

TERMS OF REFERENCE

HIRING OF THE FIELD COORDINATORS FOR THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.



Posted date	19-Sep-23	Last date to apply	27-Sep-2023
Country	Pakistan	Location	Khyber Pakhtunkhwa
Type of Services	Consultancy (contractual)	Category	Coordination, field level assistance
Position	4	Tentative commencement date of services	01 st Oct 2023
Length of Assignment	10 months	Tentative duration	01 st Oct 2023 to 30 th Sep 2024
Proposals / applications to be submitted at: hr.cgpa@gmail.com.			

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

CGPA will depute Field Coordinators in the project districts to support in field level coordination, implementation of project activities, and provision of handholding support to the target Tehsil Municipal Administrations (TMAs) and Tehsil Local Governments (TLGs) in the adoption of various initiatives under this project.

B. 3. SCOPE OF THE ASSIGNMENT

The scope of the assignment will entail all tasks necessary to coordinate, support, and implement project activities in the target TMAs and TLGs. One Field Coordinator each will be assigned the following clusters of districts (note: the clusters and the districts within are indicative and may change):

Cluster A:	Cluster B:
i. Peshawar	i. Swabi
ii. Nowshera	ii. Mansehra
iii. Khyber	iii. Haripur
iv. Mohmand	iv. Abbottabad

Cluster C:	Cluster D:
i. Mardan	i. Kohat
ii. Swat	ii. Bannu
iii. Dir Lower	iii. D.I. Khan

B. 4. ACTIVITIES AND TASKS

The following activities and tasks will be performed by the Field Coordinators:

- Establish liaison and coordination with the Chairman TLGs, Tehsil Municipal Officers, Assistant Commissioners, and the offices of the devolved sectors.
- Create linkages within the field level offices of TLGs, TMAs, and at the district administration level to pave the way for smooth implementation of the project activities.
- Assist the Technical Lead, trainers, experts, and project management in arranging training and capacity building activities and other activities as required to be carried out under this project at the field level.
- Arrange training and capacity building workshops and seminars and other such events in the target districts.
- The Field Coordinators shall be responsible for proper documentation and reporting of the field level events.
- Support field offices in acquiring the required documents, reports, and other materials to facilitate the requirements for various activities to be undertaken under this project.
- Provide handhold support to the respective offices at the local level in undertaking activities pertaining to various initiatives under this project.
- Identify, in a timely fashion, any issue or risk in implementing project activities or achieving project milestones and report to the Technical Lead with proposed solutions thereto.
- Inform the Technical Lead, periodically, of all the activities performed to achieve the project milestones and deliverables.
- Lead and coordinate the implementation all project activities at the local level.
- Any other task incidental to the delivery of the project activities or otherwise as directed by the Technical Lead.

B. 5. DELIVERABLES AND PAYMENTS

The Field Coordinators will furnish monthly timesheets at the end of each month. The timesheets will be reviewed and approved by the Project Director. Payment of remunerations will be made against each month timesheet.

C. REPORTING STRUCTURE AND COORDINATION

The Field Coordinators will be supervised by the Technical Lead, CGPA. The Field Coordinators will report to and will get directions during the currency of the provision of services from the Technical Lead.

D. REQUIRED QUALIFICATION AND EXPERIENCE

The Field Coordinators should possess a combination of expertise, relevant work experience, and interpersonal skills to successfully undertake activities associated with this position. The following are the key qualification & experience criteria required for selection:

- Educational qualifications: The candidates should hold at least bachelor's degree in a relevant field such as management sciences, commerce, social sciences, or a related field.
- Relevant work experience: The candidates should have a minimum of 10 years of work experience in project management, coordination, liaison, citizen engagement, and related fields.
- Experience of working with the public sector especially the local government: Candidates preferably shall have a prior experience of working with or for the public sector. Candidates with prior experience of working with the local governments in Khyber Pakhtunkhwa will be given preference.
- Understanding of the local governance and administration: Candidates should have knowledge of local governance and local administration structures in Khyber Pakhtunkhwa.
- Local Candidates: Candidates belonging to the above districts will be preferred.
- Strong communication and inter-personnel skills: The candidates should have excellent communication and inter-personnel skills to effectively build rapport and create linkages at the local level.

E. HOW TO APPLY

Interested individuals can send their detailed CVs/Profile highlighting the relevant experience and qualification as well as the financial proposal (on the template given on the next page) mentioning the name of assignment at: hr.cgpa@gmail.com by mentioning the title of the position in the subject line. The financial proposal shall be inclusive of fee and all incidental expenditures to undertake the assignment. 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.

Financial Proposal

S. No.	Description of Activities	Unit Description	Quantity	Unit Cost	No. of Units	Total Amount (PKR)
1	Personnel Costs					
1.1	Expert 1	<i>Person x months</i>	1		10	
Sub Total - 1						
2	Field Costs					
2.1	Conveyance	<i>Kilometers of travelling</i>	1			
2.2	Accommodation	<i>Rooms x Nights</i>	1			
2.3	Other incidental expenditures	<i>Lumpsum</i>	1	1	1	
Sub Total - 2						
Grand Total (PKR) --- sub total (1+2)						

* the consultant / firm can add, edit or remove line items as per their understanding of the TORs.

** In case of Per diem, CGPA standard rates shall apply.

*** CGPA will deduct all admissible taxes as per the laws in place. The line item amounts, or the total amounts given in the table shall be considered as inclusive of all admissible taxes

**** The values under the quantity, unit cost, and no. of units given in the above table shall not be changed.