

Request for Proposal

For

Capacity Building Interventions for Restraining Drug Abuse & Rehabilitation of Affected Persons

The Social Justice Department & other associated departments are to depend for its training curriculum on other external agencies because of the nature of the subject. Those who have internalized the subject will be able to ignite fire for combating the menace of drug abuse. The training as content delivery mode will not be helpful in combating the drug abuse. The stakeholders responsible for drug abuse in the state sometimes need guidance in case of confusion while making decisions. There is no compiled document which one can refer while making decisions. At the same time many employees with the concerned departments are not having sufficient knowledge and skills to perform their roles for dealing with the issues of restraining drug abuse in the state to the best of their ability.

Department of Home, Department of Health and Family Welfare, Social Justice Department and MP State Aids Control Society, Department of Prisons, Department of Education (School & Collegiate), Department of Public Relations are mainly responsible for controlling drug abuse & rehabilitating drug affected persons. There is an urgent need to update knowledge & skills to concerned employees in these departments. Government wishes to prepare master trainers & training manual to carry out the capacity building of the concerned departments.

The department of Social justice could not provide training to other departments & stakeholders associated with the cause. The wide knowledge gap is perceived among the key players of the cause. In the past no attempt to assess the training need was made by most of the responsible & participating departments. Therefore there is huge workload for training. The training interventions should be attempted by developing the training capacity in all the concerned departments using cascading model of training interventions by developing master trainers from the Social Justice & other associated departments. Therefore, the Training of Trainers (TOT) Programs are to be conducted first & there after providing handholding support to other departments.

Therefore the Department of Social Justice has decided to hire the services of consultants having experience in capacity building & controlling drug abuse Or rehabilitation. The RFP is issued to seek Technical & Financial Proposals from eligible consultants.

Objective of the Assignment:

The assignment would aim at:

- a- To carry out rapid Training Need Assessment (TNA) in departments concerned with Supply reduction, Demand Reduction and Harm Reduction aspects of Drug abuse.
- b- To develop training strategy, pedagogy & training plans to fill the training gaps.
- c- To develop training manual as a handbook / guide to master trainers background materials & training pedagogy for the course contents decided for each category of training.
- d- To conduct training of trainers programs for identified master trainers.
- e- To provide handholding support to master trainers & provide feedback for further improvement in training interventions.

Deliverables:

- a. Training Need Assessment Report
- b. Training Plan with Training Strategy.
- c. Training Manual
- d. Organization of TOTs
- e. Feedback Report & Recommendations for Future Strategies

Proposed Methodology:

The following steps are to be carried out for this purpose.

- a. Training Need Assessment.
- b. Classifying the training need as per the category of stakeholders/ service providers in the department.
- c. Developing learning objectives for each group.
- d. Development of subjects/ contents of training for each group.
- e. Development of Pedagogy, Training Aids & Training manual**
- f. Conducting TOT for imparting training to each category.
- g. Planning & Scheduling of Training Exercises.
- h. Follow up & Feedback of training process.
- i. Modification & replication of training process.

Scope of Work

Training Need Assessment:

Because of urgency a Rapid Training Need Assessment is proposed. It is proposed to carry out training need assessment using group discussions, group work & group interviews. Therefore it is suggested for each department the 2 days workshop be conducted with dual objectives. One being sensitizing the key players & thereafter ascertaining the training need for the employees deployed on the job of combating drug abuses.

For assessing the training need first the participants need to be conditioned for giving opinions on training needs of all the stakeholders. There after using participatory research tools such as Focus Group Discussions, Competency Mapping tools, Case Studies etc. the training need be ascertained.

a. Classifying the training need as per the category of stakeholders/ service providers in the department.

At this stage the consultant need to classify the training categories depending on the subject of training & level of participation. We presume at max there will 2-3 category of training programmes.

b. Developing learning objectives for each group.

Consultant need to decide the learning objectives for each training programme. Accordingly the subjects to be dealt in the training in consultation with the department of Social Justice should be decided.

c. Development of subjects/ contents of training for each group.

The subjects so decided will be broken down in smaller contents.

d. Development of Pedagogy & Training manual

For each content pedagogy of training will be decided in consultation with the client & the consultant. The training aids will be developed by he consultant. How to use these training aids & subject details need to be documented in the form of manual. In which the guidelines to master trainers for training & using the training aids should also be given.

e. Conducting TOT for imparting training to each category.

The consultant will identify the possible trainers from Social Justice Department & from other concerned departments of Govt. of MP & NGOs etc. The schedules for TOT in consultation with the Department of Social Justice should be prepared. TOT to prepare master trainers will be then organized.

f. Planning & Scheduling of Training Exercises.

The schedule of training programmes should be prepared for each department involving the master trainers considering their availability in their district. These should then be got approved by concerned Departments.

g. Follow up & Feedback of training process.

The consultant will observe the training process in the field & guide the master trainers where the need be as a handholding exercise. The observations for modifying the approach should be recorded.

h. Modification & replication of training process.

Based on the feedback in the follow up process the consultant should modify the training pedagogy & the training manual.

Eligibility Criteria:

The consultant should possess following strengths.

- a. The agency should be registered with the Government either under MP Govt. Society Act 1973 or equivalent or a registered company under Government of India Company Act etc.
- b. The agency should have sufficient experience in research, consulting & training activities.
- c. The agency should not be blacklisted with any government organization.
- d. The agency should have carried out HRD/ Training & Development related assignments.
- e. The organization should have experience of training, research & evaluation activities for drug abusers/ IDUs/ HIV & AIDS.
- f. The Organization should have experience of working with Social Justice department and Public Health & Family Welfare,

How to Apply:

The consultants/ agency should submit the proposal in two parts. Part-A: Technical Proposal & Part-B: Financial proposal. Both the parts of the proposal be sealed in separate envelopes. These two sealed envelopes will be sealed in another envelope. The proposals should be submitted with the non refundable processing fee of Rs. 1000/= through Demand Draft payable to Commissioner, Social Justice Department at Old krishi Bhawan, Tulsi Nagar Bhopal at the address given below by 5.00 PM on 31st January 2012.

The technical proposal should contain the following details.

- a- Profile of the organization
- b- Understanding of Problems of Substance Abuse Prevention.
- c- Methodology for conducting the assignment
- d- Timeline
- e- Details of the experience in similar projects.
- f- Details of the experience in development sector.
- g- CVs of the key personnel to be deployed in this assignment.

The Financial proposal should contain the following details.

- a- Manpower cost
- b- Travel & Incidental cost.
- c- Data collection cost.
- d- Participatory Workshop if any
- e- Administrative cost
 - I. Printing & stationary
 - II. Computers & Equipments
 - III. Communication cost
- f- Others

Address for correspondence:

Commissioner,
Social Justice Department,
Old krishi Bhawan, Tulsi Nagar Bhopal
Bhopal (MP)
Phone: 0755 2556916
Mail Id: dpswbpl@nic.in, vkbatham@nic.in,