

# TERMS OF REFERENCE



HIRING OF THE EXPERT TO REVISE / UPDATE THE TRAINING MANUAL ON FINANCIAL RECORDS AND INFORMATION MANAGEMENT SYSTEM (FRIMS) UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.

<b>Posted date</b>	17-Oct-2023	<b>Last date to apply</b>	23-Oct-2023
<b>Country</b>	Pakistan	<b>Location</b>	Peshawar
<b>Type of Services</b>	Consultancy (contractual)	<b>Category</b>	Local revenues mobilization
<b>Position</b>	1	<b>Tentative commencement date of services</b>	25 <sup>th</sup> Oct 2023
<b>Length of Assignment</b>	10 person days	<b>Tentative duration</b>	25 <sup>th</sup> Oct 2023 to 30 <sup>th</sup> Nov 2023
<b>Proposals / applications to be submitted at: <a href="mailto:hr.cgpa@gmail.com">hr.cgpa@gmail.com</a>.</b>			

## A. ABOUT CENTER FOR GOVERNANCE AND PUBLIC ACCOUNTABILITY

Centre for Governance and Public Accountability (CGPA) is a not-for-profit, non-governmental, non-partisan, civil society organization working for the promotion of public accountability and good governance. CGPA was established in 2011, and registered in January 2012 under the Societies Registration Act, 1860. CGPA is governed by a Board of Directors, comprising of seven members. CGPA has been actively providing specialized and expert technical services in public policy and governance, service improvement, promotion of peace and tolerance, inclusivity, rule of law, local governance, local finance & planning & revenues, digital solutions for service delivery and improved governance, transparency and access to information, civic education through research and analytical work, budget accountability and social audit, electoral reforms, legislative strengthening, and democratic development.

## B. ABOUT THE ASSIGNMENT

### B. 1. BACKGROUND

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) has initiated a project titled as Participatory Local Governance (PLG) to assist the governments in Punjab and Khyber Pakhtunkhwa to further strengthen their local governance system towards improved services delivery to the citizens. PLG builds on the earlier gains of its two completed projects in Punjab and Khyber Pakhtunkhwa i.e., the Support to Local Governance Project and the FATA Development Project by creating synergies on the already achieved results and the capacities built. The PLG will provide support mainly in three areas i.e., local revenue generation, participatory development planning, and digitalization for improved services delivery.

GIZ has partnered with CGPA to assist the Government of Khyber Pakhtunkhwa (GoKP) in further deepening and expanding key reforms pertaining to local revenue mobilization, improving service delivery, and adopting sophisticated and improved mechanisms for citizens' engagement in service delivery. To deliver services in these areas, the GIZ has awarded a project titled as "Strengthening Capacities for Improved Management of Local Revenues and Local Services" under the overall umbrella of PLG Project.

The overall goal of the project is to "strengthen the capacities of the local governments for provision of improved local services and realization of local revenues". Specific objectives are"

- a. Strengthening capacities of the local governments for provision of improved local services through training and capacity building activities focusing especially on inclusive and gender responsive management of local services; and
- b. Strengthening capacities of the local governments for improved collections of local revenues through training and capacity building on use and operations of the FRIMS.

## B. 2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

An Expert will be hired to revise / update the Training Manual on Financial Records and Information Management System (FRIMS).

## B. 3. SCOPE OF THE ASSIGNMENT

The Expert will engage with various stakeholders to understand the requirements for revisions / update requirements in the FRIMS Training Manual. The Expert will also closely coordinate with the FRIMS Trainer and expert conducting the FRIMS Scoping study to incorporate their inputs in the revised / updated version of the training manual on FRIMS.

## B. 4. ACTIVITIES AND TASKS

The following activities and tasks will be performed by the expert:

<i>Sr.#</i>	<i>Activity</i>	<i>Level of Efforts (days)</i>
1.	Inception meeting with CGPA, GIZ-PLG, LGS, LCB etc. and review of the existing training materials, training arrangements, training reports etc.	1
2.	Develop a brief note on required improvements or revisions in the existing training manual of FRIMS.	2
3.	Consultations / agreements with CGPA, GIZ-PLG, LGC, LCB on the improvements in the design structure, layout, and contents for the training manual.	1
4.	Preparation of draft of the revised / updated training manual on FRIMS.	4
5.	Incorporation of the feedback from CGPA, GIZ-PLG, LGS, LCB on revised / updated draft.	1
6.	Preparation of final training manual on FRIMS after incorporating the lessons learnt from using the training manual in the first FRIMS training.	1
	Total allowed working days	10

## B. 5. DELIVERABLES

The Expert will be responsible to deliver the following deliverables:

- a) Brief Note on requirements for revisions, improvements, or updates in the existing FRIMS Training Manual.
- b) Draft revised / updated FRIMS Training Manual.
- c) Final revised / updated FRIM Training Manual.

Note: The draft revised / updated FRIMS Training Manual, after incorporating the inputs of CGPA, GIZ-PLG, LGS, and LCB, will be used in the training on FRIMS in the first selected TMA.

Lessons learnt from the first training will also be incorporated in the final version of the training manual.

The timelines for the deliverables will be agreed with the Technical Lead, CGPA.

### C. PAYMENT

Payment of fee to the consultant will be made as per the following schedule:

<b>Deliverable</b>	<b>% Payment</b>
Draft revised / updated FRIMS Training Manual	50%
Final revised / updated FRIMS Training Manual	50%
<b>Total</b>	<b>100.00%</b>

### D. REPORTING STRUCTURE AND COORDINATION

The services under this consultancy assignment will be supervised by the Technical Lead, CGPA. The Expert will report to and will get directions during the currency of the provision of services from the Technical Lead.

### E. REQUIRED QUALIFICATION AND EXPERIENCE

The consultant should possess a combination of technical expertise, relevant work experience, and interpersonal skills to successfully deliver the consultancy assignment for the revising/updating FRIMS Training Manual. The following are the key qualification & experience criteria required for selection:

- Educational qualifications: The consultant should hold at least a master's degree in a relevant field such as development studies, management sciences, social sciences, or a related field. Candidates with PhD degree in relevant field will get preference.
- Relevant work experience: A consultant should have a minimum of 15 years of work experience in designing and delivering training outlines, training manuals, training handbooks and materials related to local finance and governance, planning & budgeting, local revenues mobilization etc.
- Experience of working with the public sector especially the local government: Candidates must have at 05 years of experience working with or for the public sector. Experience of working with the local governments will be an added advantage. Further, candidates having previous work experience with the local governments in Khyber Pakhtunkhwa will get preference.

- Knowledge of local finance and planning: Knowledge of the local finance and planning systems and mechanisms in the Khyber Pakhtunkhwa will be an added advantage.
- Strong communication and inter-personnel skills: The consultant should have excellent communication and inter-personnel skills to effectively convey information to the target audience. The consultant should be able to articulate complex concepts in a clear and concise manner and utilize available mediums for best designing of the training manual.
- Previous consultancy experience: Previous experience working as a consultant on similar assignments is mandatory. The consultant should provide access to training manuals and materials developed by him / her during previous assignments which shall be used to evaluate his/her proposal and application for this assignment.

## F. HOW TO APPLY

Interested individuals can send their detailed CVs/Profile highlighting the relevant experience and qualification at: [hr.cgpa@gmail.com](mailto:hr.cgpa@gmail.com) mentioning the title of the position in the subject line. The candidates shall also mention their consultancy fee per day or lumpsum for this assignment (inclusive of all taxes) in the email which shall be used for competitive assessment. Last date for receiving applications is provided in the summary table above. CGPA may call for tests or interview for which no TADA will be admissible. CGPA holds the right to cancel the process of hiring before award of contract without assigning any reason thereof.

\*Late submissions will not be entertained.