

# TERMS OF REFERENCE

HIRING OF THE TRAINER TO CONDUCT ORIENTATION OF TMA STAFF ON OWN-SOURCE REVENUES UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.



<b>Posted date</b>	06-Feb-24	<b>Last date to apply</b>	12-Feb-2024
<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>	10-Feb-2024
<b>Tentative Completion Date</b>	31-Mar-2024		
<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 Local Government Elections and Rural Development (LGE&RD) Department, 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

GIZ, through its previous programmes prior to the PLG Project, has supported the LGE&RD Department in establishing Financial Reporting Information Management System (FRIMS). This system is capable of recording and reporting transactions pertaining to the management of own-source revenues. The FRIMS is operational in 19 TMAs of Khyber Pakhtunkhwa. Recently, refresher trainings in each of these 19 TMAs have been conducted on FRIMS with a view to address the capacity gaps among the FRIMS operators and to train new FRIMS operators who were not previously trained.

The Local Council Board, with the crucial support of GIZ in its pre-PLG Project initiatives, has successfully established the FRIMS in 19 TMAs. This robust system serves as a cornerstone in recording and reporting transactions related to the efficient management of own-source revenues in these TMAs. By prioritizing capacity building and enhanced knowledge, the Local Council Board underscores its commitment to empowering TMA officials with the necessary expertise to harness the full potential of FRIMS, thus contributing significantly to the overall improvement of local revenues. Given its significance, the Local Council Board has also requested PLG Project to setup the FRIMs in 14 new TMAs which is under the progress.

However, this is also pertinent to provide orientation of the own-source-revenues (OSR) to the FRIMS operators and related officials in recording and reporting OSR related transactions in FRIMS. The GIZ-PLG Project therefore has commissioned within the grant to CGPA to provide orientation on OSR to the FRIMS operators and related officials.

An Expert will be hired to orient the FRIMS operators and relevant officials on OSR which will further enhance their capabilities to effectively operate FRIMS.

### B. 3. SCOPE OF THE ASSIGNMENT

The Expert will undertake orientation sessions with the FRIMS operators and related officials (up to 10 in each TMA) in each 19 TMAs where FRIMS is installed.

### B. 4. ACTIVITIES AND TASKS

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

<i>Sr.#</i>	<i>Activity</i>	<i>Timeline</i>
1.	Developing presentations based on OSR Manual of the Local Governance School	Feb 2024
2.	Developing a test to measure the knowledge and skills of the participants. The test will be examined before and after the orientation sessions to measure the impact of the orientation on enhancing the knowledge and skills of the participants.	Feb 2024
3.	Development of session plan and liaison with Local Governance School for notifying the orientation schedule	Feb 2024
4.	Conducting orientation sessions in the 19 TMAs where FRIMS is operational	Feb – March 2024
5.	Develop report of the orientation sessions at 19 TMAs on OSR including containing the analysis of the pre- and post- sessions tests.	March 2024

### B. 5. DELIVERABLES

The Expert will be responsible to deliver the following deliverables:

- a) Presentations for the orientation based on the OSR manual.
- b) Test.

- c) Notified schedule of the orientation in the 19 TMAs.
- d) Report of the orientation including the analysis of the pre- and post- tests.

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>
Report of the orientation sessions including the analysis of the pre- and post-orientation tests.	100%
<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. LEVEL OF EFFORTS

This assignment will comprise of 25 working days spanned over two months from Feb to Mar 2024.

### F. REQUIRED QUALIFICATION AND EXPERIENCE

The consultant should possess a combination of technical expertise, relevant work experience, and interpersonal skills to successfully deliver all the deliverables as stated above under this project. The following are the key qualification & experience criteria required for selection:

- Educational qualifications: The consultant should hold at least a bachelor's degree in public policy, social sciences, management sciences, or a related field.
- General Experience: At least 10 years of experience in municipal administration, local governance, local revenues management, or a related field. Familiarity with the structure and functioning of local government bodies, particularly Tehsil Municipal Administrations is a must.
- Relevant Experience: The candidates shall have extensive experience of conducting orientations sessions / trainings on local governance topics like local finance, planning,

revenue generation, financial reporting, local government laws etc. The candidate shall have imparted at least 10 similar sessions in the past. Experience of working with the local governments in Khyber Pakhtunkhwa will be an added advantage.

- Strong communication and inter-personnel skills: The candidates shall possess strong inter-personnel skills having the ability to engage and link all participants during the orientation sessions. The candidates shall also have excellent communication and reporting abilities, with proficiency in English and Urdu.
- Previous consultancy experience: Previous experience of working on similar assignments is mandatory. The consultant should provide access to reports or documents of similar nature to evaluate his/her application during hiring process, if so required by CGPA.

## G. HOW TO APPLY

Interested individuals shall send their detailed CVs/Profile highlighting the relevant experience and qualification as well as the daily fee rate in Pak Rupees mentioning the name of assignment at: [hr.cgpa@gmail.com](mailto:hr.cgpa@gmail.com) by mentioning the title of the position in the subject line. The daily fee rate shall be inclusive of fee and all incidental expenditures to undertake the assignment (including applicable taxes, travelling, logistics, printing etc.). 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. Female candidates are encouraged to apply. 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.