

TERMS OF REFERENCE

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



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| Posted date | 19-Dec-24 | Last date to apply | 27-Dec-2024 |
| Country | Pakistan | Location | Khyber Pakhtunkhwa |
| Type of Services | Employment Contract | Category | Project Management, Coordination |
| Position | 01 | 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 Project Managers in the project districts to lead and support in field level coordination, analyze the 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 lead, and implement project activities in the target TMAs and TLGs. Project Manager will lead the team of Social Mobilizer.

B. 4. ACTIVITIES AND TASKS

The following activities and tasks will be performed by the Project Manager:

- Develop and implement project plans, timelines, and budgets for governance and civic engagement initiatives, ensuring alignment with project goals and objectives.

- Coordinate with internal and external stakeholders, including government agencies, civil society organizations, community groups, and donors, to facilitate collaboration and partnership development.
- Provide technical guidance and support to project team members on governance and civic engagement strategies and best practices.
- Monitor project progress and performance against established indicators and targets, and take corrective action as needed to ensure successful implementation.
- Carry out research under different topics related to governance and civic engagement
- Prepare regular progress reports, financial reports, and other project documentation for internal and external stakeholders.
- Organize and facilitate project meetings, workshops, and events, including stakeholder consultations, training sessions, and knowledge-sharing forums.
- Manage project risks and issues, and escalate as necessary to ensure timely resolution.
- Foster learning and knowledge exchange among project team members and stakeholders, capturing and documenting lessons learned and best practices.
- Contribute to the development of funding proposals, concept notes, and other project-related documents as needed.

Qualifications:

- Bachelor's or master's degree in law, political science, public administration, international development, or economics or social sciences.
- Understanding of constitutional and legal framework, legislative process in Pakistan.
- Minimum of 7 years of progressive experience managing governance or civic engagement projects, local governments, preferably in Khyber Pakhtunkhwa province.
- Strong project management skills, including experience developing work plans, managing budgets, and coordinating multi-stakeholder initiatives.
- Excellent communication and interpersonal skills, with the ability to build and maintain effective relationships with diverse stakeholders.
- Knowledge of governance issues, democratic processes, and civic engagement approaches, with a commitment to promoting inclusive and participatory development.
- Experience working of carrying out research studies on local government, human rights, electoral processes, governance and civic engagement.
- Having command on written and spoken English.
- Proficiency in English, Urdu and Pashto languages.

C. Deliverables and Payments

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

D. REPORTING STRUCTURE AND COORDINATION

The Project Manager will be supervised by the Executive Director, CGPA. The Project Managers will report to and will get directions during the currency of the provision of services from the Executive Director.

E. REQUIRED QUALIFICATION AND EXPERIENCE

The Project Manager 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 07 - 10 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: KP Candidates domiciles belonging 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.

F. 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. Females are encouraged to apply. 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