

Terms of Reference

Development of Model School Based Management/Development Plan

Consultants Required: 1

Centre for Governance and Public Accountability (CGPA) requires services of **one** technical expert for development of model school based management/development plan.

Introduction to the Organization

CGPA is not-for-profit, non-governmental and non-partisan civil society organization. CGPA works for development in Khyber Pakhtunkhwa (KP) province and Federally Administered Tribal Areas (FATA) through governance focused and rights based approaches. CGPA is based in Peshawar, and is registered under the Societies Registration Act, 1860.

Introduction to the Project

The technical assistance is required under the project 'Improving Social Accountability in Education Sector in KP'. The project is funded by UKaid under Ilm Ideas' Education Programme. The project aims to contribute to Ilm Ideas' objective 'Enhanced Transparency, Accountability and Improved Governance in the Education Sector'. The project has following four objectives:

1. Evidence generated depicting issues in education sector budgeting in KP through education budgets analysis and field research.
2. Media reporting on education financing improved and education budget related work mainstreamed in working of selected CSOs in target districts.
3. Community awareness in focused areas raised on issues related to education financing and mobilized to hold district education officers/education service providers accountable and responsive
4. Education Policy community at district and province level are made accountable and responsive regarding education sector financing

The focused geographical areas of the project are Nowshera, Peshawar and Charsadda Districts.

Scope of the Assignment

This assignment is a key output for objective 3 of the project mentioned above.

The consultant is required to develop a Model School Based Management/Development Plan through desk research and four consultative sessions with key stakeholders in target districts. Once published the school based management plan will be shared with Education Department Officials at the district and provincial levels as an advocacy tool for improved schools' governance.

The consultant for this assignment is required to:

1. Complete a desk review of the existing best national and international practices, especially other countries with similar contexts as Pakistan with regard to school based management models and guidelines.

2. Develop a comparison of public and private schools' governance models, policies, guidelines and practices.
3. Develop a mechanism of linking school based management/development with village/neighbourhood, tehsils and district councils.
4. Carry out four consultations, two before the model development and two after, with key stakeholders at district level including district education officials, management of reputed private schools and parents in district Charsada and Nowshera and provincial authorities at Education department to get stakeholders views on school based governance and incorporate their views in the development of the model.
5. Propose a model for school based budgeting based on but not limited to needs of schools and students strength, and suggest changes in education financing as required.
6. Propose and formulate a comprehensive and indigenous school based management/development model that fulfils the very essence of governance and management at school level, in purview of the Khyber Pakthunkhwa Local Government Act 2013.
7. Prepare a brief report, capturing key findings of the desk review, consultations made and process carried out for the development of school based governance management model.

Required Qualification and Skills

Following are the minimum skills and qualification required for the assignment:

- At least master degree from HEC recognized university in social sciences (economics, political science, sociology, anthropology, development studies, etc)
- Sound understanding of public and private schooling/education systems in Pakistan.
- Experience of working on and understanding of education budgets
- At least three years past experience of work on school based governance systems in public sector education and or school governance bodies in private sector.
- Familiarity with School Development Plan Concepts and best practices.
- Excellent analytical and writing skills

Resources:

- <http://www.i-saps.org/publication.html#>
- <http://www.cpd-pakistan.org>
- <http://www.financekpp.gov.pk/FD/financial-reforms/performance-based-budget/88>

Timelines /Labour days

This task requires 19 days, with the break up given below:

- a) Desk Review of existing models, practices, guidelines: 5 days
- b) Facilitate four consultative workshops with key stakeholders: 4 days
- c) Development of school based governance model: 10 days.

Deliverables

- Agreed plan for implementation of the task
- Draft training school based management model (with plan and budget)
- Final draft of school based management model.
- Activity completion report.

Evaluation Criteria

Consultant will be selected by the CGPA's procurement committee on the following evaluation criteria:

S#	Evaluation Factors	Weightage
1	Education	15
2	Relevant experience of development training manual on similar themes	50
3	Methodology	15
4	Work-plan	10
5	Proposed Budget	10
Total		100

How to Apply?

The prospective consultants should send short application (not more than 4 pages) describing consultant's education, relevant experience; value added methodology, work-plan, and proposed budget. CV shall also be attached with the application. The application shall be sent to: hr.cgpa@gmail.com within 10 (ten) days of posting of this advertisement.

Please mention 'Apply for Consultancy: Development of Model School Based Management/Development Plan' in the subject line while submitting your application.

CGPA is equal opportunity employer, women and disable persons are encouraged to apply.