who shall have exclusive rights over their use. Except for purpose of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of EPS in line with the national and international copyright Laws applicable.
- The individual/consultant will not use or reproduce the contents related documents/material with the written prior permission of EPS.
- The consultant name and logo shall be acknowledged in the closing credit.

10. EPS Responsibilities:

These responsibilities are directly tied to the timeline and delivery.

- Participation in the structure of documentary and script development.
- Providing all written and printed materials to help develop the script.
- Input and feedback in the script and approval of final script.
- Scheduling the visits.
- Identification and accessibility to all individuals to be included in the Documentary.
- Provision of managers or facilitators for identification and assistance with interviewees at the designated field locations or at EPS facilities
- Providing the time schedule for the Interview for personal to be included in the Documentary
- Transportation to shooting places, arranging vehicle, driver and fuel.

11. Principles

- Working in close collaboration with EPS from the planning stage to ensure that messages are well understood by intended audience.

- The documentary has to be based on interviews with major stakeholders in program implementation: beneficiaries including, implementing and co-operating partners, and EPS.
- The documentary will be produced in line with EPS corporate standards and other operational documents.

12. Evaluation of proposals

Evaluation of proposal will be on the basis of qualification/experience and financial/timeline.

13. Technical & Financial Proposal

Technical & financial proposal should be submitted in separate envelopes and then finally sealed in one envelope.

Technical proposal should have the individual/consultant experience, team experience, detailed CVs, list of equipment, previously completed project details, detailed planning, appreciation letter.

14. Deliverables:

- Development of script, voiceover & transcript with the help of EPS team and material provided.
- Develop and produce seven minutes documentary highest standard and quality in terms of research, narration, script, shooting, post-production and final cut presentation.
- Provide a final product compatible to broadcast quality and/or other standard multimedia.
- Local Music score or soundtrack used in the production of the documentary should be legal to air.

15. Other conditions:

- All travel expenditure/arrangements should be covered in the total cost of consultancy, the consultant/ firm will carry full responsibility for all those arrangements.

16. Medium of Activity:

- Mix of English, Urdu will be acceptable.

17. Duration of contract;

- EPS intends to engage individual, consultant/firms to develop one Documentary in the two UC, s Koga & Nawagai of Tehsil Mandanr District Buner. The time duration shall be from the date of signing agreement to 15th June, 2017.

18. Source of Funds (SOF)

- PPAF has provided the financial support to EPS for the documentary.

19. Payment schedule;

Payment will be made in two installments,

- 1st installment will be paid at the completion of the overall photography.
- 2nd and final installment will be made on submission of finished Documentary.

20. Selection process;

The individual consultant shall send their agenda along with his /her CV/profile and financial proposal through email to

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