

Terms of Reference (TOR)

Consultant Capacity Building of Non Formal Education/Literacy Personnel

National Training Institute

I. Background:

At beginning of the new millennium, Pakistan was facing enormous challenges with a ranking of 146 on the UNDP's Human Development Index. Poverty, illiteracy, lack of healthcare facilities and a continuously soaring population have for long hampered the scope of generating improved social sector outcomes for millions of Pakistanis.

Considering the situation, the Government of Pakistan established a Task Force on Human Development in 2001 to contribute new perspectives and resources to development discourse in Pakistan.

i. NCHD Organization and Mandate

The Task Force thus proposed a National Commission for Human Development (NCHD) to lead the country in a co-coordinated manner towards ensuring human development.

National Commission for Human Development (NCHD) established by the Government of Pakistan under Ordinance No. XXIX in 2002 as a statutory autonomous federal body, mandated with to support and augment human development efforts in Pakistan.

ii. NCHD Literacy Program

NCHD's Adult Literacy Program has been designed on the basis of learning from the past literacy programs. The unique feature of the program is in its implementation based on intensive community involvement, whereby from identification of need to imparting literacy skills local communities are fully involved. NCHD has implemented largest ever literacy program in the history of the country.

In order to address the issue of Weak Professional Base NCHD management has decided to setup a National Training Institute for Literacy and Non-Formal Education to overcome the issues of Capacity Building, Material Development, Research and Development, Monitoring and Evaluation and Certification.

There will be five sections of the Training Institute, which are given as below:

- Materials Development.
- Capacity Development.
- Research and Development.
- Examination, accreditation and certification.

- Data Bank.

V. Purpose of the assignment:

The main purpose of the assignment is to Supervise the Sections of Capacity Development and R & D of the Literacy Program of NCHD.

II. Scope of work/deliverables:

- i. **Planning:** includes the process of setting goals, developing strategies, outlining tasks and schedules to accomplish the Overall Goals of Capacity Development and R & D for the Literacy Program of the Organization.
- ii. **Collection of materials:** includes all available materials relating to Trainings and Research Reports in the field of Literacy and NFE in Pakistan and from the Region and the Globe.
- iii. **Supervision:** Includes technical support to ensure the quality of inputs, outputs and outcomes.
- iv. **Representation, Communications & Networking:** includes that effective linkages with Government and strategic networks are established and maintained to ensure influence especially in the field of Training and Research at national and international level.
- v. **Human Resources:** Monitor and review performance of staff and prepare staff development strategies

VI. Specific Responsibilities:

- i. Analyze reports received from the various sections of the NTI and shares the findings with Director General/ Chairperson.
- ii. Provide strategic direction for the NTI in technical areas in the field of capacity development and R & D
- iii. Review of the existing materials of Trainings and Capacity Development.
- iv. Development of the Training Packages; such as Teacher s Training, Mid level professional s Training and Trainings of the Top Management on Literacy and NFE.
- v. Undertaking at least 05 Research Studies of international standard per annum.
- vi. Prepare quarterly, six monthly and yearly Training Calendars for NTI.
- vii. Collect and synthesis relevant information from the concerned offices for provision of best materials/ reports of Training and Research.
- viii. Train concerned staff as per the program design and identify training needs periodically.
- ix. Design update and different models of Training literacy program and test the models on pilot basis

- x. Ensure timely and complete submission of work plans, performance and financial reports.
- xi. Prepare high quality proposals, negotiate and liaise with donors and ensure donor funding for implementation of programmes.
- xii. Any other task assigned by the competent authority

Reporting Officer:

The incumbent will be having two tiered reporting mechanism, Administrative reporting would be with the DG NCHD and program technical reporting officer will be the Chairperson NCHD at Head Office.

V. Qualifications, Skills and Experience:

a. **Qualification:**

Minimum Masters Degree in Social Sciences, Social Work, Education or related field.

b. **Experience:**

Minimum of 15 years work experience in relevant field, preferably within the Development sector, of which at least 5 years at managerial level

c. **Skills:**

- Demonstrated ability to manage, supervise and motivate a large team of people through a participatory and enabling management style.
- Strong analytical and problem solving skills.
- Knowledge and experience in training and facilitating
- Knowledge of project management principles and practices.
- High level of fluency in English and local language skills (speaking, reading, writing)
- Strong computer skills in MS Word, Excel, Power Point and email applications.

VII. Remuneration:

As per qualification and experience.