



Terms of References

Hiring of a Consultant for the Institutional Assessment of Women Development Department – Karachi, Sukkur, Sanghar, Benazir Abad and Jacobabad

Project Introduction

Oxfam in Pakistan (OiP) in partnership with MDF are implementing a project ‘**Women Leadership in Public Life**’ improving their access to justice in Districts Sanghar & Sukkur, Sindh recognizing the fact that access to justice is a fundamental right of citizens funded by European Commission. Specific Objective of this project to offers a comprehensive approach to promote and protect women rights in Sindh including their participation and access to decision-making, non-discrimination, equal access, accountability and access to justice/rule of law and transparency. It is clearly aimed at creating an enabling environment where women can enjoy their rights, have access to basic protection, legal aid and referral services for seeking redress against violation of rights. Additionally, the project is promoting a Rights Based Approach of working of building the capacity of duty bearers (Women Development Department and Sindh Commission on the Status of Women) while at the same time working with Community-Based Organizations that represent women and raise voices to defend their rights – which is a core strength for Oxfam in Pakistan.

Purpose of the Assignment

The purpose of the assignment is to get a holistic picture of the Women Development Department, based on this assessment, so that proposed measures can be communicated to the WDD for the improvement of WDD’s delivery of services. Through this assignment gaps will be identified, and necessary measures will be proposed, strength-areas will be identified and a plan to improve on strengths will also be chalked out. The report will help WDD to advocate for capacity building of their human resources and develop strategic plans.

Scope of the work

Following are the points which explains the scope of work of the said assignment and Institutional Assessment to be carried out the following institutions:

1. Assessment of Shelter Homes in district Sukkur and Sanghar
2. Assessment Dar ul Aman(s) in district Sukkur and Shaheed Benazir Abad
3. Assessment of Women Complaint and Protection Cells in district Sukkur and Sanghar
4. Assessment of Day Care Centers in situated in Karachi University and opposite Sindh Assembly
5. Assessment of Office of the Deputy Director of Shaheed Benazir Abad and Jacobabad
6. Assessment of 1094 Helpline
7. Have meetings (not more than 3) with the MDF/Oxfam/WDD officials and review already developed questionnaire.
8. Submit Proposed methodology and field plan.



9. Discuss and propose (if necessary) more questionnaires or more questions as per requirement.
10. Orient himself / herself about the women development department and current developments taken place there.
11. Design work plan / field plan (key meetings with key personnel in the field)
12. Conducting key interview with the target audience.
13. Collection of Data from Women Development Department (WDD) as per questionnaire, meetings and discussions.
14. Data Entry and Data presentations - Feeding collected data into main database.
15. Delivering deliverables as drafts and finalizing them after addressing the comments of Oxfam/MDF officials - as per workplan.

Work Plan

Following work plan needs to be followed – as per situation small changes can be made. Before undertaking the assignment the consultant will submit the proposed methodology and work plan for discussion and approval.

Deliverables / Outputs	Timeline	Comments
<p>Initial Report / Assessment Start Report: (this will be submitted before starting the assessment and after meetings with the MDF/Oxfam/WDD officials. These meetings can be virtual or in person.</p> <p>This may cover</p> <ul style="list-style-type: none"> ■ Consultant’s introduction, his/her relevance to the work. ■ how he/she is going to start the assessment (singularly or with a team) – If a team short introduction of team. ■ from where (Karachi, Sukkur, Sanghar) the start will be taken. ■ What are anticipated hurdles. ■ What can help significantly? 	04 June, 2022	Comments of MDF / Oxfam will be addressed
<p>Mid-Assessment Report: (this will be shared when the 50% of the work is done). This may cover</p> <ul style="list-style-type: none"> ■ Key findings ■ Key challenges ■ Key strengths ■ Key hurdles ■ SWOT analysis of WDD ■ Key proposals / suggestions 	16 June, 2022	<p>Comments of the MDF / Oxfam will be addressed.</p> <p>SWOT analysis will be done through key interviews, stakeholder meetings, line department meetings and understanding the</p>



		WDD department holistically.
<p>Final Assessment Report: (this will be shared when the work is completed). This may cover</p> <ul style="list-style-type: none"> ■ Key findings (what can be helpful for the department to improve its performances and what is affecting it the most) ■ Key challenges (what is available and what is not, and how it is affecting) ■ Key strengths ■ Key hurdles (legal, political, social and environmental aspects be considered) ■ PEST analysis of WDD ■ Statistical Charts ■ Database – analysis of the data ■ Key proposals / suggestions 	27 June, 2022	<p>Comments of MDF / Oxfam will be addressed.</p> <p>how WDD’s work is associated with other departments (government and non-government) and how it can enhance its coordination as well as make realistic plans).</p> <p>PEST analysis will be done through meetings with political figures, environment and economy experts, social activists, and technology geeks.</p> <p>Final report should comprise of narrative part, data analysis, charts and tables.</p>
WDD Staff capacity development plan – how the staff can enhance their capacities with reference to WDD and non-government organizations.	First week of June 2022	<p>Comments of MDF / Oxfam will be addressed</p> <p>Which areas are weak, which are strong and in which areas the capacity building is pressing needed</p>
Two-pager Gender specific report	Third week of June 2022	N/A
Database - data of the interviews in excel sheet	Second week of June 2022	Comments of MDF / Oxfam will be addressed
Presentation to be given to the MDF/OXFAM and WDD officials	Second week of June 2022	<p>Comments of MDF / Oxfam will be addressed</p> <p>PPT presentation with images of field work</p>



Deliverables:

- Initial Report
- Mid-assessment report
- Final report
- Gender specific report
- Database
- WDD staff capacity development plan
- Presentation

Required Skills and Competencies

- More than 7 years of experience in development sector and having advanced knowledge of women rights, gender issues and pro-women laws.
- Masters' in social sciences, preferably in research studies, (advanced knowledge of Computer Science is additional value) from HEC recognized university or equivalent
- Advanced knowledge of MS Office package and grip on usage of relevant tools.
- Knowledge of data collection and data entry.
- More than 7 years of Experience and Knowledge on interview conduction, questionnaire development and research.

Proposal Submission Instructions

A. The assignment will require the consultant to submit the following:

1. Technical Proposal (not more than five (5) pages)
2. Financial Proposal with costs broken down by the following categories:
 - I. Field work
 - II. Consultancy charges
 - III. Miscellaneous expenses

Timeline

The timeline for this assignment is 30 working days which includes all deliverables.

Reporting

The consultant will report to the Project Manager in MDF Pakistan throughout the assignment.

The tentative plan for payment to the consultant would be as follows:

1. 20 % upon signing of the agreement.
2. 30 % upon submission of mid-assessment report.
3. 50 % upon submission of the of the all deliverables.

Selection Process and Evaluation Criteria

All the proposals will be evaluated through a competitive selection process based on the following criteria:



This project is funded by the European Union



Sr.no	Description of Items	Evaluation Points
1.	Profile and Technical Proposal	30
2.	Proposed Methodology and work plan	30
3.	Team CVs for the assignment (if necessary)	20
4.	Proposed Budget	20

Deadline and Procedure for Submission of Proposals

The deadline for submission of proposals is by or before **26th of May 2022**. Interested consultants should submit the following to **Management and Development Foundation-MDF**

1. Detailed technical proposal in line with the TORs comprising of creative methodology, innovative approach, resume/profile of the applicant, sample work.
2. Itemized financial proposal of the above-mentioned proposal. Please make sure that total budget in the financial quotation is inclusive of all the applicable taxes.
3. Only shortlisted consultants will be contacted.

The technical (including CVs) and financial proposal should be submitted and addressed to, with clearly written assignment name:

Manager Finance & Administration

Management and Development Foundation (MDF)

**House # B-30, Government, Employees, Cooperating, Housing (G.E.C.H) Society,
Near Soneri Bank Qasimabad, Hyderabad, Sindh Pakistan.**

Landline #: +92-22-265-2290