



Trust for Democratic Education and Accountability (TDEA) is implementing
“AFGP” funded by United States Agency for International Development (USAID)

under the

Contract No. AID-391-C-17-00006

Release Date: December 05, 2018

For: TDEA/AFGP

Contractor: Trust for Democratic Education and Accountability (TDEA)
/ Ambassador’s Fund Grant Program (AFGP)

Funded by: United States Agency for International Development (USAID),
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Consultant Services Required as Priority Areas Specialists for USAID’s Ambassador’s Fund Grant Program (AFGP)

The Ambassador’s Fund Grant Program (AFGP) is seeking highly-experienced subject matter specialists for multiple short-term consultancy assignments as **Priority Area Specialists** related to five topics/themes:

1. **Promoting Culture and the Arts:** To preserve key components of Pakistan's rich heritage while creating income for host communities [no construction or renovation whatsoever is permitted].
2. **Improving Disaster Preparedness:** To support community-based projects that prepare communities to respond to natural disasters, improve their resilience and enhance their ability to complement government disaster preparedness efforts [not related to disaster relief or recovery].
3. **Developing Small-Scale Energy Solutions:** To improve access of remote and underserved areas to alternative and renewable energy solutions [at the household level only; no construction whatsoever is permitted].
4. **Encouraging Social Entrepreneurship:** To provide support to or enable formation of social enterprises to address economic or social problems through innovative, sustainable, and scalable business opportunities.
5. **Empowering Vulnerable Populations:** To empower vulnerable populations, such as persons with disabilities, disadvantaged women, religious and ethnic minorities, victims of violence, street children, displaced persons and others.

REQUIREMENTS: Specialized services of qualified candidates having at least 10 years of specific and relevant work experience and expertise on one of the five themes listed above are requested send their CVs and a required cover letter via email to: hr@tdea.pk

The required cover letter must explain how your expertise and work experience is directly relevant to one of the five themes exactly as described above. For example, disaster preparedness experts must explain their expertise in community-level preparation for one or more kinds of natural disasters. Similarly, small-scale energy solution experts must specify their experience with household-level solar panels or lanterns, energy-efficient stoves, bio-briquette production, or other small-scale energy solutions. Etc.

The last date for submission of CVs is 1700 hrs on Wednesday, December 12, 2018.



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CONSULTANT SPECIFICATIONS

Title:	Priority Area Specialist
No. of Consultancies:	Unlimited
Consultancy Fee Rate:	Daily rate per verifiable salary and consultancy history
Expected Date of Contracting:	One year from initial contact (USAID approval required)
Duration of Contract:	Up to 30 days in one Year
Location:	Each province and region of Pakistan (work from home and travel assignments)

Statement of Work - Consultant (Priority Area Specialist)

Title: Priority Area Specialist

Reports to: AFGP Deputy Chief of Party and Gender and Priority Areas Manager

Based on extensive subject matter knowledge and expertise in a specialized field, the Consultant will offer her/his technical services to provide inputs as and when needed related to a “Priority Area” of USAID’s Ambassador’s Fund Grant Program (AFGP), which is managed by the Trust for Democratic Education and Accountability (TDEA). The Consultant shall perform the following duties, as required and agreed in advance through written Task Orders ranging from 0 days to 30 days during one year. Unless otherwise directed in writing, all assignments shall be conducted in collaboration with TDEA-AFGP personnel. Possible kinds of assignments the Consultant may be asked to work on include the following:

1. Review of Grant Application(s)

- Participate in a panel discussion (and/or provide verbal technical briefing/s when requested) on a specific Priority Area in order to contribute to the knowledge and understanding of the AFGP team, including especially the personnel responsible for reviewing grant applications, namely members of the Technical Review Committee (TRC) and Grants Management Committee (GMC).
- Provide a technical assessment of one or more grant application(s) related to the specific Priority Area. Prepare a written assessment and, if requested, present findings to the TRC and/or GMC.

2. Technical Assistance to Improve Grant Application(s)

Provide technical assistance to grant applicant(s) to improve the quality of their application(s) in the specific Priority Area and to build their capacity to write better grant applications on the Priority Area in the future.



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3. Pre-award Programmatic Assessment(s)

Conduct one or more Pre-award Programmatic Assessment(s) (PPAs) of potential grantees related to the specific Priority Area. Identify technical capacity gaps related to the Priority Area and recommend the technical support that would be required to ensure the successful implementation and sustainability of the potential grant project.

4. Capacity Building for Grantees

Conduct one or more of the following kinds of grantee capacity building activities:

- Technical mentoring/coaching of grantee(s) remotely (by phone, Skype, email, etc.) and/or at their office or project location within Pakistan to support implementation of grant project(s) related to the specific Priority Area, including linkages and networking within the sector.
- Develop easy-to-understand training materials related to the specific Priority Area and/or deliver face-to-face training for representatives of one or more grantee(s).

5. Monitoring, Evaluation and Learning (MEL)

Conduct one or more of the following kinds of MEL activities:

- Travel within Pakistan to conduct mid-project monitoring and/or end-of-project evaluation of one or more grant project(s) related to the specific Priority Area.
- Contribute to development of a Community of Practice (CoP) within the specific Priority Area, including by attending one or more AFGP CoP event(s), to promote exchange of learning among multiple grantees.

USAID/Pakistan has, in cooperation with the USAID Office of Inspector General, established the Anti-Fraud Hotline to provide an avenue for the reporting of fraud, waste, and abuse which may be associated with USAID funded projects in Pakistan. Complaints are handled with complete confidentiality and individuals are encouraged to report when corruption, fraud, waste or abuse may exist in the USAID/Pakistan projects. Reports can be filed anonymously via the easy-to-use Hotline (toll free number 0800 84700); e-mail at complaints@anti-fraudhotline.com; fax at 021-35390410; postal address at 5-C, 2nd Floor Khayban-e-Ittehad, Phase VII, DHA, Karachi, Pakistan; and on the website www.anti-fraudhotline.com.”

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