

# TORs- Engineering & Construction Design

## 1. Background

The erstwhile Federally Administered Tribal Areas (FATA) along Pakistan's border to Afghanistan is a region of rich tribal culture and tradition, but also marked by extreme poverty as well as numerous overlapping and often violent conflicts. With a population of five million people, it consists of seven Tribal Districts (previously: Agencies) and six Sub Divisions (previously: Frontier Regions - FRs). Governmental structures at the local level are still to be built and the people use traditional tribal representation and decision-making processes. However, due to its remoteness and lack of local administrative structures, the state has limited access and ability to deliver fundamental social services. The main challenges for the population are marginalization, limited inclusion in planning and decision-making processes as well as inadequate basic services and income-generating opportunities. In addition, over the past 15 years, local conflicts and reiterated military operations have displaced segments of the local population and hampered social infrastructure.

Significant efforts were made towards the introduction of legal and institutional reforms in the area. Starting in 2010, a Joint Committee on FATA Reforms had been developing recommendations to reform FATA and integrate it into Khyber Pakhtunkhwa (KP) within a five-year transitional period. In early 2017, the national parliament approved the comprehensive reform to key policy areas (peace and security, matters concerning internally displaced persons, the justice system, the constitutional system, and restructuring of political responsibilities) as drawn up by the reform commission. Until today, the majorities of Temporarily Displaced Persons (TDPs) have returned and will be rehabilitated. However, their reintegration requires considerable efforts by the public administration. Furthermore, the main challenge remains the provision of adequate social services, not only in the TDP areas, but all over the Tribal Region. In May 2018, the jurisdiction of the Supreme Court of Pakistan and the Peshawar High Court was extended to the FATA. Eventually, the Twenty-Fifth Amendment to the Constitution of Pakistan was passed by the National Assembly of Pakistan, and the Khyber Pakhtunkhwa Assembly. Then, the president's assent was given in May 2018 to merge FATA with the province of Khyber Pakhtunkhwa.

The FATA Development Programme (FDP) continues to assist the Pakistani partner in the challenging task to implement the FATA Reform and improve service provision to the population. It aims at the following objective:

"The performance of state actors and civil society groups in FATA for service provision and constructive dialogue is increased".

To achieve this objective, the project team advises various Directorates of the FATA Secretariat to implement their strategies. Subordinate units of the FATA Secretariat and Tribal Districts as well as civil society partners are advised on improving their service provision, specifically in the education and the health sector. The Programme is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and co-financed by the European Union (EU). The duration of FDP is from 05/16 until 12/2021.

FDP is simultaneously implementing the EU Multi-donor Action 'Aid to Uprooted People in Pakistan' (AUP) whose overall objective is to facilitate the reintegration of TDPs by creating a favorable environment for their return. In order to achieve this objective, the initiative aims to improve service delivery capacity of the FATA Secretariat and assists the reform process in FATA.

The action under the objective will enable the FATA Secretariat to better analyze, prioritize and deliver services needed by local communities in the areas of return.

The programme is currently implemented in three result areas:

- a. Support to local governance aiming at improved capacities at Tribal District / sub-provincial level for core government functions (e.g. planning, budgeting, monitoring, implementation);
- b. Support to sectoral governance aiming at improved capacities of state actors and civil society groups for service provision in selected sectors.
- c. Support to constructive dialogue on issues of development and policies on all levels aiming at improved abilities of the state and civil society to engage in a constructive dialogue at all levels on issues of development and policy aiming to strengthen a structured state – society dialogue between community-based groups (e.g. community-based organizations, local quality teams, parent teacher committees) and agencies, etc.

The programme works FATA-wide, with a special focus on TDPs areas of return in the Khyber, Orakzai, Kurram, North and South Waziristan Tribal Districts.

## **2. Context**

GIZ FATA Development programme has awarded a financing agreement to the Institute of Management Sciences to support the Elementary and Secondary Education Department (E&SED) KP in district education planning, capacity development of management staff from merged areas, training of parent teacher councils in merged areas as well as integration of KP and merged areas Education Management Information System (EMIS).

Under the same financing agreement, GIZ-FDP intends to develop a training manual for training of Parent Teacher Councils (PTCs) on engineering and construction design at the school levels.

## **3. Objective and tasks**

**The Trainer for preparation of Engineering design and monitoring manual will have the following responsibilities:**

- Develops, coordinates, and provides training and instruction utilizing technical platforms; facilitates and encourages the use of technical platforms as a means of delivering academic/instructional content.
- Collaborates with KP Education department, subject-matter experts, and cross-functional project teams to identify training needs and develop technical and instructional solutions.
- Plans, designs, develops, delivers and consults on the design of sustainable training and instructional programs, using instructor-led, train-the trainer, electronic/web-based, and/or multimedia training methods and formats.
- Develops training materials to include training manual, multimedia visual presentation, computer and web-based tutorials, and standard operating procedures.

- Conducts needs assessments to identify and evaluate training needs, develop training and instructional solutions, and assess training requirements for high impact construction training.
- Provides and/or assists with consulting in all aspects related to training and/or technical training for organization-wide initiatives and projects; participates in the design, development and implementation of training programs of a broad organizational scope.
- Recommends and/or implements innovative solutions, modifications and enhancements to construction technology training programs; facilitates and encourages the adoption of technical platforms to enhance the delivery of academic and/or instructional content.
- Coordinates or performs administrative functions necessary to deliver visualize training session programs.
- Performs miscellaneous job-related duties as assigned.

### **Objectives of the Engineering design and Training manual**

Objective of this training manual is to equip trainees with knowledge and skills in procedure/management for smooth implementation of School Implementation Plans according to set guidelines and design of the E&SED. The training manual will enable Parent Teacher Committee training participants / community members to:

- Understand, read, interpret and sketch simpler drawings of building works
- Understand and perform simpler mathematical calculations like addition, subtraction, multiplication, division, areas, volumes and weights
- Identify and use various tools used in building construction
- Demark building foundation layout plan at exact location
- Oversee preparation and use of mortar and concrete in various elements of a building
- Oversee Performing brick masonry works in foundation, plinth and super structure in English and Flemish bonds
- Oversee Perform masonry works in foundation, plinth and super structure
- Oversee Erection of doors and windows at their proper location
- Oversee Performing Plastering and pointing works in brick masonry
- Calculate materials required for different items of work and their rough cost estimates
- The trainer will ensure that the manual contents are easy and simple to understand and follow by the training participants at the local levels.

#### **4. Deliverables**

- Guidance notes/ Training manual on engineering design and construction for training of Parent Teacher Committees (PTCs) in NMAs.

#### **5. Coordination**

The consultant shall coordinate with and report to:

Name: Muhammad Haseeb Khan  
email: haseeb.hrdc@imsciences.edu.pk

All deliverables shall be submitted electronically via email as signed PDF-files and in an editable, MS Office-compatible format. Any photographs, pictures, or diagrams which are taken or designed in conjunction with this assignment shall be submitted electronically in high resolution in a separate zip-folder.

## **6. Duration and place of assignment**

### **6.1 Duration of the assignment**

The assignment is scheduled for the period from 16<sup>th</sup> March 2020 to 07<sup>th</sup> September 2020. In order to perform the services, the contractor shall provide up to 30 expert days.

### **6.2 Place of assignment**

The place of assignment is Peshawar.

## **7. Technical Expertise and qualification**

The consultant should have the following skills and qualification.

- Bachelor's degree in Civil engineering at least 15 years of experience directly related to the duties and responsibilities specified which includes master trainer in earthquake resistance construction technology and have enough experience conducting hands-on technical/construction training.
- Demonstrated knowledge and experience in conducting need assessments and developing training modules/curriculum, training materials etc.
- Demonstrated experiences and skills in facilitating stakeholder/working group consultations and training.
- Excellent writing, editing, and oral communication skills in English and region local language.
- Sound knowledge of strategic planning, project cycle management and theory of change
- The consultant should be well aware of the FATA context and should speak and understand Pashto

## **Knowledge, Skills and Abilities Required**

- Ability to communicate effectively, both verbally and in writing, and to work effectively with a wide range of constituency in a diverse community. Advanced analytical, safe construction acumen and critical thinking skills.
- Ability to interpret construction needs and develop effective instructional design and acceptable solutions.
- Extensive working knowledge in designing, developing, implementing, and evaluating training plans, curricula, and methodology.
- Skilled in developing digital media and online content for training and course delivery.
- Skilled in analyzing target audience and presenting ideas in a clear, concise manner.
- Ability to work in a team-oriented, collaborative environment.

- Project management and presentation skills and the ability to resolve complex problems and issues.
- Strong verbal and written communication skills with a focus on links building, listening, and the ability to deliver effective training programs.
- Ability to consult with stakeholders to offer important technological and organizational feedback.
- Demonstrated ability to train adult learners and novice audience.
- Ability to effectively prioritize and execute tasks in a complex environment.
- Work is normally performed in a typical interior/office work environment.

## **TORs of Expert to frame Rules of Business E&SED**

### **8. Background**

The erstwhile Federally Administered Tribal Areas (FATA) along Pakistan's border to Afghanistan is a region of rich tribal culture and tradition, but also marked by extreme poverty as well as numerous overlapping and often violent conflicts. With a population of five million people, it consists of seven Tribal Districts (previously: Agencies) and six Sub Divisions (previously: Frontier Regions - FRs). Governmental structures at the local level are still to be built and the people use traditional tribal representation and decision-making processes. However, due to its remoteness and lack of local administrative structures, the state has limited access and ability to deliver fundamental social services. The main challenges for the population are marginalization, limited inclusion in planning and decision-making processes as well as inadequate basic services and income-generating opportunities. In addition, over the past 15 years, local conflicts and reiterated military operations have displaced segments of the local population and hampered social infrastructure.

Significant efforts were made towards the introduction of legal and institutional reforms in the area. Starting in 2010, a Joint Committee on FATA Reforms had been developing recommendations to reform FATA and integrate it into Khyber Pakhtunkhwa (KP) within a five-year transitional period. In early 2017, the national parliament approved the comprehensive reform to key policy areas (peace and security, matters concerning internally displaced persons, the justice system, the constitutional system, and restructuring of political responsibilities) as drawn up by the reform commission. Until today, the majorities of Temporarily Displaced Persons (TDPs) have returned and will be rehabilitated. However, their reintegration requires considerable efforts by the public administration. Furthermore, the main challenge remains the provision of adequate social services, not only in the TDP areas, but all over the Tribal Region. In May 2018, the jurisdiction of the Supreme Court of Pakistan and the Peshawar High Court was extended to the FATA. Eventually, the Twenty-Fifth Amendment to the Constitution of Pakistan was passed by the National Assembly of Pakistan, and the Khyber Pakhtunkhwa Assembly. Then, the president's assent was given in May 2018 to merge FATA with the province of Khyber Pakhtunkhwa.

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The programme is currently implemented in three result areas:

- d. Support to local governance aiming at improved capacities at Tribal District / sub-provincial level for core government functions (e.g. planning, budgeting, monitoring, implementation);
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- f. Support to constructive dialogue on issues of development and policies on all levels aiming at improved abilities of the state and civil society to engage in a constructive dialogue at all levels on issues of development and policy aiming to strengthen a structured state – society dialogue between community-based groups (e.g. community-based organizations, local quality teams, parent teacher committees) and agencies, etc.

The programme works FATA-wide, with a special focus on TDPs areas of return in the Khyber, Orakzai, Kurram, North and South Waziristan Tribal Districts.

## **9. Context**

In the past, GIZ-FDP has supported the government Directorate of Education (DoE) erstwhile FATA in preparing an education sector analysis, education sector plan, capacity development of staff in English, science, mathematics as well as pedagogy. GIZ has also supported the government with training of management staff in monitoring, planning, EMIS. It also developed and over the years strengthened EMIS in the erstwhile FATA.

After the merger, GIZ has tailored its strategies as requested by the Elementary and Secondary Education Department (E&SED) and the support now includes 1) Technical Assistance to districts, 2) support to training measures for 400 staff with management, monitoring and planning responsibilities, 3) support to EMIS, as well as training of most of the PTCs in newly merged districts. A training on efficient use of data has already been organized in partnership with IMU at PARD, Peshawar.

In order to track E&SED KP progress the Rules of Business must be in alignment with the efforts of all the stakeholders and new trends to facilitate the process and make the progress presentable.

GIZ-FDP has signed a financing agreement with Institute of Management Sciences Peshawar to support the E&SED in sector planning and capacity development. Under the same financing agreement, IM-Sciences, now plans to hire services of a contractor and the details of the assignment and key deliverables are elaborated in the following sections: -

## **10. Objective and tasks**

The key task of the contractor are as follows:

- Review of exiting rules of business of public sector education entities;
- Develop detailed revised rules of business for public sector entities under the guidance of E&SED;
- Ensure alignment of new rules of business with the KP Education Sector Blue print / Plan/ TDS as required by the E&SED;

## **11. Deliverables and milestones**

- **A:** New Rules of Business as guided by the E&SED.

## **12. Coordination**

The contractor shall coordinate with and report to:

Name: Muhammad Haseeb Khan  
eMail: haseeb.hrdc@imsciences.edu.pk

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## **13. Duration and place of assignment**

### **13.1 Duration of the assignment**

The assignment is scheduled for the period from 16<sup>th</sup> March 2020 to 11 October 2021. In order to perform the services, the contractor will be informed about the exact number of expert days.

### **13.2 Place of assignment**

The place of assignment is Peshawar.

## **14. Other provisions**

**Technical Expertise:**

The consultant should have the following skills and qualification.

1. He / She shall possess experience as an legal expert for period of not less than fifteen years.
2. He / She should have experience in Civil, Constitutional and service law at original and appellate sides.
3. He / She should have an independent Law Chamber at Peshawar.
4. He / She should be conversant with the jurisprudence and emerging legal and constitutional development.
5. He / She shall have good communication skills in English language.
6. He / She should possess a flair and accurate tendency and command of translation from English into Urdu.
7. He / She shall be a computer litrate.
8. He / She should have excellent command over pleadings and conveyancing.

## TORs EMIS

### 15. Background

The erstwhile Federally Administered Tribal Areas (FATA) along Pakistan's border to Afghanistan is a region of rich tribal culture and tradition, but also marked by extreme poverty as well as numerous overlapping and often violent conflicts. With a population of five million people, it consists of seven Tribal Districts (previously: Agencies) and six Sub Divisions (previously: Frontier Regions - FRs). Governmental structures at the local level are still to be built and the people use traditional tribal representation and decision-making processes. However, due to its remoteness and lack of local administrative structures, the state has limited access and ability to deliver fundamental social services. The main challenges for the population are marginalization, limited inclusion in planning and decision-making processes as well as inadequate basic services and income-generating opportunities. In addition, over the past 15 years, local conflicts and reiterated military operations have displaced segments of the local population and hampered social infrastructure.

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The programme is currently implemented in three result areas:

- g. Support to local governance aiming at improved capacities at Tribal District / sub-provincial level for core government functions (e.g. planning, budgeting, monitoring, implementation);
- h. Support to sectoral governance aiming at improved capacities of state actors and civil society groups for service provision in selected sectors
- i. Support to constructive dialogue on issues of development and policies on all levels aiming at improved abilities of the state and civil society to engage in a constructive dialogue at all levels on issues of development and policy aiming to strengthen a structured state – society dialogue between community-based groups (e.g. community-based organizations, local quality teams, parent teacher committees) and agencies, etc.

The programme works FATA-wide, with a special focus on TDPs areas of return in the Khyber, Orakzai, Kurram, North and South Waziristan Tribal Districts.

## **16. Context**

GIZ FATA Development programme supports Education Management Information System (EMIS) Directorate of Education Newly Merged Districts which broadly comprise of information systems for public education institutes, as well as private schools and Deeni Madaris. The EMIS includes information system for schools, number of students, facilities as well as Human Resource Information System (HRIS) that comprise of public-school teachers' profiles etc.

Currently, the EMIS cell at the DoE Merged Areas has been merged into with the EMIS at E&SED. GIZ-FDP program is supporting E&SED to carry-out the annual school census 2019-20. The E&SED has revised the questionnaire for data collection of public schools in line with requirement for integration of EMIS at KP and the erstwhile FATA. GIZ FDP is extending support to E&SED for the integration process by revising the data collection tool, orientation of field staff, as well as development of a revised EMIS data base in line with indicators of EMIS KP E&SED. The field orientation on data collection have been completed.

GIZ-FDP has signed a financing agreement with Institute of Management Sciences Peshawar to support the E&SED in sector planning and capacity development. Under the same financing agreement, IM-Sciences, now plans to hire services of a contractor and the details of the assignment and key deliverables are elaborated in the following sections: -

## **17. Objective and tasks**

The key task of the contractor are as follows:

- Data gathering and merging of all EMIS time series data since 2014 or earlier
- Identification and agreement on indicators from the UNESCO global indicators
- In-depth analysis of all-time series EMIS data of NMAs
- Calculation of all education statistics of all EMIS ratios as directed by E&SED
- Generate detailed EMIS indicator comparative report since 2014 or earlier, as needed and dependent on availability of EMIS data from E&SED.
- The detailed report should also provide comparative year-wise progress on all indicators to measure progress on the GIZ supported Education Sector Plan over the years.

## **18. Deliverables and milestones**

- **A:** Detailed EMIS indicator comparative report since 2014 or earlier, as needed and dependent on availability of EMIS data from E&SED.

## **19. Coordination**

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eMail: haseeb.hrdc@imsciences.edu.pk

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## **20. Duration and place of assignment**

### **20.1 Duration of the assignment**

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### **20.2 Place of assignment**

The place of assignment is Peshawar.

## **21. Other provisions**

### **Technical Expertise:**

The consultant should have the following skills and qualification.

- Masters Degree in computer science and or Statistics with over 12 years of experience directly related to the duties and responsibilities specified i.e., EMIS and Database management.
- Demonstrated knowledge and experience in carrying EMIS analysis and report writing.

- Excellent writing, editing, and oral communication skills in English and region local language.
- The consultant should be aware of the FATA context and should speak and understand Pashto

## TORs for Dashboard Expert

### 22. Background

The erstwhile Federally Administered Tribal Areas (FATA) along Pakistan's border to Afghanistan is a region of rich tribal culture and tradition, but also marked by extreme poverty as well as numerous overlapping and often violent conflicts. With a population of five million people, it consists of seven Tribal Districts (previously: Agencies) and six Sub Divisions (previously: Frontier Regions - FRs). Governmental structures at the local level are still to be built and the people use traditional tribal representation and decision-making processes. However, due to its remoteness and lack of local administrative structures, the state has limited access and ability to deliver fundamental social services. The main challenges for the population are marginalization, limited inclusion in planning and decision-making processes as well as inadequate basic services and income-generating opportunities. In addition, over the past 15 years, local conflicts and reiterated military operations have displaced segments of the local population and hampered social infrastructure.

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### **23. Context**

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After the merger, GIZ has tailored its strategies as requested by the Elementary and Secondary Education Department (E&SED) and the support now includes 1) Technical Assistance to districts, 2) support to training measures for 400 staff with management, monitoring and planning responsibilities, 3) support to EMIS, as well as training of most of the PTCs in newly merged districts. A training on efficient use of data has already been organized in partnership with IMU at PARD, Peshawar.

In order to track the daily progress of all the above mentioned components a developed Electronic Dashboard for reporting can facilitate the process and make the progress presentable.

GIZ-FDP has signed a financing agreement with Institute of Management Sciences Peshawar to support the E&SED in sector planning and capacity development. Under the same financing agreement, IM-Sciences, now plans to hire services of a contractor and the details of the assignment and key deliverables are elaborated in the following sections: -

## **24. Objective and tasks**

The key task of the contractor are as follows:

- Data gathering including reports and merging it on a single preview.
- Identification and agreement on indicators with the consensus of all the partners especially E&SED KP
- In-depth analysis of all AIP Projects in alignment with the three components of GIZ FDP Program
- Calculation of all education statistics of all EMIS ratios as directed by E&SED
- Generate detailed indicator comparative report as needed and dependent on availability of data from E&SED.
- The detailed Electronic Dashboard should also provide component wise details to measure progress on the GIZ supported program

## **25. Deliverables and milestones**

- **A:** Detailed Developed Electronic Dashboard for reporting indicator comparative as needed and dependent on availability of data from E&SED.

## **26. Coordination**

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## **27. Duration and place of assignment**

### **27.1 Duration of the assignment**

The assignment is scheduled for the period from March 2020 to April 2020. In order to perform the services, the contractor will be informed about the exact number of expert days.

### **27.2 Place of assignment**

The place of assignment is Peshawar.

## **28. Other provisions**

### **Technical Expertise:**

The consultant should have the following skills and qualification.

- Masters Degree in computer science with over 12 years of experience directly related to the duties and responsibilities.
- Demonstrated knowledge and experience in carrying EMIS analysis and report writing.
- Excellent writing, editing, and oral communication skills in English and region local language.
- The consultant should be aware of the FATA context and should speak and understand Pashto.