

# **Terms of Reference for Social Audit**

## **"Strengthening Voices of Women and Excluded Group for Transparent and Accountable Public Services Delivery"**

**Project period: 23 January 2015 - 23 January 2016**

Centre for Governance and Public Accountability (CGPA) is a research-based organization with widespread presence in innovative concept of social audit and public-led accountability; harboring an institutional mandate to objectively enhance the existing capacity of community in social audit process, enabling public to get their elected representative and allied service providers accountable to any work of public utilities, thereby objectively vindicate upon all rights apropos to civic amenities for collective social commonweal. The prime goal of the social audit process is to assess the actual provision of public work in water & sanitation, health and education against what general public able to rightfully claim at the strength of law and constitution. Social audit aims to reveal the existing community structures/civil societies and enable forth a self-sustainable system of awareness on the government services in their area.

### **Assignment**

In furtherance to develop an effective research and oversight regimen over our social audit program, CGPA is seeking the services of a consultant to meticulously write a Community Social Audit Report for fifteen projects across five district of KPK namely Nowshera, Peshawar, Charsadda, Swabi and Peshawar.

The specific assignment includes the following tasks:

Compiling a Community Social Audit Report of fifteen projects being implemented across five district of KPK, namely, Peshawar, Nowshera, Charssada, Mardan and swabi in an agreed format focusing Health, Education and Water Sanitation sectors. The social audit report should gauge the process of social audit intervene by the community of the target districts describing the methodology, achievements and effectiveness of the social audit process. Report should focus on the techniques to bring out issues on efficacy of local public institutions at district level in water & sanitation, health and education and measure the existing gap in the provision of government services and public-led accountability with a well-defined human rights approach. Assuming overall responsibility for quality of data collection, cleaning and analysis, both qualitative and quantitative tools apply.

This report shall be drafted in the format as below:

1. Executive Summary
  - a. Background & Rationale
  - b. Methodology
  - c. Findings
  - d. Recommendations
  - e. Annexes – Supporting the social audit process

2. Submission of final report.
3. Develop tools of social audit in a lay-man comprehension which systemically provide on Standard Operating Procedures (SOPs), techniques and step-by-step self-contained guidelines.

**Terms and Conditions**

The process shall immediate start after the signing of contract till 15th December, 2015 this shall include time in the field with partners and beneficiaries, and report writing. CGPA will provide the assistance required in the field if required however the field expense which also includes travel will be covered by the consultant from the total cost of the signed agreement. CGPA shall pay to the consultancy firm the agreed amount with the following break-up.

	<b>Activity</b>	<b>Pay</b>
1.	Signing of Agreement	20%
2.	Submission of Social Audit Tools	25%
3.	Submission of draft Social Audit Report based on collection and analysis of data at field level.	25%
4.	Submission of the final Social Audit Report	30%

Fee is subject to 10% taxation at source.

**Realm of Responsibilities**

Consultant shall report to Project Director and work with Project Manager and District Coordinators in field. Fee shall be paid upon state of all deliverables in accordance with terms and conditions provided hereto.

**Qualifications & Core Competencies**

Consultants interested in this opportunity are required to submit an Expression of Interest (EoI) by explaining:

1. Attach brief technical bio data ;
2. Professional budget in PKRs;

Please send the above information to [hr.cgpa@gmail.com](mailto:hr.cgpa@gmail.com) until April 30, 2015.