

Terms of Reference for Hiring a consultant

For

Training on Lean Management for all Sports Ball Producers -Pakistan



BACKGROUND:

In today's competitive environment, service providers face many challenges. Every customer always expects the service provider, to be able to serve better, and more time to ensure all activities run smoothly. Many among the service organizations find it difficult to match the goals of improving the process, with customer expectations, and to measure process capabilities related to quality, schedule, and improvement efforts. Some Production organizations have begun to identify and explore concepts, which can provide a strong basis for process improvement.

Lean manufacturing is a production method aimed primarily at reducing times within the production system as well as response times from suppliers and to customers. Lean is a high business philosophy, which focuses on shortening waiting times, by reducing waste continuously, and always building creativity for process improvement and added value. Successful lean implementations will be able to help improve the learning culture and continue to improve all aspects of organizational performance. Lean is not only able to reduce costs, and improve quality; more important is that lean can generate companies to achieve extraordinary business growth.

NAPP Fairtrade is part of a global fair-trade movement that shares a vision of a world in which justice and sustainable development are at the heart of trade structures and practices so that everyone, through their work, can maintain a decent and dignified livelihood and develop their full human potential.

In Pakistan, there are 7 Sports balls Producers and previously 2 days trainings were arranged on Six Sigma and Lean management and keeping in mind the absolute importance of the content, NAPP Fairtrade is aiming to design a two days training and Visits to each Producer organizations as a follow up step for all the Sports balls producers in Pakistan.

Objectives:

- Increasing access to high quality information and A follow up of previous training on lean six sigma and lean management
- Reduction in wastage, rework and over processing and non-value added activities reduced dramatically Reduction in errors and mistakes Improves overall equipment efficiency Ensures proper implementation of Visual Control Systems at the workplace.
- Cost savings of improved productivity due to streamlined procedures improved moral, happier employees and high productivity improved communication among departments and employees at all levels; improved teamwork.
- Increased customer relations and confidence by establishing system on international requirements Process and traceability opportunity to add value to the production and services

Scope of the Assignment:

Within the context of the assignment, NAPP Fairtrade seeks to engage a consultant for lean management training for Sports balls producers in Sialkot

He /She will undertake the following activities:

- Pre training meeting with selected producers for identification of specific training needs
- 2 days training on Lean management for selected participants from 7 sports balls producers in Sialkot
- Post Training field visits of all 7 Sports Ball Producers separately for specific support in lean management aspect
- Prepare situation analyses, and recommendations and action plan for each Sports ball Producer organization separately
- To Perform other related duties as may be required to complete the consultancy project

Qualifications and Experiences:

Relevant Master's Degree with additional Lean Management certification/Accreditation with proven experience in related discipline with 5-7 years advance experience will be accepted

Work Experience:

At least 5 -7 years of relevant post qualification and high level working experience in conducting similar assignments within industrial set ups , imparting Trainings and following:

- Having sound knowledge about technical assistance in regard to Six sigma and Lean management
- Maintain good profile in similar assignments
- Prior Experience of working with Industrial set ups
- Experience with International organizations /UN Agencies is desirable on similar assignments

Time Duration:

15th October 22 -20th November 22 (with additional week for post reporting)

Supervision and Reporting:

The final shortlisted consulting/Individual Consultant will report to Program Consultant Pakistan, NAPP Fairtrade international

Selection Method:

Hiring of individual consultant will be done in accordance with the procurement procedures NAPP Fairtrade international

Ethical Considerations:

- The consultant may adapt/customize material from other sources developed by international organizations, however, the consultant will have to ensure adherence to the standard protocols of citation/referencing by seeking permission/acknowledgement of the sources from where training

material/contents are to be taken for the proposed trainings. The onus of any liability/claim from any party regarding plagiarism or misuse of their material will be on the training consultant.

- The consultant will ensure use of provincial languages in conducting all the training sessions.
- The consultant will ensure the confidentiality of the information collected and material developed under this consultancy will be the property of NAPP Fairtrade international. The consultant or any of their representative will not use part or whole of any information and training material for any other assignment either for or any other client without prior written permission from NAPP Fairtrade International

Deliverables:

- Meeting with selected Sports ball producers for pre training need assessment
- Development of Training Material ,Agenda and session plans of 2 days Trainings on lean management
- Rolling out 2 days collective Training Sessions for all 7 Sports balls Producers
- Support and advisory Field Visits/Meeting with each Producer separately
- Specific Recommendations and Individual action plans for all 7 Sports ball producers
- Detailed Report of the whole assignment

CVs, Financial and Technical Proposal submission

The potential candidates can drop their CVs along with technical and financial proposal on following addresses by 10th October 22.

To sarah.anum@fairtradenapp.org CC to erwin.novianto@fairtradenapp.org

You can also write to same for any technical query or questions