

TERMS OF REFERENCE

HIRING OF THE SOCIAL MOBILIZERS FOR THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.



Posted date	19-Dec-24	Last date to apply	27-Dec-2024
Country	Pakistan	Location	Khyber Pakhtunkhwa
Type of Services	Employment Contract	Category	Coordination, field level assistance
Position	02 (Female)	Tentative commencement date of services	01 st Jan 2025
Length of Assignment	09 months	Tentative duration	01 st Jan 2025 to 30 th Sep 2025
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.

B. 2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

CGPA will depute Social Mobilizers in the project districts to support in field level coordination, implementation of project activities, and provision of handholding support to the target Tehsil Municipal Administrations (TMAs) and Tehsil Local Governments (TLGs) in the adoption of various initiatives under this project.

B. 3. SCOPE OF THE ASSIGNMENT

The scope of the assignment will entail all tasks necessary to coordinate, support, and implement project activities in the target TMAs and TLGs. One Social Mobilizer each will be assigned to a cluster of 4 districts, which include Peshawar, Mardan, Swat, Swabi, Mansehra, Kohat, Mohmand, and Khyber.

B. 4. ACTIVITIES AND TASKS

The following activities and tasks will be performed by the Social Mobilizers:

- Actively engage with local communities to raise awareness about the municipal service especially Solid Waste Management and about the project goals.
- Conduct community meetings, focus groups, and informational sessions to ensure that all community members, including marginalized groups, are informed and included.
- Foster trust and open communication between community members and project teams.
- Encourage local stakeholders to actively participate in the governance process and decision-making activities.
- Organize and participate in advocacy campaigns that promote democratic governance, transparency, accountability, and civic participation.
- Mobilize community members to support local governance initiatives, such as voter education, public hearings, and local government accountability mechanisms.
- Develop and distribute informational materials that highlight governance issues, project activities, and community benefits.
- Identify training needs within the community related to governance, leadership, and civic engagement.
- Organize and facilitate workshops and training sessions aimed at building the capacity of local community members, youth, women, and other vulnerable groups to engage in governance activities.
- Empower community leaders and stakeholders to take ownership of governance processes.
- Monitor the participation and engagement of community members in project activities.
- Collect feedback from the community to assess the effectiveness of governance initiatives and identify areas for improvement.
- Document and report community feedback, success stories, challenges, and any key issues to the project management team.
- Collaborate with local leaders, government representatives, civil society organizations, and other stakeholders to enhance the impact of governance initiatives.
- Coordinate with local authorities and other project staff to align activities and ensure community concerns are addressed.
- Address and mediate any conflicts that may arise within the community, ensuring that all parties are heard and supported in finding solutions.
- Promote social cohesion and unity by encouraging collective action for better governance outcomes.

B. 5. DELIVERABLES AND PAYMENTS

The Social Mobilizer will furnish monthly timesheets at the end of each month. The timesheets will be reviewed and approved by the Project Manager. Payment of remunerations will be made against each month timesheet.

C. REPORTING STRUCTURE AND COORDINATION

The Social Mobilizer will be supervised by the Project Manager, CGPA. The Social Mobilizers 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 Field Coordinators should possess a combination of expertise, relevant work experience, and interpersonal skills to successfully undertake activities associated with this position. The following are the key qualification & experience criteria required for selection:

- Educational qualifications: The candidates should hold at least bachelor's degree in a relevant field such as management sciences, commerce, social sciences, or a related field.
- Relevant work experience: The candidates should have a minimum of 03 - 05 years of work experience in project management, coordination, liaison, citizen engagement, and related fields.
- Experience of working with the public sector especially the local government: Candidates preferably shall have a prior experience of working with or for the public sector. Candidates with prior experience of working with the local governments in Khyber Pakhtunkhwa will be given preference.
- Experience in organizing community meetings, trainings, and public outreach campaigns.
- Understanding of the local governance and administration: Candidates should have knowledge of local governance and local administration structures in Khyber Pakhtunkhwa.
- Local Candidates: Candidates belonging to the above districts will be preferred.
- Strong communication and inter-personnel skills: The candidates should have excellent communication and inter-personnel skills to effectively build rapport and create linkages at the local level.

E. HOW TO APPLY

Interested individuals can send their detailed CVs/Profile highlighting the relevant experience and qualification as well as mentioning the name of position title at: hr@cgpa.org in the subject line. 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.