

TERMS OF REFERENCE

HIRING OF THE TRAINER TO CONDUCT TRAININGS OF TMA STAFF ON FRIM UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.



Posted date	20-June-24	Last date to apply	26-June-24
Country	Pakistan	Location	Peshawar
Type of Services	Consultancy (contractual)	Category	Local revenues mobilization
Position	1	Tentative commencement date of services	1 st July 2024
Length of Assignment	40 person days	Tentative duration	1 st July 2024 to 15 th Sep 2024
Proposals / applications to be submitted at: hr@c-gpa.org			

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 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.
- c. Implementation of FRIMS operation at selected 14 TMAs.

B. 2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

An Expert will be hired to further build capacities of the TMA operators in operating FRIMS.

B. 3. SCOPE OF THE ASSIGNMENT

The Expert will undertake implementation of FRIMS including trainings of the FRIMS operators in regulation branch of selected 14 TMAs on FRIMS. The Expert will also facilitate in devising tools / framework for undertaking scoping study / situation analysis in new TMAs where the FRIMS can be rolled out.

B. 4. ACTIVITIES AND TASKS

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

Activity	Level of effort (days)
Develop a roadmap for configuration of new TMAs (by the IT Official of LCB), schedule of conduct of trainings (by the master trainers), and planned go-live date for each TMA	1
Develop a detailed, step-by-step manual for configuring new TMAs in FRIMS	5
Conduct one-day training of the IT Officials of LCB on configuration of TMAs in FRIMS	1
Provide Handhold Support to IT Officials in configuring 02 TMAs in FRIMS	4
Provide backstopping support to the IT Officials in Configuring TMAs in FRIMS	10
Support master trainers (in pairs) in conducting training sessions for 5 TMAs	10
Develop a lesson learnt report (gaps, areas for improvements) and undertake a debriefing session with the master trainers	3
Provide backstopping support to master trainers in conducting 09 training sessions	3
Report on the assignment and analysis of the post-training tests in all 14 sessions	2
Total	39

B. 5. DELIVERABLES AND PAYMENTS

The Expert will be responsible to deliver the following deliverables:

Sr#	Description of the Deliverable	% Payment
a)	A comprehensive plan for undertaking the training and orientation sessions under this assignment.	Nil

b)	A detailed, step-by-step manual for configuring new TMAs in FRIMS.	10%
c)	A report on showing configuration of 14 TMAs in the FRIMS	30%
d)	Report on the training session conducted by master trainers shadowed by CGPA consultant including lessons learnt (issues, gaps, areas for improvement etc.)	20%
e)	A report of all the training sessions (14) and analysis of post-training tests by the trainees.	40%
	Total	100%

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

C. 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.

D. 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 information technology, computer sciences, management information systems or a related field.
- Technical: The Consultant should have hands on experience of Oracle database and Application Express (Apex) development platform.
- Overall Experience: A consultant should have at least 10 years overall work experience in the relevant sector.

- **Relevant Experience:** The candidates shall have extensive experience of imparting trainings, especially on digital systems. Knowledge and experience of the FRIMS or related digital financial systems for revenue management and reporting will be an added advantage. The candidates shall possess in-depth knowledge of information management systems, preferably Oracle-based systems. 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 training sessions. The candidates shall also have excellent communication and reporting abilities, with proficiency in English and Urdu.
- **Previous consultancy experience:** Previous experience of working as a trainer on similar assignments is mandatory. The consultant should provide access to reports or documents of similar nature to evaluate his/her application during hiring process, if so required by CGPA.

E. HOW TO APPLY

Interested individuals can send their detailed CVs/Profile highlighting the relevant experience and qualification at: hr@c-gpa.org by mentioning the title of the position in the subject line. The consultant shall also specify his / her daily fee rate which shall be inclusive of all taxes and any expenditure incidental to the delivery of services (e.g., travelling, accommodation etc.). Female candidates are encouraged to apply. 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. 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.