

Consultant Required

Terms of Reference

Development of School Based Management and Development Plan

Center for Governance and Public Accountability (CGPA) requires services of a technical expert for development of school based management model and development plan.

Introduction to the Organization

CGPA is a 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.

Scope of the Project

The technical assistance is required under the pilot project “Improving Primary Education Governance in Khyber Pakhtunkhwa”. The project is being implemented with support of District Delivery Challenge Fund to promote adequate, transparent and accountable primary education financing in focus five districts of Khyber Pakhtunkhwa (KP). The project has the following objectives:

1. Evidence generated depicting issues in primary education financing in focus districts through education budgets analysis and field research
2. Supply and demand sides of social accountability in education sector strengthened through mainstreaming budgets advocacy in working of selected CSOs, and enabling education staff to use conditional grants effectively and be responsive and accountable in focus districts.
3. Community awareness in five focus districts raised on issues related to education financing and mobilized to hold education service providers accountable and responsive
4. Education Policy makers at province level (education officers/provincial standing committee on education/provincial education minister/MPs) are made accountable and responsive regarding education sector financing.

The focused geographical areas of the project are District D.I. Khan, Laki Marwat, Karak, Buner and Haripur.

Scope to the Assignment

The consultant is required to develop a School Based Management Model/Development Plan through desk research and 5 consultative sessions with key stakeholders in the 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 school's 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/neighborhood, tehsils and district councils
4. Carryout five consultations, 3 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 the target districts 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 generic model in terms of devolution of powers for public schools with the provision of changeable factors for fulfilling different needs of different schools. The model needs to fulfill the very essence of governance and management at school level, in preview of the KP Local Government Act, 2013
6. Propose a generic model for school based budgeting (with the provision of changeable factors) based on but not limited to needs of schools and students strength, and suggest changes in education financing as required
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 a Master's degree from HEC recognized university in Social Sciences (Economics, 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 of past work experience 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
- Familiarity with the latest research on education/School-Based Management
- Excellent analytical and writing skills

Timelines

Total duration of this task is 25 days with break up given below:

- a) Desk review of existing models, practices, guidelines: 2 days.
- b) Facilitate five consultative workshops with key stakeholders: 5 days.
- c) Development of school based governance model: 5 days.

Deliverables

- Agreed plan for implementation of the task
- Draft school based management model/ development plan (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 developing school based management model and development plan 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, and work-plan, and proposed budget. CV shall also be attached with the application. The application shall be sent to: hr.cgpa@gmail.com latest by July 24.2015. Please mention 'apply for Consultancy: Development of School based Management model/Development Plan' in the subject line while submitting your application.

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