



Terms of Reference

Development of Training Manuals on ‘Education Budgets Advocacy and Accountability’

Consultants Required: 2

Last date of Application: January 5, 2014

Centre for Governance and Public Accountability (CGPA) requires services of **two** technical experts for development of two training manuals (one each for civil society and journalists) and facilitation of training workshops on ‘Education Budget Advocacy and Accountability’.

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’ Voice and Accountability Fund, managed by DAI-Europe. 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 to the Assignment

This research is a key output for objective 2 of the project, (Media reporting on education financing improved and education budget related work mainstreamed in working of selected CSOs in target districts)

The consultants are required to develop two training manuals, each for two day training workshop. One training manual will focus on civil society capacity building with the objective to mainstream education budgets' advocacy and accountability in their work. Another training manual will focus on improving media reporting on education budgets and financing. The training manuals shall consist of session plans for two days, spelling out clear objectives of each session, material required, training methods, and instructions for training' facilitators. The session plan will consist of:

- Brief on K-P Right to Information (RTI) Law, and how to get education budgets related information using K-P Law law by filing information requests.
- Using K-P RTI law for investigative journalism vis-à-vis education budgets and financing
- Demystifying education budgets, decoding budgets jargons and how concepts of citizens' budgets
- Budget making process, budget cycle, and spaces for critical interventions for civil society for improving education budgeting
- Education Budgeting, post 18th amendment scenario
- Fiscal transfers and education budgeting
- Local government system and education budgeting (Proposed KP Local Government Bill 2013 in Perspective):
 - Jurisdiction/ functions: (District, Tehsil/ town, village/neighbor council)
 - Powers and responsibilities of:
 - Executive/ departments
 - Local elected representatives/ councils
 - Coordination between district, tehsil/town and UCs
 - Nature of interface/ relationship with provincial and federal governments
 - Provisions for public participation
- Understanding and analysis of current education budgets
- Understanding and analysis of development development education budgets
- Way and Means of Effectively Engaging District Governments
- Ways and means for effective reporting on education budgeting and finance

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 social accountability tools, budget analysis and budget advocacy
- At least three years past experience of development training manuals on similar themes
- Understating of policy advocacy, right based and governance focused approached to development
- Excellent analytical and writing skills

Timelines /Labour days

This task requires 40 days, with the break up given below:

- a) Development of two training manuals: 16 days * 2 persons
- b) Delivery of two training workshops (each of two days): 4 days * 2 persons

Deliverables

- Agreed plan for implementation of the task

- Agreed sessions plan for each training manual
- Literature review, and development of handouts and presentations as per agreed session plan
- Draft training manuals
- Final training manuals

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 by January 5, 2014.

Please mention ‘Apply for Consultancy: Training Manuals Development on Budget Advocacy’ in the subject line while submitting your application.

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