

# TERMS OF REFERENCE

HIRING OF THE TRAINER TO CONDUCT TRAINING ON BYLAWS, SOPs FOR PROVISION OF SERVICES AT BUS ADDA BY TMAs UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.



<b>Posted date</b>	25-Jul-24	<b>Last date to apply</b>	02-Aug-2024	
<b>Country</b>	Pakistan	<b>Location</b>	Peshawar	
<b>Type of Services</b>	Consultancy (contractual)	<b>Category</b>	Local Optimization	Services
<b>Position</b>	1	<b>Tentative commencement date of services</b>	05-Aug-2024	
<b>Tentative Completion Date</b>	31-Aug-2024			
<b>Proposals / applications to be submitted at: <a href="mailto:hr@c-gpa.org">hr@c-gpa.org</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 trainer to deliver trainings on bylaws for Provision of Services at Bus Adda in Khyber Pakhtunkhwa. The trainings will be delivered to the concerned stakeholders at the TMA level.

## B. 3. SCOPE OF THE ASSIGNMENT

- Review existing bylaws, regulations, and SOPs pertaining to solid waste management at the local, regional, or national as applicable.
- Conduct interactive training sessions covering key topics such as legal compliance, waste characterization, collection, segregation, transportation, treatment, and disposal.
- Facilitate discussions, group activities, and practical exercises to promote active participation and knowledge exchange among participants.
- Provide guidance on the development of effective enforcement mechanisms, monitoring, and evaluation strategies to ensure compliance with bylaws and SOPs.

- Offer post-training support and assistance, including access to resources and expertise for addressing implementation challenges and fostering continuous improvement.

#### 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 Efforts (Days)</i>
1.	Developing presentations based on Training manual for the provision of services at bus adda by TMAs.	5
2.	Assist in developing training presentations.	2
3.	Development of training plan and liaison with CGPA, PLG, and LGS for notifying the training schedule.	2
4.	Training agenda, curriculum outline, and methodology for delivery.	3
5.	Undertaking trainings as per the schedule notified by the LGS for the provision of services at bus adda by TMAs.	2
6.	Detail analysis of the pre- and post-training tests by the participants	2
7.	Preparation of Training report of training of byelaws.	4
	<b>Total</b>	<b>20</b>

#### B. 5. DELIVERABLES

The Expert will be responsible to deliver the following deliverables:

- a) Presentations for the trainings based on Training manual for the provision of services at bus adda by TMAs.
- b) Presentations for the training.
- c) Training schedule and training agenda.
- d) Report of the training for the provision of services at bus adda by TMAs.

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>
Reports of the trainings (training on byelaws)	100%
Total	100.00%

#### 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: Expertise in local governance, with a strong understanding of relevant bylaws, regulations, and SOPs
- 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.

## 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@c-gpa.org](mailto:hr@c-gpa.org). 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.