

# TERMS OF REFERENCE



HIRING OF THE TRAINER TO CONDUCT TRAININGS ON MANAGEMENT OF LOCAL SERVICES UNDER LGA 2013 FOCUSING ON INCLUSIVE AND GENDER RESPONSIVE MANAGEMENT OF LOCAL SERVICES 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 Services Optimization
<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 primary objectives of this assignment are:

- To provide training to government officials on inclusive and gender-responsive management of solid waste management and provision of services at bus addas as per the respective bylaws promulgated under the LGA 2013.
- To provide training to master trainers on inclusive and gender-responsive management of solid waste management and provision of services at bus addas as per the respective bylaws promulgated under the LGA 2013.
- To provide training, as a co-trainer, to the public information officers on inclusive and gender-responsive management of solid waste management and provision of services at bus addas as per the respective bylaws promulgated under the LGA 2013.

- To enhance participants' understanding of the principles of inclusivity and gender responsiveness and their application in local service delivery.

### B. 3. SCOPE OF THE ASSIGNMENT

The resource person/trainer will be responsible for the following tasks:

- Developing a deep understanding of the model byelaws on solid waste management and that of the provision of services at bus adda.
- Undertaking a thorough review of the trainer's manuals developed on the above 02 sets of byelaws.
- Designing the training session for the trainings of officials of the target TMAs and training of trainers.
- Assist in the development of pre- and post-training tests.
- Conducting training sessions using a variety of methodologies, such as lectures, group discussions, to enhance participants' knowledge and skills.
- Providing guidance and technical assistance to the participants of the trainings in developing strategies and action plans for improving solid waste management and service provision at bus addas during the training sessions, with a focus on inclusivity and gender responsiveness.
- Facilitating discussions during the training sessions to identify and address gender-based barriers and biases in solid waste management and service provision at bus adda.
- Documenting the training sessions, including key discussions, insights, and recommendations and analyzing the pre- and post-training tests, and preparing a comprehensive training report highlighting the outcomes and lessons learned.

### B. 4. ACTIVITIES AND TASKS

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

<i>Sr.#</i>	<i>Activity</i>	<i>Leve of Effort (Days)</i>
1.	Desk review of the byelaws on solid waste management and provision of services at Bus Adda.	2
2.	Developing comprehensive presentations (for various modules) for the training of officials of target TMAs based on the training manuals developed for the subject local services.	2
3.	Developing presentations for the training of trainers' sessions.	2

<i>Sr.#</i>	<i>Activity</i>	<i>Leve of Effort (Days)</i>
4.	Development of training plan (including agenda for each session) and liaison with Local Governance School for notifying the training schedule.	1
5.	Preparation for delivering training sessions (detailed test-run of the sessions at the LGS / CGPA office, testing of the materials etc.)	2
6.	Conducting the training of trainers.	3
7.	Conducting training sessions with the officials of the target TMAs	2
8.	Preparation of Training report of the above Training of officials of target TMAs (including the analysis of pre- and post-tests, lessons learnt, and recommendations).	2
9.	Preparation of Training report of the Training of Trainers (including the analysis of pre- and post-tests, lessons learnt, and recommendations).	2
10.	Total	18

## B. 5. DELIVERABLES

The Expert will be responsible to deliver the following deliverables:

- a) Comprehensive training presentations (with various modules) based on the earlier training manuals developed – for the training of officials of target TMA.
- b) Training presentations (with various modules) for the Training of Trainers by consolidating the lessons learnt.
- c) Training schedules and agendas.
- d) Report of the training of officials of target TMAs (including analysis of pre- and post-tests).
- e) Report of the training of trainers (including analysis of pre- and post-tests).

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>
Final Reports of all the above trainings	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 extensive knowledge and experience in solid waste management, public service provision, and local governance, particularly within the context of the LGA 2013.
- Relevant Experience: Expertise in urban governance, with a focus on transportation and public services management.
- 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.