

# **Terms of Reference (TORs)**

## **Consultant Planning and Designing of the Literacy and Non-Formal Education Programs**

### **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 the role to support and augment human development efforts in Pakistan, especially in the field of Literacy , Non-Formal Education and Universalization of Primary Education.

#### **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 position is to Plan and Design the Literacy, NFE and UPE Programs of the Organization.

## 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 the NTI.
- ii. **Proposal Writing: includes** writing proposals and coordination with national and international donors/ institutions to seek financial and technical support for NTI.
- iii. **Supervision:** Includes technical support to ensure the quality of inputs, outputs and outcomes.
- iv. **Financial Management:** Preparation of programme budgets collaboratively with programme and finance staff. Ensuring development and implementation of a comprehensive funding strategy
- v. **Representation & Communications & Networking:** includes that effective linkages with Government and strategic networks are established and maintained to ensure influence at national and international level.
- vi. **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 NCHD and shares the findings with Director General/ Chairperson.
- ii. Provide strategic direction for the NCHD in technical areas such as coordination, governance, material development and capacity development;
- iii. Manage implementation of NTI objectives and assure high quality deliverables;
- iv. Acquire and analysis all relevant information/data from external and internal resources for costing trends, planning of future, interventions and program design
- v. Prepare quarterly, six monthly and yearly Program plans for NTI.
- vi. Collect and synthesis relevant information from the concerned offices for provision of comprehensive input for budgets preparation for NTI to the Director General
- vii. Train concerned staff as per the program design and identify training needs
- viii. Assist Director General in liaison with donors , different government line departments and international development partner

- ix. Quarterly, six monthly and yearly reports of the NTI activities.
- x. Prepare financial reports of the Institute and coordinate with NCHD finance department for timely disbursement of fund
- xi. Design different models of literacy program and test the models on pilot basis
- xii. Ensure timely and complete submission of work plans, performance and financial reports.
- xiii. Prepare high quality proposals, negotiate and liaise with donors and ensure donor funding for implementation of programmes.
- xiv. Any other task.....

**Reporting Officer:**

The incumbent will be having two tiered reporting mechanism, Administrative reporting would be with the Director General and program technical reporting officer will be the Chairperson 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 INGO 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.