



Terms of Reference

Design and Implementation of Community Score Card (CSC) Survey in Nowshera and Charsadda Districts

Consultants Required: 2

Last date of Application: December 25, 2013

Centre for Governance and Public Accountability (CGPA) requires services of **two** technical experts in design, implementation and reporting of Community Score Card (CSC) on public sector education service delivery in Nowshera and Charsadda Districts of Khyber Pakhtunkhwa province as per the following terms of reference.

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:

- a) Evidence generated depicting issues in education sector budgeting in KP through education budgets analysis and field research.
- b) Media reporting on education financing improved and education budget related work mainstreamed in working of selected CSOs in target districts.
- c) 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
- d) 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 1 of the project, (Evidence generated depicting issues in education sector budgeting in KP through education budgets analysis and field research).

CSC will be implemented to gauge community perception on state of education services in Nowshera, Charsadda districts through 32 focus group discussions, 16 in each district, 16 with PTAs/other community members and 16 with children of the selected schools.

Districts	PTA/Community Members (with adequate gender representations)	Children of Selected Schools (with adequate gender representation)
Charsadda	8	8
Nowshera	8	8

The consultants are required to design, execute and report the CSC Survey in Nowshera and Charsadda districts. The CRC survey will take into consideration the following illustrative factors:

- Review of the key documents on the status of education in Khyber Pakhtunkhwa and studies done on user perceptions in education
- Design CSC Survey instrument, which will include:
 - Drafting of two detailed checklists/questionnaire for CSC survey, one for PTAs/community members and other for schools children, detailing areas of public sector education (access, availability, quality and education/co-curriculum services) on which scoring from community is required through FGDs
 - Finalization of FGDs checklist/questionnaire through pre-testing
 - CSC guidelines, sampling frame, and operational plan
- Organize and facilitate 32 FGDs, 16 each in Nowshera and Charsadda districts, 16 each with members of PTAs/community and students. Consultants will require visiting regularly to target areas for organizing FGDs.
- After each FGDs, consultant will be required to provide detailed report on FGD within 2 days to CGPA, which will include:
 - Audio recording/detailed rich thick description of each FGD, and pictures
- Mid-term briefing with CGPA staff on FGDs key findings
- Sharing of key findings of the survey with CGPA after completion of FGDs/CSC survey
- Provide detailed draft report to CGPA within 8 days after completion of the CSC Survey
- Provide final report of CSC survey after taking CGPA's feedback
- Sharing the findings in provincial seminar

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 and CSC survey
- At least three years past experience of qualitative research methods and practices, and CSC survey
- Understating of policy advocacy, right based and governance focused approached to development
- Excellent analytical and writing skills

Timelines

This task requires 140 days, with the break up given below. The survey instruments shall be finalized in January 2014, while the field work shall complete in February-March 2014. CGPA plans to publish this report in April 2014.

- a) CSC Instrument Designing: Five (5) days.(two persons)
- b) CSC execution/FGDs: Sixty (60) days (two persons)
- c) Reporting: Ten (10) days (1 person)

Deliverables

- Agreed plan for implementation of the task
- Final checklist/sampling frame and implementation methodology
- Mid-term progress report
- Sharing of key findings after completion of CSC survey
- Draft report on analysis of the CSC.
- Final report on CSC survey.

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 in carrying out qualitative research and CSC surveys	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. Please don't include travel cost for field work in the proposed budget. CV shall also be attached with the application. The application shall be sent to: hr.cgpa@gmail.com by December 25, 2013.

Please mention 'Apply for CSC Survey' in the subject line while submitting your application.

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