Indo-German Biodiversity Programme
Human Wildlife Conflict Mitigation in India
***Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ) GmbH**
New Delhi, India

Terms of Reference

Plan and implement Training of Trainers and sustainable trainer performance enhancement plan

1. Background Information

Biodiversity is fundamental to sustain ecosystem processes, functions and the continued delivery of ecosystem services, which are the foundation of livelihood security, health and overall well-being of human societies. Conservation of biodiversity, including wildlife, is essential for India, not only because the consequences of biodiversity loss and the resulting loss of ecosystem services have a far-reaching impact on livelihoods and overall well-being of human communities, but also because of the cultural heritage where coexistence is the natural way of living. This situation in India, however, is changing. Increasing human population and consequent demand for natural resources is leading to degradation and fragmentation of natural habitats, thus creating a situation where the humans and wildlife are competing for the same resources.

The shift from 'co-existence' to 'conflict' has the potential to undermine the existing and future conservation efforts, and also to hinder achievement of both Sustainable Development Goals (SDGs) and Biodiversity Targets. Mitigation of Human wildlife conflict in India, therefore, is an urgent and important issue. It is necessary to address the issue in a holistic manner, and co-create the mitigation solutions, with full engagement of all the relevant stakeholders.

The Indo-German Technical Cooperation (TC) Project on “Human-Wildlife Conflict Mitigation in India’ is commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and is being implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) in partnership with the Ministry of Environment, Forest and Climate Change (MoEFCC), Government of India, and the State Forest Departments of Karnataka, Uttarakhand and West Bengal. The project measures are being implemented at the national level, and in three project partner States, viz. Karnataka, West Bengal and Uttarakhand.

The project aims at providing technical support at the National level and in selected partner States for effective implementation of Human Wildlife Conflict mitigation measures. In order to achieve this objective, the project focuses on three Output areas: Support in development of strategy and action plan, SOPs and database; Pilot application of a holistic approach and instruments for the mitigation of human wildlife conflict in partner States; and Facilitating capacity development of key stakeholders for mitigating human wildlife conflict in India. The project takes the approach of harmonious coexistence, by ensuring that both – human and wildlife – are protected from conflicts. This approach follows the modern wildlife conservation principles to balance the needs of people with the conservation of nature.

The project is being implemented under three Output areas and Work-packages as follows:

- Output 1: developing a national strategy to mitigate human wildlife conflict, SOPs for managing HWC for key species, and support to states for developing state-level level action plans
- Work Package 1.1: National Strategy and Action Plan on HWC
- Work Package 1.2: National database and monitoring system on HWC
- Work Package 1.3: State-level Strategy and Action plans (Karnataka, West Bengal Uttarakhand as well as other States)
- Work Package 1.4: SOPs for Key species and key issues

- Output 2: pilot application of mitigation instruments for the management of human wildlife conflict at local level in few selected states
Work Package 2.1: HWC mitigation toolkit for Karnataka, West Bengal and Uttarakhand
Work Package 2.2: Pilot Implementation of mitigation instruments in Karnataka
Work Package 2.3: Pilot Implementation of mitigation instruments in West Bengal
Work Package 2.4: Pilot Implementation of mitigation instruments in Uttarakhand

- Output 3: facilitating capacity development of institutions and individuals for mitigating human wildlife conflict at National level and at state-level.
Work Package 3.1: Web-based National knowledge platform
Work Package 3.2: Strengthening training Institutions on HWC training delivery
Work Package 3.3: Implementation of Modular training programmed for key sectors and stakeholders

For more information and updates on the project, please follow this link http://indo-germanbiodiversity.com/projects-human+wildlife+conflict+mitigation.html

1.1. Project Output area on Capacity Development

The project has facilitated development of a Competency Framework for Human Wildlife Conflict Mitigation in India that seeks to create a common language and shared understanding among the forest sector personnel to reinforce the departments' vision and goals on Human Wildlife Conflict (HWC) mitigation. The framework is also being adapted for other key stakeholders. To pilot test the competency framework and the Training Needs Assessment methodology, a regional workshop was organized on 25 -26 June 2018 in West Bengal that helped in further revision of the competency framework and TNA format (**Annex 1**).

Following this, a Curriculum Development Workshop was organized by the Project in Delhi on 18th-19th September 2018. The participants, consisting of International and National experts in the field of capacity development, wildlife, veterinary, media, communications, social sciences, and human resources management as well as officials from the State Forest Departments, contributed to the developing the curriculum framework.

Proceedings of the curriculum development workshop are available as **Annex 2**.

2. Description of the Assignment

2.1. Objectives and Scope of the Assignment

The overall objective of the assignment is to seek support from an Expert agency in planning and implementing 5 Training of Trainers events on training methods and skills, and to support selected trainers under a continuous trainer support programme for up to two years.

The assignment has the following specific objectives:

- To plan and implement 5 Training of Trainers (ToT) (5-day each) on training methods and skills with approx. 15-17 participants in each event (approx. total of 80 participants in all events)

- Identify and shortlist trainers willing to participate in a continuous trainer support programme for their performance enhancement (approx. 40 participants)
- To implement trainer support programme for up to two years from the first ToT

Participants of the ToTs and Trainer Support Programme:

The participants of the ToT will be primarily the Trainers, faculty members of academic and research institutions, and other experts who are delivering / will deliver trainings on Human Wildlife Conflict Mitigation to the following stakeholders:

- Field-level Forest officers
- Senior Indian Forest Service Officers
- Probationary Indian Forest Service Officers
- Officers from key agencies and departments such as National Highways Authority of India, Indian Railways, Ministry of Agriculture, Police, Veterinary, animal husbandry etc
- Private sector relevant to project pilot sites such as coffee and tea plantation owners and associations, tour operators etc.
- Rapid Response Teams for HWC Mitigation
- Members of Local institutions at project pilot sites, as Panchayats, women self-help groups, community-based NGOs, etc.
- Primary Response Teams
- Media professionals and students

Scope of work and role clarity:

All the tasks under this assignment will need to be implemented by the consultant in close consultation with the HWC Project in Delhi.

The consultant will need to take into consideration the competency framework and curriculum being developed by the project, feedback from the pilot testing trainings, as well as the profile of the participants in the ToTs. For understanding the profile of the participants of each ToT and for the continuous trainer support, the consultant is required to work closely with the HWC project before & during each such event and for periodic review.

Dates of each event, under this assignment, and the criteria for selection of trainers under the trainer support programme will be mutually agreed upon between the consultant and the project. The consultant will be responsible for developing agenda of the ToTs in close consultation with the project, developing the training material, participant' kits, planning the implementation of the training/ workshops, and implementation of the trainer support programme.

2.2. Requested Services

The consultant will be responsible for the following tasks under each objective:

2.2.1. Develop a detailed plan and training material for ToTs, in close consultation with the Project

Specific Tasks and Deliverables:

- Develop draft plan for the ToT, based on the competence framework.
- Participate in one/ half day workshop at GIZ office in Delhi, to discuss and finalize the ToT plan and outline of the material with the HWC project team
- Develop training materials, and Trainer's Kits, in close consultation with the Project
- Print the Trainer's Kits and Training materials.

  Deliverables: Detailed Plan of the TOTs; Printed training material

2.2.2. Implement 5 Training of Trainers events

Specific Tasks and Deliverables:

- Plan, organize and moderate 5 Training of Trainers, 5-day each, with approximately 15-20 participants in each training, at Delhi/ Karnataka/ West Bengal/ Uttarakhand/ any other place in India. The participants will be potential trainers for the pilot testing of different training materials. Identification and invitation of participants will be done by the project. Some sessions in the ToT events will be steered by GIZ directly as indicated below, therefore, the consultant will need to develop the ToT plan accordingly.
- Include the following topics in the ToT:
  - Developing, Planning, & Implementing training Courses, Capacity needs assessment, training needs assessment, competency framework
  - Sessions on adult learning, creating organizational impact
  - Overview of curriculum and training material on HWC (will be steered by GIZ)
  - Skills of a Trainer: Creating engagement, facilitation of group work, Interpersonal Skills for Facilitators, Feedback & Coaching, vocal skills and body language
  - Participatory training methods: Role Play, simulations, Knowledge café, organizing field expeditions (will be steered by GIZ)
  - Implementing trainings to cross-sector multi-stakeholder groups
  - Monitoring and evaluation of the training offers; impact assessment of training courses
  - Train back/ evaluation sessions, methodology for continuous assessment of trainer's skills

- Implement participants' feedback – at the end of the ToT, on a format as agreed upon with the Project.

  Deliverables: Report of the 5 Trainings of Trainers events; feedback analysis from each ToT

2.2.3. Plan and Implement sustainable trainer performance enhancement plan for selected Trainers

Specific Tasks and Deliverables:

- Develop a detailed plan for continuous support to the selected trained Trainers (approx. 40) i.e. a sustainable trainer performance enhancement plan
- Implement the trainer support plan, in close consultation and coordination with GIZ and Training Partners.
- Review and revise the plan along with the ToT events, based on the feedback received from GIZ, partner institutions and participants.

Deliverables: Sustainable trainer performance enhancement plan; Final Report incl feedback from the Trainers and their supervisors supported under the Plan

2.3. Specifications of Inputs

2.3.1. Company Profile:

The consultant/ organization should have all of the following requirement fulfilled:

- Average annual turnover for the last three financial years should be at least 130,000 EUR, with at least 10 full-time employees working as on December 31 2018.
- Company should have completed at least 3 projects on "training of Trainers" with a minimum value of 15000 EUR each. Out of these three, at least one project should be on ToT for forest sector participants in India, in the last three years.
- At least 15 years' experience in design and development of competence-based training materials and implementation of training measures for the relevant stakeholders.
- At least 10 years' experience of implementing continuous trainer support programme for the Indian Trainers
- Should have implemented minimum 5 trainings to officials dealing with environmental/ natural resource management/ wildlife issues in India
- In-house availability of all trainers propose in the Trainer's Pool
- Should have implemented ToTs for participants from Uttarakhand, Karnataka, West Bengal.

2.3.2. Expert Profile:

- The consulting team should have an overall coordinator as the Team Leader, and a pool of at least 3 Master Trainers.
- The Team Leader should have experience of Master degree and at least 2 years of experience in leading similar assignments
- Team Leader should have facilitated at least one ToT each in the States of Karnataka, Uttarakhand and West Bengal
- The Team should have a pool of 3 Master Trainers with a Master degree in a relevant field, and at least 5 years of experience in implementing ToTs to a similar set of trainers in India.
- The Master Trainers must have at least 5 years' experience of implementing ToTs using participatory training methods
- The Master Trainers must have implemented at least one ToT each, to Forest Sector participants in India
- The Master Trainers must have facilitated of at least one ToT for the participants from Karnataka, Uttarakhand and West Bengal
- Language of instruction during ToTs will be English. All the Master trainers in the pool should have excellent English language skills. Knowledge of the following additional languages will be an asset: Hindi, Kannada, Bengali.

The organization must have a strong technical backstopping and should be able to assign the required expertise for implementing the assignment, in case the expert/s originally assigned for the assignment are not able to fulfil the tasks, due to any reason. The organization will need to consult GIZ before assigning any such backstopping expert. The organization will need to submit documentary evidence in support on the above criteria fulfilment.

2.4. Quantity Structure

2.4.1. Number of total Person days:

Home Office (For Team Leader) Overall coordination: **10 person days**
Home office (For Master Trainer- planning the events, development of the training materials, implementation of continuous trainer performance enhancement plan including coaching, documentation, feedback analysis, report writing etc): **45** person days

Travel work days for the Master Trainer during ToT: **55 person days**

Review and coordination **meetings** with GIZ and Partners**(Team Leader)**: **5 person days**
Review and coordination **meetings** with GIZ and Partners **(Master Trainer)**: **5 person days**

Total person days: 120 days

2.4.2. Amount of Flights:

Please calculate total **11 flight round-trips**:

Number of Flight-trips **for Team Leader: 3** (for coordination meetings at Delhi/ other locations as per the plan of continuous trainer performance enhancement plan)

Number of Flight-trips **for Master Trainer: 8** (5 or the ToT events + 3 for the coordination meetings at Delhi/ other locations as per the plan of continuous trainer performance enhancement plan).

2.4.3. Amount of Per diem and accommodation

Number of per diem days **for Team Leader: 5 days**
Number of per diem days **for Master Trainer: 60 days**

Number of overnights for **Accommodation cost for Team Leader: 5 nights**
Number of overnights for **Accommodation cost for Master Trainer: 60 nights**

2.4.4. Costs of training/workshop events

The consultant will be responsible for organizing the training/ workshop event including set-up at the venue, moderation, participant's feedback and documentation as per the details in section 2.2 above. The cost of training/workshop venue, printing of additional training materials (for the sessions directly steered by GIZ), honorarium of additional local resource persons and all the participant's cost, however, will be borne directly by the project. So, the consultant should not build this cost into their budget.

The work shall be delivered as per following timeline:

SN	Deliverable	Expected time of delivery, months after signing of the contract
1	Detailed Plan of the ToTs	15 days
2	Printed training material	1 month
3	First Pilot ToT implementation	1 month
4	Plan for the Continuous Trainer Support finalized	3 months
5	Second & Third ToT implementation	5 months
6	Fourth & Fifth ToT implementation	11 months
7	Mid-term review of the ToTs and continuous trainer support programme, revision based on feedback	12 months
8	Sixth - Eighth ToTs implemented	14 months
9	Ninth & Tenth ToTs implemented	22 months
10	Concluding review meeting on ToTs and Trainer support programme	23 months
11	Final report	24 months

2.5. Location and Duration

Part of the assignment will be in Home office of the consultant (planning, documentation, part of the trainer support programme). The ToT events and review/coordination meetings will be conducted in Delhi/ Karnataka/ West Bengal/ Uttarakhand/ any other place in India, as agreed upon with the project.

The total duration of assignment **is 24 months**. T**he assignment is expected to start in April 2019 and end by March 2021.**

2.6. Others

The consultant will take utmost care in providing an appropriate introduction to the HWC project while interacting with stakeholders in this assignment. The consultant should use the information provided in Point 1 of this document (Introduction) for this purpose. The consultant is encouraged to contact the Team Leader - HWC Project, GIZ India in case of any further questions on providing correct project information to the stakeholders in the context of this assignment.