**UNITED NATIONS CHILDREN'S FUND**

**Terms of Reference for LTA Service Contracting**

1. **Programme Information:**

Name: PMR Section Karachi field office

Activity Name: M&E capacity building of partners in generating and using high quality evidence through research and evaluations and evidence-based policy formulations.

**2. Purpose of Assignment:**

As per rolling workplan activity # PM 1.12, agreed and assigned with the Government of Sindh. One of the major activities aligned with the mandate of UNICEF is provide capacity building training to the Monitoring and Evaluation related staff of partners (NOGs and Government). This is a full time 3 days activity planned to be conducted via professional trainer with the overall support of PMER Specialist Karachi office.

**3. Need Statement:**

The overall management services along with technical facilitation are required for this activity. The activity will be conducted at any agreed venue that is convenient for all partners to reach and participate. The activity will be based on need assessment of the partners.

**Locations:**

**Sindh**

1. **Technical resource arrangement**
   1. Hire a technical lead resource person to facilitate and lead the overall training under the guidance of PMER Specialist UNICEF karachi office.
   2. Hire a co-lead technical person to facilitate the lead resource person in this overall exercise of activity.
   3. The technical lead resource person will organize the TNA of the target organization to design the training sessions.
   4. Overall training report will be shared after the event.
2. **Venue Arrangement**
   1. Arrange a venue for the training which is suitable by mean for any standard training.
   2. Location of venue should be centrally located in respective divisional head quarter district.
   3. Following the COVID SoP. event hall should have enough capacity to accommodate the participants.
   4. Air-condition Hall with proper lights and sounds.
   5. Backdrop at the venue. The size can be determined according to the venue.
   6. For each participant standard notebooks with pen.
   7. Provide Sanitizers, Masks, Tissue boxes at the venue.
   8. Registration Desk for the registration of participants.
3. **Multimedia**
   1. One Projectors with laptop to run the presentations (ppt, word and mp4 files) depending upon the venue.
   2. One screens of projector depending upon the venue.
   3. Sufficient electric extensions.
   4. Sufficient sound system
4. **Lunch and tea for participants**
   1. Lunch and 2 times tea for 20 persons (minimum 2 dishes)
   2. Buffet system
5. **Dissemination Material**
   1. Session handouts
6. **Logistics**
   1. Disbursement of TA and DA

**4. Duty Station: Karachi, Sindh**

**5. Supervisor:**

Muhammad Asim Khan, PMER Specialist, UNICEF Karachi office

**6. Deliverables**

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| --- | --- | --- | --- |
| **Task to be Performed**  *(Indicate expected work to be performed.)* | **Deliverable(s)**  *(Specify final outputs.)* | **Work Schedule**  *(month/period covered)* | **TERMS OF PAYMENT** |
| Training plan, TNA findings report, arrangements and session plans are finalized. | Session plan along with arrangements are finalized and approved. |  | 30% payment |
| To conduct the training, facilitate the overall arrangements (logistically and programmatic), ensure the training is conducted as per guidelines. | Training successfully conducted and report is submitted and approved. |  | 70% payment. |

1. **Timeframe:**

1st February 2022 till 31st May 2022

1. **Payment:** 
   1. 30% when the session plans and arrangements are finalized
   2. 70% when the activity is conducted, and the report is approved
2. **Requirement for Trainer/facilitator:**

The lead facilitator must have minimum 10 years of experience in the field of M&E as a resource person/lead trainer. Advance university degree and proven experience of conducting similar trainings and writing comprehensive analysis and narrative report of the event with clear recommendations.

Co-Lead facilitator must have at least 6 to 7 years of experience in the field of M&E as a lead or co lead resource person/trainer. Advance university degree and proven experience of conducting similar trainings.