

Hiring of Consultant – Training and Capacity Building

Terms of Reference (TOR)

International Foundation for Electoral Systems (IFES) Project

Background

The **Special Talent Exchange Program (STEP)** is implementing a project in partnership with the **International Foundation for Electoral Systems (IFES)** to strengthen the institutional capacity, leadership, advocacy, and organizational development of Organizations of Persons with Disabilities (OPDs) in Pakistan. The project aims to promote the meaningful participation of persons with disabilities in democratic processes, enhance the capacity of OPDs to advocate for disability-inclusive policies, and support sustainable organizational development through training, mentoring, and technical assistance.

To support the implementation of these activities, STEP intends to engage a qualified Consultant to design, facilitate, and document high-quality training programmes and provide technical support throughout the project period.

Purpose of the Consultancy

The purpose of this consultancy is to provide technical expertise for the planning, preparation, delivery, and documentation of capacity-building activities under the IFES Project. The Consultant will work closely with STEP and the IFES project team to ensure that all training activities are delivered professionally, are accessible and inclusive, and contribute to the overall objectives and expected outcomes of the project.

Objectives of the Assignment

The Consultant shall:

- Deliver high-quality training sessions for representatives of Organizations of Persons with Disabilities (OPDs).
- Strengthen participants' knowledge and skills in leadership, organizational development, advocacy, democratic participation, disability inclusion, project management, strategic planning, communication, networking, and community engagement.
- Promote inclusive, participatory, and accessible learning approaches.
- Support STEP in ensuring quality implementation of all assigned training activities.
- Provide technical recommendations for improving future project interventions.

Scope of Work

The Consultant shall perform the following tasks:

- Review the project documents, training agenda, and learning objectives.
- Develop, adapt, and finalize training manuals, presentations, participant handouts, facilitator guides, and other learning resources.
- Deliver assigned training sessions using participatory adult-learning methodologies.
- Ensure that all training content is technically accurate, practical, gender-responsive, disability-inclusive, and aligned with IFES and STEP quality standards.
- Facilitate group discussions, practical exercises, case studies, simulations, and question-and-answer sessions.
- Coordinate closely with STEP regarding logistics, participant management, travel schedules, venue arrangements, and implementation plans.
- Provide technical guidance during practical exercises and action-planning sessions.
- Support participants in developing organizational and community action plans where required.
- Document key discussions, participant feedback, lessons learned, and recommendations.
- Prepare comprehensive post-training reports for each assignment.
- Participate in review meetings and provide technical inputs to strengthen future training activities.

Expected Deliverables

The Consultant shall submit:

- Finalized training agenda and session plans.
- Training presentations and facilitator notes.
- Training manuals and participant handouts.
- Successfully completed training sessions as assigned.
- Attendance records and required training documentation.
- Pre- and post-training assessment summaries (where applicable).
- Training evaluation and participant feedback summaries.
- Comprehensive training reports for each assignment.
- Final consultancy completion report summarizing all activities undertaken, key achievements, challenges, lessons learned, and recommendations.

Duration of the Assignment

The consultancy shall be carried out from **1st December 2025 to 30th April 2026**. STEP will communicate the detailed implementation schedule and assignment dates throughout the consultancy period. Any extension or modification shall be subject to the mutual written agreement of both parties.

7. Reporting and Coordination

The Consultant shall work under the overall supervision of the Executive Director of STEP and in close coordination with the designated STEP Project Manager/Focal Person. Technical feedback and guidance provided by the IFES project team shall be incorporated, where applicable, to ensure compliance with project objectives and quality standards.

8. Duty Station

The Consultant will primarily work at locations designated by STEP, including Islamabad and other project districts, depending on the approved implementation plan. Travel requirements, where applicable, shall be coordinated by STEP.

Required Qualifications and Experience

The Consultant should possess:

- A Master's degree in Social Sciences, Development Studies, Public Administration, Education, Political Science, Disability Studies, or a related field.
- At least **7–10 years** of demonstrated experience in designing and facilitating capacity-building programmes.
- Proven experience working with civil society organizations, Organizations of Persons with Disabilities (OPDs), and development partners.
- Strong knowledge of disability inclusion, human rights, democratic governance, civic engagement, leadership development, and organizational strengthening.
- Excellent facilitation, presentation, report writing, and communication skills.
- Ability to work effectively with diverse stakeholders and multidisciplinary teams.

Performance Standards

The Consultant shall:

- Perform the assignment with professionalism, integrity, impartiality, and confidentiality.
- Deliver all assignments within agreed timelines.
- Ensure high-quality, inclusive, and accessible training delivery.

- Comply with STEP's organizational policies and IFES project requirements.
- Submit all reports and deliverables in a timely manner.
- Maintain effective coordination with STEP throughout the consultancy period.

Expected Outcomes

Upon completion of the consultancy, the Consultant is expected to have:

- Successfully delivered all assigned capacity-building activities.
- Developed quality training resources and supporting documentation.
- Strengthened the leadership and institutional capacity of participating OPDs.
- Contributed to improved advocacy, organizational development, and democratic participation of persons with disabilities.
- Submitted all required reports, documentation, and technical recommendations to STEP for project reporting and future programming.

How to Apply

Interested consultants should submit the following documents:

- Updated Curriculum Vitae (CV).
- Copy of CNIC.

Applications should be submitted via email to info@step.org.pk with the subject line **"Consultant – IFES Project"** no later than **27th November 2025** Only shortlisted candidates will be contacted for further assessment.