

Terms of Reference (TOR) for Training Courses

Consultancy Job	To select a recognized consultant or institute for conducting a Training of Trainers (TOT) on First Aid for project staff.
Country/District	Pakistan, Province Sindh, District Tharparkar and Umerkot.
Duration of Assignment	Three Days Training
Name of the project	Strengthening the livelihoods and resilience of vulnerable agricultural communities in rural Sindh,
Date of Issue	02.09.2025
Closing Date	07.09.2025

1. Background

1.1. About the organization

Participatory Village Development Programme (PVDP) is a non-profit organization established in 1997, working in some of the most disaster-prone and poverty-stricken districts of Sindh. PVDP focuses on poverty reduction, disaster risk reduction, and community empowerment. Currently, PVDP is implementing a project with the support of Diakonie Katastrophenhilfe (DKH) in District Tharparkar, while Community World Service Asia (CWSA) is implementing the same interventions in District Umerkot. The project aims to strengthen the livelihoods and resilience of vulnerable agricultural communities in rural Sindh.

As part of this project, staff members need to be equipped with life-saving skills to respond effectively to emergencies during project implementation and in the communities they serve. Therefore, PVDP plans to engage a qualified consultant/institute to conduct a Training of Trainers (TOT) on First Aid for its project staff.

2. About the project

Currently, PVDP is implementing a project with the support of Diakonie Katastrophenhilfe (DKH), a Germany-based humanitarian organization, in District Tharparkar. This project has been designed in consortium with Community World Service Asia (CWSA), which is implementing the same interventions in District Umerkot. The overall goal of the project is to strengthen the livelihoods and resilience of vulnerable agricultural communities in rural Sindh, Pakistan, through

the provision of integrated support to food security, livelihoods, and Community-Based Disaster Risk Management.

Under the said project, we have to organize a comprehensive Training of Trainers (TOT) on First Aid for identified project staff from PVDP and CWSA. The goal is to equip staff members with essential first aid knowledge and practical skills, enabling them to train community members and respond effectively to medical emergencies in their respective project areas.

In rural areas, access to timely health services is very limited. Due to a lack of emergency response facilities and first aid knowledge, communities often face severe consequences from accidents, injuries, and sudden health issues. It has been noted in the project areas that delays in basic first aid response frequently result in preventable complications.

To address this issue, conducting a First Aid TOT for staff will be highly beneficial. This training will equip them with the skills and knowledge required to provide immediate and effective first aid assistance, stabilize patients before referral, and build community capacity in life-saving practices.

The “First Aid TOT” is designed to provide both theoretical knowledge and practical skills to staff. The program will run for three days and will cover various aspects of first aid, including basic life support, wound management, handling fractures and burns, and responding to common medical emergencies.

During the program, participants will receive hands-on training and practical demonstrations, enabling them to confidently deliver first aid, conduct community-level awareness sessions, and act as trainers within their organizations and communities.

3. Training Participants

Total 10 to 15 participants will be participate in this training. Participants will be staff of PVDP and CWSA.

4. Objective of the assignment

The main objective of this consultancy is to build the capacity of project staff by providing them with comprehensive knowledge and practical skills on First Aid. The TOT will enable staff to act as trainers and disseminate first aid skills to community members, ensuring timely and effective response during accidents, injuries, or medical emergencies.

5. Selection criteria

1. Experienced and qualified trainer.
2. Valid taxpayer status (filer with NTN number)
3. Familiar with the local language and culture.
4. Ability to provide training materials and manuals in the local language

5. Prior experience conducting similar TOTs or trainings for NGOs in Sindh.
6. Capacity to conduct both theoretical and hands-on practical sessions.

6. Deliverable

The training institute is expected to below be given services with quality.

- Conduct a three days comprehensive Training of Trainers (TOT) on First Aid for staff.
- Provide training manuals and practical demonstration materials.
- Ensure active participation and attendance of all staff.
- Conduct pre- and post-tests to assess learning outcomes.
- Provide first aid kits for practical exercises.
- Submit a detailed training report with participant feedback.

7. Mode of payment

The consultant will be paid by three installments as below:

1st installment: 40% at the signing of the agreement

2nd installment: 60% upon successful completion of the training and submission of final report

8. Methodology

1. Preliminary meeting between PVDP, DKH, and the selected consultant to finalize training content
2. Delivery of participatory and practical training sessions
3. Monitoring of the training by PVDP representatives to ensure quality
4. Submission of training report, including outcomes and recommendations

9. Time Schedule

Time	Activity
09-09-2025	Pre-liminary Meeting with PVDP and DKH
10-09-2024	Award of the contract
12 to-14 September-2025	Start up Training sessions

10. Qualification and expertise required

PVDP is looking for a consultant with the following minimum qualifications:

- ✓ At least 5 years of relevant experience in First Aid training

- ✓ Experience in conducting Training of Trainers (TOT) sessions
- ✓ Strong facilitation and communication skills
- ✓ Familiarity with rural Sindh context is an asset
- ✓ Locally based understanding of the language and local culture.

How to Apply

Applications are to be submitted by **07-09-2025** stating in the subject line: “First Aid Training Course” on below given email

The following documentation should be submitted with the application:

1. Cover letter clearly summarizing the experience as it pertains to this assignment, daily rate and contact details of three professional referees.
2. Curriculum Vitae (CV) of the Facilitators.
3. Training methodology and contents
4. Budget proposal including trainer fees, training manual, material, and other costs
5. Evidence of similar past work (certificates, contracts, reports)

Email: hr@pvdpsindh.org