

# TERMS OF REFERENCE



HIRING OF THE EXPERT TO DEVELOP TRAINER’S MANUAL ON BYLAWS FOR SELECT LOCAL SERVICES IN THE TMAS IN KHYBER PAKHTUNKHWA UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.

|   |                              |  |                                |
|---|------------------------------|--|--------------------------------|
| <b>Posted date</b>  | 24-Apr-24                    | <b>Last date to apply</b>                      | 31-May-2024                    |
| <b>Country</b>  | Pakistan                     | <b>Location</b>                                | Peshawar                       |
| <b>Type of Services</b>   | Consultancy<br>(contractual) | <b>Category</b>                                | Local Services<br>Optimization |
| <b>Position</b>   | 1                            | <b>Tentative commencement date of services</b> | 01-June-2024                   |
| <b>Tentative Completion Date</b>  | 30-June-2024                 |  |                                |
| <b>Proposals / applications to be submitted at: <a href="mailto:hr.cgpa@gmail.com">hr.cgpa@gmail.com</a>.</b> |                              |  |                                |

## A. ABOUT CENTER FOR GOVERNANCE AND PUBLIC ACCOUNTABILITY

Centre for Governance and Public Accountability (CGPA) is a not-for-profit, non-governmental, non-partisan, civil society organization working for the promotion of public accountability and good governance. CGPA was established in 2011, and registered in January 2012 under the Societies Registration Act, 1860. CGPA is governed by a Board of Directors, comprising of seven members. CGPA has been actively providing specialized and expert technical services in public policy and governance, service improvement, promotion of peace and tolerance, inclusivity, rule of law, local governance, local finance & planning & revenues, digital solutions for service delivery and improved governance, transparency and access to information, civic education through research and analytical work, budget accountability and social audit, electoral reforms, legislative strengthening, and democratic development.

## B. ABOUT THE ASSIGNMENT

### B. 1. BACKGROUND

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) has initiated a project titled as Participatory Local Governance (PLG) to assist the governments in Punjab and Khyber

Pakhtunkhwa to further strengthen their local governance system towards improved services delivery to the citizens. PLG builds on the earlier gains of its two completed projects in Punjab and Khyber Pakhtunkhwa i.e., the Support to Local Governance Project and the FATA Development Project by creating synergies on the already achieved results and the capacities built. The PLG will provide support mainly in three areas i.e., local revenue generation, participatory development planning, and digitalization for improved services delivery.

GIZ has partnered with CGPA to assist the Local Government Elections and Rural Development (LGE&RD) Department, Government of Khyber Pakhtunkhwa (GoKP) in further deepening and expanding key reforms pertaining to local revenue mobilization, improving service delivery, and adopting sophisticated and improved mechanisms for citizens' engagement in service delivery. To deliver services in these areas, the GIZ has awarded a project titled as "Strengthening Capacities for Improved Management of Local Revenues and Local Services" under the overall umbrella of PLG Project.

The overall goal of the project is to "strengthen the capacities of the local governments for provision of improved local services and realization of local revenues". Specific objectives are:

- a. Strengthening capacities of the local governments for provision of improved local services through training and capacity building activities focusing especially on inclusive and gender responsive management of local services; and
- b. Strengthening capacities of the local governments for improved collections of local revenues through training and capacity building on use and operations of the FRIMS.

## B. 2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

The CGPA is seeking the services of an experienced training manual developer to develop comprehensive trainer's manual (with various modules as to be agreed with CGPA, LGS, and PLG) on bylaws for Solid Waste Management (SWM) and Provision of Services at Bus Adda in the TMAs in Khyber Pakhtunkhwa.

## B. 3. SCOPE OF THE ASSIGNMENT

- a) In-depth review of the Local Government Act 2013 pertaining to the local services in TMAs.
- b) Creating understanding of the draft / final byelaws on SWM / Bus Adda prepared by the LGE&RD Department.
- c) Liaison and coordination with the CGPA, PLG, and LGs on identifying the manuals (with various modules as to be agreed with CGPA, LGS, and PLG) and the structure, layout, contents, and approach for formulating the required trainer's manuals.
- d) Review the relevant training manuals recently approved by the Local Governance School.

- e) Consultations at various levels (i.e., the staff of LGS, management and service delivery staff of TMAs, Public Information Officers, and elected representatives) to identify their training needs and requirements and reflect in the training manual.
- f) Identify and incorporate case studies and practical examples demonstrating successful inclusive management and monitoring in the subject trainer's manuals.
- g) Develop pre- and post-training tests to measure the enhancements in the knowledge, skills, and aptitude of the trainees in the pre- and post-training scenario.
- h) Drafting the trainer's manuals and incorporating the feedback of the Manual Review Committee of the LGS on the drafts.

#### B. 4. ACTIVITIES AND TASKS

The following activities and tasks will be performed by the expert:

| <i>Sr.#</i> | <i>Activity</i>  | <i>Level of Effort (days)</i> |
|-------------|--|-------------------------------|
| 1.          | Review relevant laws and regulations pertaining to the local services in TMAs in Khyber Pakhtunkhwa.   | 2                             |
| 2.          | Liaison and coordination with LGS, PLG Project, and CGPA on the required manuals (with various modules as to be agreed with CGPA, LGS, and PLG) and their design, structure, layout, and approach etc. | 2                             |
| 3.          | Develop table of contents for the training manuals and coordination with LGS on review of the contents.  | 2                             |
| 4.          | Formulation of draft trainer's manual, with various modules, as to be agreed with CGPA, PLG, and LGS (including case studies, examples, pre- and post-training tests, etc.).                           | 20                            |
| 5.          | Presentation to the Manual Review Committee of the LGS for soliciting their inputs and comments on the drafts through consultative sessions and meetings.  | 2                             |
| 6.          | Incorporate the inputs and comments of the Manual Review Committee and prepare final drafts of the trainer's manual.   | 1                             |
|             | <b>Total</b>   | <b>30</b>                     |

#### B. 5. DELIVERABLES

The Expert will be responsible to deliver the following deliverables:

- a) Table of contents for the training manuals with various modules.
- b) Trainer’s manual, with various modules, as agreed with CGPA, PLG, and LGS (including the case studies, examples, pre- and post-training tests, etc.) for subject Services as outlined above.
- c) PowerPoint presentations and training materials.
- d) Any other relevant documentation or tools developed during the assignment.

The timelines for the deliverables will be agreed with the Technical Lead, CGPA.

### C. PAYMENT

Payment of fee to the consultant will be made as per the following schedule:

| <b>Deliverable</b>   | <b>% Payment</b> |
|--|------------------|
| Trainer’s manual, with various modules, as agreed with CGPA, PLG, and LGS (including the case studies, examples, pre- and post-training tests, etc.) for subject services duly approved by the Manual Review Committee of the LGS. | 100%             |
| <b>Total</b>   | <b>100.00%</b>   |

### D. REPORTING STRUCTURE AND COORDINATION

The services under this consultancy assignment will be supervised by the Technical Lead, CGPA. The Expert will report to and will get directions during the currency of the provision of services from the Technical Lead.

### E. REQUIRED QUALIFICATION AND EXPERIENCE

The consultant should possess a combination of technical expertise, relevant work experience, and interpersonal skills to successfully deliver all the deliverables as stated above under this project. The following are the key qualification & experience criteria required for selection:

- Educational qualifications: The consultant should hold at least a bachelor’s degree in public policy, social sciences, management sciences, or a related field.
- General Experience: At least 10 years of experience in municipal administration, local governance, local revenues management, or a related field. Familiarity with the structure and functioning of local government bodies, particularly Tehsil Municipal Administrations is a must.

- Relevant Experience: The candidates shall have extensive experience of developing training and capacity building related materials (manuals, modules, case studies, tests etc.), undertaking training needs assessments, conducting trainings on local governance topics like local finance, planning, revenue generation, financial reporting, local government laws etc. Experience of working with the local governments in Khyber Pakhtunkhwa will be an added advantage.
- Strong communication and inter-personnel skills: The candidates shall possess strong inter-personnel skills having the ability to engage and link all participants during the orientation sessions. The candidates shall also have excellent communication and reporting abilities, with proficiency in English and Urdu.
- Previous consultancy experience: Previous experience of working on similar assignments is mandatory. The consultant should provide access to training manuals / modules on local governance topics developed by him/her to evaluate his/her application during hiring process, if so, required by CGPA.

## F. HOW TO APPLY

Interested individuals shall send their detailed CVs/Profile highlighting the relevant experience and qualification as well as the daily fee rate in Pak Rupees mentioning the name of assignment in the subject line at: [hr.cgpa@gmail.com](mailto:hr.cgpa@gmail.com). The daily fee rate shall be inclusive of fee and all incidental expenditures to undertake the assignment (including applicable taxes, travelling, logistics, printing etc.). Last date for receiving applications is provided in the summary table above. CGPA may call for tests or interview for which no TADA will be admissible. Female candidates are encouraged to apply. CGPA holds the right to cancel the process of hiring before award of contract without assigning any reason thereof.

\*Late submissions will not be entertained.