

## **Terms of Reference for Capacity Building of Loan Centers established for CLF in Livelihood Enhancement & Protection (LEP)**

Environmental Protection Society (EPS) is a local, non-political, non-ethnic and non-religious organization working in the 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.

Environmental Protection Society (EPS) entered into partnership with PPAF in 2010. The project aimed to target the ultra poor and vulnerable poor of the three union councils Kuza Bandai, Totano Bandai and Kanju in Tehsil kabal of District swat. It has accomplished social mobilization with community institutions in place. Organizations (COs, VOs and LSOs) were formed. Community Community resource persons were trained, assets transferred to individual as well as groups. Individual and collective enterprises were established. These interventions are further supported with interest free loans provisions to individuals in the union council of Kuza Bandai , Totano Bandai , Hazara & Kuz Abakhiel.

EPS and PPAF has signed an agreement for implementing a Social Mobilization, livelihood Enhancement and protection , Establishment of Basic Educational and health services ,CPI program under PPR project in two Union Councils Hazara & Kuz Abakhiel of tehsil kabal swat. This project started in July 2015 and will end in June 2018. The Project aim include provision of different trainings to community activists, teachers and resource persons. Capacity Building of loan Centers is one of the deliverable of the project. Objectives are as follows.

### **Specific Objectives:**

The objectives are;

- To train and enhance capacity of Loan Centers Established for CLF
- To train managers/operators of loan centers to plan and implement credit business of loan centers for their respective UCs.
- To train them in Business planning, Credit Management, Risk Management, Recovery Techniques, Record keeping etc.

### **Scope of work:**

EPS intends to engage individual, consultant to conduct a three days training on CLF for eight participants from UC Koz Abakhail & Hazara.

The scope of work includes producing training Agenda, conducting training on the basis of Agenda and producing training report. The cost proposal shall be based on the following points:

- The individual consultant/ firm shall include honoraria for trainer and co trainer in their cost proposal for trainings which is 03 days.
- The consultant firm will arrange 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 honoraria for fare, stationary and refreshment to all training participants

**Qualification for individual Applicant or Firm.**

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

- Minimum Master level qualification in case of individual, Applicant or firm.
- Training will require male individual for male trainers
- Should have experience in conducting relevant trainings.
- Shall have proven experience in report writing.

**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.

**Medium of Training Session:**

Mix of Pashto and Urdu will be acceptable.

**Deliverables:**

S.No	Description	Schedule
1	Training Agenda	Will be submitted along the application.
2	Training Schedule	Will be organized within one week of approval
3	Training report	Will be submitted in a week time after the training.

**Duration of contract;**

EPS intends to enter into an agreement for one CLF Training commencing from agreement date with the selected individual or firm.

**Source of Funds (SOF)**

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

**Payment schedule;**

Payment will be made in two installments,

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

**Selection process;**

The individual, consultant/firm shall send a Three day's agenda along his CV/profile and financial proposal to following address in hard form (sealed clearly marked Application for LEP CLF training)

**Manager HR****Environmental Protection Society (EPS)****Darbar Saidu Sharif, Swat, Khyber Pakhtunkhwa****Web site: [www.eps-swat.org](http://www.eps-swat.org)**

Request will be open for 5 days after the date of advertisement. Selection of Individual, consultant/firm will be on the basis of appropriate agenda, 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.**