



TERMS OF REFERENCE

TECHNICAL WRITER FOR THE TRAINING MANUAL ON PEOPLE’S RESEARCH

I. Background

Name of the organization:

Asia Pacific Research Network Foundation (APRN)

Location of the organization/project

114 Timog Avenue, Quezon City, Philippines 1103

Overview of the project

APRN shall develop a Training Manual on People’s Research that will be used in the series of workshops with APRN affiliate organizations, APRN members, and other civil society organizations. The training workshops aim to build the capacity of the participants to conduct and facilitate people’s research. Target participants are researchers, information, education, and documentation officers from civil society organizations, and grassroots organizations. Project activities include discussions, workshops on the concept and methods of people’s research, and fieldwork.

This is in pursuance of one of the specific outcomes of the Action “Building Peoples Organizations’ Capacities to Claim their Rights and Sustainable Development”. As such, this manual would be instrumental in providing a pro-people paradigm for knowledge-building, information dissemination, information and education, and advocacy on emergent issues on trade and development, regional integration and connectivity, natural resources, peace and security, and development effectiveness.

II. General Objective

The purpose of the consultancy is to develop the **Training Manual on People’s Research**.

III. Scope of Work

a. The consultant is expected to:

- i. Review APRN documents relating to People’s Research
- ii. Submit a draft of the Training Manual for review of the APRN Program Officer-in-charge.
- iii. Finalize the Training Manual based on the comments and recommendations from APRN.

b. The Organization shall be under no obligation to acquire prior permission from the consultant for the reproduction, adaptation, re-use, and re-purposing of all work submitted as part of this agreement. The consultant relinquishes any intellectual property claims from the submissions but shall be credited accordingly in the Organization’s publications or wherever applicable.

IV. Timeline and Deliverables

Deliverables	Timeframe
1 st Draft	June 10, 2019
2 nd Draft	June 21, 2019
Final output	June 28, 2019



V. Institutional Arrangements

The consultant should report directly to the APRN Secretariat through its Program Officer-in-charge **Andrew Zarate**.

VI. Qualification

The consultant should have the following qualifications:

1. At least a Bachelor's Degree holder that is related to community development or social studies
2. Proficient in the English Language
3. At least five years of experience in Development Work and People's Research

VII. Remuneration and Terms of Payment

1. Lump-Sum

The cost of contract shall be paid in the following manner:

Deliverables	Percentage (%)	Amount (in EUR)
1 st Draft	35%	1,050.00
2 nd Draft	35%	1,050.00
Final output	30%	900.00
TOTAL		3,000.00

Prepared by:

ANDREW ZARATE
Project Officer-in-charge

Reviewed as to availability of funds:

ALEX ENANO
Finance Manager

Approved:

JAZMINDA LUMANG
General Secretary