



## **Terms of Reference (TORs) for Trainer Training on Operation & Maintenance under BRDCC**

### **Introduction**

Pakistan Poverty Alleviation Fund (PPAF) is the lead apex institution for community-driven development in the country. Set up by the Government of Pakistan as an autonomous not-for-profit organization, PPAF enjoys facilitation and support from the Government of Pakistan, The World Bank, International Fund for Agricultural Development (IFAD), KfW Entwicklungsbank (Development Bank of Germany), NDRMF, and other statutory and corporate donors. PPAF aims to be the catalyst for improving the quality of life, broadening the range of opportunities and socio-economic mainstreaming of the poor and disadvantaged, especially women. The core operating units of the PPAF deliver a range of development interventions at the grassroots/community level through a network of more than 125 Partner Organizations across the country. These include social mobilization, support for livelihood, enterprise and employment, access to credit, skills development, infrastructure and energy, health, education, and disaster management. Externally commissioned independent studies have demonstrated positive outcomes and impact of PPAF interventions on the lives of benefiting communities related to their economic output, household incomes, assets, agricultural productivity skills, and other quality of life indices. For a complete profile, please visit our website at <http://www.ppaf.org.pk/>

### **Background**

PPAF is implementing a project titled “Building Resilience to Disasters & Climate Change) in eight districts across the country, namely, Nasirabad (Balochistan), Multan (Punjab), Shangla, Swabi (KP), Dadu, Jamshoro, Naushero Feroze (Sind), and Skardu (GB). The program is co-financed by the National Disaster Risk Management Fund (NDRMF) and implemented through PPAF. The project is designed to strengthen the readiness of the communities through establishing an institutional framework to mobilize and organize communities, understand their specific vulnerabilities to natural hazards and take structural and non-structural measures to reduce and protect against community vulnerabilities. The project specifically aims to increase institutional and physical capacity to reduce the socio-economic and fiscal impacts of natural hazards and climate change in 16 targeted union councils of 8 districts of Pakistan.

As per agreed with NDRMF, to ensure the sustainability of flood protective works under the BRDCC project, the selected members of the Village Organization (VOs) will get training on Operations and Maintenance (O&M) procedures. Maintenance refers to the activities that ensure infrastructure remains in a serviceable condition; it covers preventative maintenance, corrective maintenance, and crisis maintenance. After training, O&M Committee will ensure timely maintenance of infrastructure after the flood, provide drainage along with the structure, replace masonry. Women would be the key participants in the committee in Identifying measures for community protection

### **Scope of Work:**

The trainer will develop a detailed and interactive training modules/training sessions. These sessions will be equipped with background material for the delivery of a training workshop.

### **Training Methodology**

The methodology of experiential learning would be adopted for the delivery of training sessions. The trainer will create a participatory and interactive training environment in which plans will be developed based on experience sharing and local examples related to the field. The opportunity of group assignments, interactive presentations, and related case studies will be provided to the participants to link interactive discussion, experience sharing, and audio-visual presentations.

The trainer will focus his/her role as facilitator and ensure the opportunity given to discuss and practice the taught contents. The training material consists of hand-outs, PowerPoint presentations and IEC materials will be developed, displayed, and shared with the participants during the training.

### **Objective**

- To strengthen the operation & maintenance capacities of selected VO members at the technical level,
- To equip Operation and maintenance Committee members with the task & responsibilities associated with post-completion operations.
- To train the O&M committee members about oversight monitoring during execution
- To orientate the O&M Committee members about roles & responsibilities, resource mobilization, record keeping and fund management for the repair of structures.

### **Key Deliverables**

- Develop course contents covering technical aspects (Fund generation mechanism for operation and maintenance & Post completion regular maintenance)
- Prepare PPT and necessary handouts for the participants based on the approved training manual
- Deliver 3 events with each event comprising 1 or 2-days O&M training in the district (2 for men and 1 for women with around 20 participants in each event) selected in coordination with PO
- Prepare a training delivery schedule for all events
- Provide the attendance sheet along with CNIC no. of each participant
- Ensure active participation, involvement, and contributions of the training participants in the training/capacity building activity to achieve the objective
- Develop a draft report of training activity for review
- Final report submission to PPAF-BRDCC

### **Line of Communication/Reporting**

The trainer will work in close liaison with PO, in close coordination with unit head BRDCC of PPAF.



### **Eligibility of the trainer**

- Must have a bachelor's degree in civil engineering and preferably master's degree in engineering management / project management
- Must have at least three years' relevant experience in facilitating/delivering training on relevant themes
- Trainer should be familiar with a local language and local language as medium of communication for training will be preferred

### **Responsibilities of Trainer**

- Will ensure the attendance of participants in the training.
- Will make logistic arrangements for training (venue, refreshments, etc.)
- Will arrange & provide training material like stationery etc.
- Will provide refreshment during the training session.
- Submit a report of the training to PPAF

### **Payment method**

Training would be conducted only by the individual trainer/consultant who will be paid directly by PPAF on recommendations of PO after verification/clearance of cost claim as per actual expenses and finalization of training report.