



# **STATE INSTITUTE FOR RURAL DEVELOPMENT & PANCHAYTI RAJ (SIRD & PR)**

Unit 8, Gopabandhu Nagar, Bhubaneswar - 751012

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## **Invitation for Expression of Interest: Individual Consultant for Development of Training Module & Trainer's Manual on Gram Panchayat Development Plan with special reference to Gender responsive Governance**

State Institute for Rural Development & Panchayati Raj (SIRD & PR), Panchayati Raj Department, Government of Odisha invites application from expert consultants to indicate their interest in providing technical expertise for development of training module on Gram Panchayat Development Plan in Panchayati Raj in Odisha. Interested consultants must provide information indicating that they are qualified to perform the services description of similar assignment, experience in similar conditions and experience in Odisha.

### **Terms of Reference for Training Manual Development**

#### **1.0 Introduction**

Article 243G of the Constitution of India acknowledges Panchayats as institutions of local self-government and mandates them to prepare plans for economic development and social justice. As local government, GPs are responsible for delivery of basic services to local citizens and address vulnerabilities of poor and marginalised ones. This can only be achieved through implementation of well thought out plans through efficient and responsible utilisation of available resources. Hence, an efficient and robust planning process as part of GP's core functioning becomes necessary. GP development plan should ideally match peoples' needs and priorities with available

#### **Why GPDP?**

GPDP is a comprehensive plan for complete development of the gram panchayat. GPDP aims to expand the governing space of the Gram Panchayat with special focus on gender and to empower it as a development institution. The Gram Panchayat can perform as a platform to integrate and converge all development activities to effectively address developmental issues.

resources. It should be prepared through a fair, inclusive, transparent and participatory process. The focus should be on local development issues, local perception of need and priority, local analysis of problems and solutions, local resources management all within a collective local vision.

Central Finance and State Finance Commission have devolved substantial amounts of fund to the Gram Panchayats, for supporting and strengthening the delivery of basic services-like water supply, sanitation, including septic management, sewerage, storm water drainage and solid waste management, street lighting, roads and footpaths, parks, playgrounds, burial and cremation ground. The huge transfer of resources to Gram Panchayats also necessitates urgent empowerment of the Gram Panchayats to be able to deliver their mandate in respect of delivery of basic services responsibly and efficiently.

These developments harbour particular significance for women and marginalized groups in rural areas, who often remain excluded from decision-making on livelihoods and entitlements, natural resource management, infrastructure, basic services and other important community level planning processes. This holds true, despite progressive legislations to encourage their participation in Panchayati Raj Institutions - The Constitution (73rd Amendment) Act, 1992, which reserved seats for both women and members of Scheduled Castes and Scheduled Tribes in Panchayats. However, planning exercises have traditionally been ineffective in addressing gender concerns owing to them being steered mainly by male-dominated perspectives. Little attention is paid to the voices and concerns of women, thereby upholding the status quo in decision making structures in which women, for the most part, remain invisible. Consequently, the planning processes have largely been gender blind as they tend to ignore the fact that women and men access resources differently due to social, religious and cultural differences. They also have different concerns about how it meets their needs. It necessitates creation of adequate space for women in the decision making and planning processes. Access to social, economic and political decision-making structures is essential for making must to make a meaningful difference to the lives of the marginalized s. This inequity can be corrected by gender responsive planning.

One of the basic prerequisites for management of funds of this scale would be to have a convergent plan at the GP level with special focus on Gender Planning. In the context of the Constitutional mandate, this plan has to be a participatory plan involving the community, particularly the Gram Sabha, Palli Sabha and if required even conduct of Mahila Sabha in the formulation of priorities and projects and will also have to ensure the mandates of social justice and economic development mentioned in Article 243G. Therefore the GP development plan will have to have a clear component addressing vulnerabilities of poor and marginalised people and their livelihood opportunities through an integrated poverty reduction plan that converges with the labour budgeting and projectisation exercises under MGNREGS as well.

## **2.0 Purpose of Assignment**

One of the significant components of rolling out Gram Panchayat Development Plan with special reference to Gender is to develop a training module and Trainer's Manual for the Development Facilitators / Resource Persons who would support Gram Panchayat stakeholders in preparation of Gram Panchayat Development Plan. Design and development of training module and Trainer's Manual required to build the capacity of Facilitators for facilitating gram panchayat stakeholders in preparation of Gram Panchayat Development Plan.

The final Training Module and Trainer's Manual must:

- Explain the usefulness of the various topics in terms of their significance for Gram Panchayat Development Plan with special reference to women issues
- Present and explain all the aspects and processes of the various topics that are relevant and important for GPDP integrating Gender.
- The module has to incorporate interactive and participatory methodology focussing on adult learning principles through experiencing.
- Provide relevant tools and instruments to be used by Resource Persons at various level for different activities under each topic, and
- Be written in an interactive and inspiring manner so as to encourage reflection, learning culture and inclusion.

### **3.0 Deliverables**

The consultant will be responsible for the following deliverables:

- i. Frame work of the Training Module and Trainer's Manual within three days after selection of the Consultant
- ii. First draft of module and manual within 21 days from the issuance of the contract
- iii. Revised and Finalized module and manual within 30 days of issuance of the contract (incorporating suggestions for improvements)

### **4.0 Time Frame**

30 working days (detailed time line and activities will be as per action plan approved by SIIRD).

### **5.0 Duty station:**

Consultant's own place

### **6.0 Supervisor:**

SPO UN Women

Assistant Director, SIRD & PR, Bhubaneswar

Deputy Director, SIRD & PR

### **7.0 Competency and Expertise Requirements**

The consultant(s) should have the following qualifications, experience and competencies:

- Should be a Post Graduate in social sciences / management / rural development etc.
- Should have a minimum of 10 years experience of working / supporting National/ State government's capacity building programs
- At least 10 years experience in conducting trainings

- Should have executed a minimum of five assignments on capacity building / training module development in the last five years preferably assignments of similar nature of related sector.
- Thorough understanding of issues relating to various developmental programs and specifically to local governance
- Experience of developing the training manuals on developmental programs and specifically on local governance.
- Proven track record of working as a consultant with national and international organizations
- Proven and substantial experience designing and developing training manuals,
- At least 5 years of relevant practical experience in applying participatory rural appraisal approaches with marginalized and mainly illiterate communities;

### **8.0 How to Apply: Documents to be Included When Submitting the Proposals**

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- i. Profile of the consultant with relevant experience as per Annexure 1.
- ii. Recent CV
- iii. Sample of previously developed 5 training modules/manuals (in PDF form);

Please send your applications with all relevant documents in English to [sirdorissa@gmail.com](mailto:sirdorissa@gmail.com), by 24<sup>th</sup> October 2016 to The Director, State Institute for Rural Development & Panchayati Raj, Unit-8, Gopabandhu Nagar, Bhubaneswar-751012 superscribed “Expression of Interest for Development of Training Manual on Gram Panchayat Development Plan with Gender Responsive Governance”.

### **9.0 Professional Fees**

A sum of Rs. 30,000/- will be paid after submission of the final draft of the training manual.

## 11.0 Technical Evaluation

The selection of institutes shall be done by SIRD & PR only. The committee reserves the right to accept or reject any proposal without assigning any reason.

The following evaluation criteria shall be used for technical evaluation

No	Parameters	Sub- Parameter	Marks	Total Marks		
1	Consultant's Profile	Total Years of Experience in Capacity Building & Training		20		
		Years of Exp : = 10	4			
		Years of Exp : > 10 & up to 15	7			
				Years of Exp : > = 15	9	20
		Experience in PRI Capacity Building				
		Years of Exp : = 10	4			
		Years of Exp : > 10 & up to 15	7			
				Years of Exp : > = 15	9	40
		Nos of Assignments				
		Nos of Assignments : = 5	8			
		Nos of Assignments : > 5 and < 10	12			
				Nos of Assignments : > = 10	20	
2	Understanding the scope, Technical Approach & Methodology	Understanding of TOR	10	10		
		Approach & Methodology	10	10		
		<b>Total</b>	<b>100</b>	<b>100</b>		

**TECHNICAL PROPOSAL FORMAT**

(The consultant should submit details as follows)

- i. Name of the Consultant:
- ii. Address for Communication
- iii. Key Qualifications:
- iv. Total years of experience in relevant sector
- v. Total years of experience in capacity building & training consultancy

No	Name of the organisation	Nature of consultancy	From	To

- vi. Total years of experience in consulting Panchayati Raj Institutions / Local Governance

No	Name of assignment	From	To	Position Held	Organisation	Tasks Carried out

- vii. Nos of Assignments on capacity building & training manual / resource development

No	Name of relevant assignment	Duration / Year	Client / Organisation	Description

- viii. Understanding of ToR
- ix. Approach & Methodology
- x. Latest CV of the consultant

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to disqualification or dismissal of the proposal or the contract, if engaged.

Date

Signature