**Aga Khan Foundation in the Kyrgyz Republic**

**CASA-1000 Community Support Project, Kyrgyz Republic**

**Terms of Reference:**

**for the consultancy company services for the development of modules and conducting trainings on the following topic: “Institutional sustainability of C-VIAs” (Lump-sum) CESA\CS\CQ\2021\07**

1. **Summary**

The Aga Khan Foundation (AKF) is a private, international non-denominational and not-for-profit organization established in 1967 in Switzerland. The Foundation seeks to develop and promote creative solutions to long-standing global challenges including poverty, hunger, illiteracy, and disease. Through its local partner, the Public Foundation Kyrgyzstan Mountain Societies Development Support Programme, AKF implements a range of integrated interventions in rural development, education, and health, which are implemented in collaboration with and between community-based groups and local authorities. AKF is active in five oblasts in the Kyrgyz Republic, covering a total population of more than 520,000. For more information, please visit [www.akdn.org](http://www.akdn.org).

AKF and Community Development and Investment Agency (ARIS) are implementing the “Community Engagement and Social Accountability” project with the support of World Bank and Multilateral Donor Trust Fund (MDTF). The project aims to engage youth in the development of social and economic infrastructure to improve the services and opportunities for development in the target villages located along the CASA-1000 electricity transmission line. The project will develop and implement a community mobilization process focused on youth and aimed to expand the rights and opportunities of young women and men in target communities and involve them in the decision-making process.

The Community Engagement and Social Accountability project supplements the World Bank CASA-1000. Community Support Project. The project is implemented in the communities located along the CASA-1000 electricity transmission line in Jalal Abad, Osh and Batken regions.

Within the framework of the project, the AKF, together with ARIS, implements a number of measures to increase the capacity of members of Villages' Investment Associations (C-VIA) located along the Corridor of Impact. C-VIA is a legal entity established and registered in each Aiyl Aimak (AA) for villages’ representatives located in a particular AA.

AKF announces a tender for the selection of consulting company to train members of the C-VIAs on “Institutional sustainability of C-VIAs”. Considering the uncertainties around the COVID-19 pandemic, the Project aims to apply a face-to-face or online approach to train the target groups.

1. **Objectives**

Capacity building and institutional development of 41 С-VIAs in 13 clusters using a face-to-face or online training approach. For this assignment, we are looking for a consulting company that can perform the following tasks:

Prepare the training module, training program, as well as handouts in Kyrgyz and Russian on the topics: “Institutional sustainability of C-VIAs” using a mixed training approach,

Conduct 13 cluster trainings on the topic “Institutional sustainability of C-VIAs’ members” using a face-to-face or online trainings approach for 41 rural investment associations in Osh, Jalal-Abad and Batken regions.

We invite suitable consulting companies (“organizations”) to express their interest in developing a training module and conducting trainings. Interested companies should provide information showing that they have the required qualifications and relevant experience to provide the Services.

1. **Scope of Services, anticipated results, and the timeframe.**

The overall objective of this consultancy is to support the Aga Khan Foundation in the developing a training module and conducting trainings.

The selected company will be responsible for the following stages:

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|  | **Scope of Services** | **Results** | **Timeframe** |
| **Stage 1** | Provide modules of the training program for the Client's approval:  *For the module “Institutional sustainability of C-VIAs”:*  Strengthening the internal capacity of the organization (strategy, systems, culture, and resources). Developing core human resources and building additional financial resources, managing human resources, and evaluating the organization's sustainability.  The modules will need to be adopted to two different scenarios: (1) The trainings can be delivered through face-to-face sessions and (2) The trainings can be delivered through online sessions. For both delivery approach, the consulting will need to integrate tools to maintain the attentions of the audience (e.g.: session not more than 45 minutes; full-day session for face-to-face trainings versus half-day session for online trainings, integration of games or quizzes, including social distancing measures in case of face-to-face sessions, etc.) | Modules of the training program in Kyrgyz and Russian languages.  The consultant must submit an interim report on the services performed in stage 1.  This report must be reviewed and approved by the Client. | In 1-2 weeks after signing the contract |
| **Stage 2** | Develop handouts, the full-time training program, including pre- and post-training test for participants with the Client.  *All expenses related to printing of handouts for the reporting version must be covered by the Company.* | Training program, handouts and a pre- and post-training test in Kyrgyz and Russian.  The consultant must submit an interim report on the services performed in stage 2.  This report must be reviewed and approved by the Client. | In 3-4 weeks after signing the contract |
| **Stage 3** | Conduct face-to-face or online trainings 41 C-VIAs based on the training program *“Institutional sustainability of C-VIAs”.*  Type of trainings: full-time in Osh, Jalal-Abad and Batken regions.  Duration of the trainings on each topic: 1-2 days for face-to-face or 3-4 for online trainings according to the approved training program.  Also, the decision to provide the session online or face-to-face will be taken jointly with the training participants, AKF, the selected company and the relevant government authorities.  *For face-to-face trainings, the Company will be in charge of covering the purchase of hand sanitizers, etc. for participants and ensure that all WHO rules for organizing trainings during the COVID-19 pandemics are enforced.* | List of training participants, results of the pre- and post training testing  The consultant must submit an interim report on the services performed in stage 3.  This report must be reviewed and approved by the Client. | In 4-5 weeks after signing the contract |
| **Stage 4** | Prepare a short report (not more than 5 pages) the challenges encountered and opportunities.  Provide a report on services rendered and sign the Act of Services Rendered.  The report must contain all developed materials etc.  The report must be approved by the Client, represented by the CESA Project Coordinator. | The final report with relevant attachments in Russian language.  Act of Services Rendered  The consultant must submit an interim report on the services performed in stage 4, and submit a final report on the services. | In 5-6 weeks after signing the contract |

AKF will be responsible for managing the review and approval process of documents and materials, results, and compliance with the above timeframe. All necessary documents must be submitted in the hard copy and electronic versions (on a flash card or a link to the cloud storage).

1. **Output requirements**

**Stage 1**

Provide modules of the training program for the Client's approval:

*For the module “Institutional sustainability of C-VIAs”:*

Strengthening the internal capacity of the organization (strategy, systems, culture, and resources). Developing core human resources and building additional financial resources, managing human resources, and evaluating the organization's sustainability.   
The modules will need to be adopted to two different scenarios: (1) The trainings can be delivered through face-to-face sessions and (2) The trainings can be delivered through online sessions. For both delivery approach, the consulting will need to integrate tools to maintain the attentions of the audience (e.g.: session not more than 45 minutes; full-day session for face-to-face trainings versus half-day session for online trainings, integration of games or quizzes, including social distancing measures in case of face-to-face sessions, etc.)

**Results:** Modules of the training program in Kyrgyz and Russian languages.

The consultant must submit an interim report on the services performed in stage 1.This report must be reviewed and approved by the Client.

**Stage 2**

Develop handouts, the full-time training program, including pre- and post-training test for participants with the Client.

Results: Training program, handouts and a pre- and post-training test in Kyrgyz and Russian.

The consultant must submit an interim report on the services performed in stage 2. This report must be reviewed and approved by the Client

**Stage 3**

Conduct face-to-face or online trainings 41 C-VIAs based on the training program *“Institutional sustainability of C-VIAs”.*

Type of trainings: full-time in Osh, Jalal-Abad and Batken regions.

Duration of the trainings on each topic: 1-2 days for face-to-face or 3-4 for online trainings according to the approved training program.

Also, the decision to provide the session online or face-to-face will be taken jointly with the training participants, AKF, the selected company and the relevant government authorities.

**Results**: List of training participants, results of the pre- and post training testing

The consultant must submit an interim report on the services performed in stage 3. This report must be reviewed and approved by the Client.

**Stage 4**

Prepare a short report (not more than 5 pages) the challenges encountered and opportunities.

Provide a report on services rendered and sign the Act of Services Rendered.

The report must contain all developed materials etc.

The report must be approved by the Client, represented by the CESA Project Coordinator

**Results**: The final report with relevant attachments in Russian language.

Act of Services Rendered. The consultant must submit an interim report on the services performed in stage 4, and submit a final report on the services

1. **Reporting and approval procedures**

The selected firm will report to the AKF. All deliverables should be approved by the CESA Project Coordinator before proceeding to the next stage.

1. **Duration of the assignment and estimated time input:**

The assignment must be completed in full no later than in 6 weeks from the date of signing the contract until May 2021.

1. **Resources**

* Provide the Consultant with the list of training’s participants.
* Provide the Consultant with full information necessary to carry out this assignment.
* Assist the Consultant in organization of the trainings (informing the participants, etc.).
* Preparation of the training site and logistics of the training participants.
* All expenses for the rental of the room, coffee break and other expenses of the training participants are paid by the Client.
* Verification and approval of all the training materials prepared by the Consultant.
* Verification and approval of Consultant’s reports.
* Other duties connected to execution of the contract

1. **Qualification requirements and selection criteria.**

*Evaluation criteria:*

The following range of scores awarded to each of the listed positions should be defined considering three sub-criteria and corresponding percentage weights:

Methodology and work plan 30%

Relevant experience and qualification of key staff 70%

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| # | **personnel** | **qualification** | **experience** | **special experience** | **scores** |
| 1 | Team leader | Master's degree in the relevant field | At least 5 years of training experience and development of modules | Completing at least three similar contracts in the last five years.  Proven skills in developing training modules and conducting trainings.  Diplomacy in all relations with international and state officials and local communities.  Flexibility and ability to adapt to the plan, take the initiative and organize work.  Excellent command of Russian and Kyrgyz languages. | 40 |
| 2 | First trainer for conduction of trainings on the topic “Institutional sustainability of C-VIAs” | Bachelor's degree in the relevant social sciences | 5 years of training experience | At least 5 years of experience in conduction of  similar trainings | 20 |
| 3 | Second trainer for conduction of trainings on the topic “Institutional sustainability of C-VIAs” | Bachelor's degree in the relevant social sciences | 5 years of training experience | At least 5 years of experience in conduction of  similar trainings | 20 |
| 4 | Third trainer for conduction of trainings on the topic “Institutional sustainability of C-VIAs” | Bachelor's degree in the relevant social sciences | 5 years of training experience | At least 5 years of experience in conduction of  similar trainings | 20 |

1. **Consultant firm must meet the following qualifications:**

* General experience of the firm in the area of institutional development of non-for-profit organizations, at least 3years.
* Specific experience in using face-to-face or online training approach targeting youth with special attention to gender at least 3 years.
* At least 3 similar assignments completed by the firm.
* Qualified key personal with higher education (bachelor degree or higher) in social sciences, sociology, international development, or other similar field.
* Experience in the projects financed by the international donor organizations such as ADB, World Bank, IFC, USAID, among others at least 5 projects.
* Experience in conducting similar activities in rural and remote regions of Kyrgyz Republic.

# **Payment Schedule**

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| **Stages** | **Terms** | **Payment** |
| **Stage 1** | Provide modules of the training program for the Client's approval:  *For the module “Institutional sustainability of C-VIAs”:*  Strengthening the internal capacity of the organization (strategy, systems, culture, and resources). Developing core human resources and building additional financial resources, managing human resources, and evaluating the organization's sustainability.  The modules will need to be adopted to two different scenarios: (1) The trainings can be delivered through face-to-face sessions and (2) The trainings can be delivered through online sessions. For both delivery approach, the consulting will need to integrate tools to maintain the attentions of the audience (e.g.: session not more than 45 minutes; full-day session for face-to-face trainings versus half-day session for online trainings, integration of games or quizzes, including social distancing measures in case of face-to-face sessions, etc.)  **Results:** Modules of the training program in Kyrgyz and Russian languages.  The consultant must submit an interim report on the services performed in stage 1.This report must be reviewed and approved by the Client. | 25 % |
| **Stage 2** | Develop handouts, the full-time training program, including pre- and post-training test for participants with the Client.  Results: Training program, handouts and a pre- and post-training test in Kyrgyz and Russian.  The consultant must submit an interim report on the services performed in stage 2. This report must be reviewed and approved by the Client | 25 % |
| **Stage 3** | Conduct face-to-face or online trainings 41 C-VIAs based on the training program *“Institutional sustainability of C-VIAs”.*  Type of trainings: full-time in Osh, Jalal-Abad and Batken regions.  Duration of the trainings on each topic: 1-2 days for face-to-face or 3-4 for online trainings according to the approved training program.  Also, the decision to provide the session online or face-to-face will be taken jointly with the training participants, AKF, the selected company and the relevant government authorities.  **Results**: List of training participants, results of the pre- and post training testing  The consultant must submit an interim report on the services performed in stage 3. This report must be reviewed and approved by the Client | 25 % |
| **Stage 4** | Prepare a short report (not more than 5 pages) the challenges encountered and opportunities.  Provide a report on services rendered and sign the Act of Services Rendered.  The report must contain all developed materials etc.  The report must be approved by the Client, represented by the CESA Project Coordinator  **Results**: The final report with relevant attachments in Russian language.  Act of Services Rendered. The consultant must submit an interim report on the services performed in stage 4, and submit a final report on the services | 25 % |