



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 12, 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),  
Contract No. AID 391 – C -17 – 00006

### **Consultant Services Required as Capacity Building 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 **Capacity Building 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](mailto:hr@tdea.pk) . Mention “**Capacity Building Specialists**” in the subject line.

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.



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The last date for submission of CVs is **Monday, December 17, 2018, 1700 hrs.**

### **CONSULTANT SPECIFICATIONS**

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

### **Statement of Work**

**Title:** Capacity Building Consultant  
**Reports to:** AFGP Capacity Building Manager and Deputy Chief of Party

The Ambassador’s Fund Grant Program (AFGP or the Ambassador’s Fund) is funded by the United States Agency for International Development (USAID) and managed by the Trust for Democratic Education and Accountability (TDEA). The Ambassador’s Fund is providing training and technical assistance for the staff of grantee organizations. The Ambassador’s Fund requires the services of one or more consultants to modify existing training materials, develop new training materials, conduct trainings (organizational workshops), and facilitate communities of practice as and when required.

The consultant(s) shall perform the following duties, as required and agreed in advance through written Task Orders ranging from 1 day to 30 days during a one-year period from January 1 to December 31, 2019. Unless otherwise directed in writing, all assignments would be conducted in close collaboration with AFGP personnel. Possible kinds of assignments the consultant(s) may be asked to work on include the following:

#### **1. Review and Development of Training/Resource Materials:**

- Review, update and improve existing materials and/or develop new resource materials related to USAID policies and procedures relevant to Ambassador’s Fund grantees
- Improve existing training materials and/or develop user-friendly, participatory training materials and manuals for organizational development workshops
- Develop training methodologies, content and plans
- Prepare trainers’ guidelines and supporting notes for Ambassador’s Fund staff and other trainers
- Identify supplementary readings/ reference material for the AFGP and training participants



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## **2. Conducting Training and Mentoring:**

- Deliver face-to-face trainings (organizational workshops) for Ambassador’s Fund grantees
- Provide technical support/mentoring/on-the-job training directly to grantees
- Provide technical support to Ambassador’s Fund staff engaged in mentoring for grantees
- Draft required reports after the completion of any training or mentoring activity

## **3. Communities of Practice:**

- Contribute to the design and planning of Communities of Practice among Ambassador’s Fund grantees
- Co-facilitate one or more Communities of Practice conferences or other events
- Facilitate one or more Communities of Practice

***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](mailto: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](http://www.anti-fraudhotline.com).”***

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