

TERMS OF REFERENCE

HIRING OF THE RESOURCE PERSON TRAINER ON MANAGEMENT OF LOCAL SERVICES UNDER LGA 2013 FOCUSING ON INCLUSIVE AND GENDER RESPONSIVE MANAGAMENT OF LOCAL SERVICES FOR GOVERNMENT OFFICIAL FOR THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.



Posted date	09-May-25	Last date to apply	15-May-2025
Country	Pakistan	Location	Khyber Pakhtunkhwa
Type of Services	Consultancy Contract	Category	Municipal services management
Position	01	Tentative commencement date of services	20 th May 2025
Length of Assignment	30 days	Tentative duration	20 th May 2025 to 31 st July 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

The CGPA seeks to recruit a highly qualified Capacity Building Expert to build capacities of various groups of government officials in gender responsive and inclusive management of local services. This initiative addresses the urgent need to strengthen the capabilities of local service delivery institutions and personnel, ensuring they possess the practical skills and knowledge to effectively plan, implement, and monitor equitable public services. The capacity building trainings will focus on critical sectors such as water and sanitation, education, and waste management, integrating gender-responsive frameworks and participatory approaches to ensure services meet the diverse needs of communities, including marginalized groups.

B. 3. SCOPE OF THE ASSIGNMENT

The scope of this assignment encompasses the delivery of trainings to various groups of government officials including the Assistant Directors Local Government, Secretaries of Village / Neighborhood Councils, and Officials of devolved offices. The expert will adapt the training materials developed for the trainings of the abovementioned officials to match their capacity building needs. The expert will also provide comprehensive reports of these trainings.

B. 4. ACTIVITIES AND TASKS

The following activities and tasks will be performed by the Capacity Building Expert:

- Serve as a lead trainer/facilitator for sessions on the management of local services under LGA 2013, emphasizing gender and social inclusion.
- Develop or adapt training materials and case studies that highlight good practices in inclusive service delivery.
- Deliver interactive training sessions for local government officials, including administrators, technical staff, and elected representatives.
- Facilitate discussions and group work to build understanding of:
 - The legal and policy framework under LGA 2013
 - Rights-based and inclusive approaches to service delivery
 - Gender mainstreaming and intersectionality in local governance
 - Participatory planning and community engagement
- Integrate tools for gender analysis, inclusive budgeting, and citizen feedback into training sessions.

- Provide feedback and recommendations on training effectiveness and areas for follow-up support.
- Develop reports of the training events.

Deliverables

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

<i>Sr.#</i>	<i>Activity / Task</i>	<i>Level of Efforts (days)</i>	<i>Timeline (Month)</i>
1.	Develop or adapt training materials for the following groups: a. Assistant Directors Local Government (02-days trainings) b. Secretaries VCNCs (01-day trainings) c. Officials of devolved offices (02-days trainings)	3	June 2025
2.	Liaison with the Local Governance School, Local Council Board, PLG Project, and CGPA on planning and scheduling the training events.	2	June 2025
3.	Moderate two-days capacity building trainings of the Assistant Directors Local Government in two groups	4	June 2025
4.	Moderate one-day trainings of Secretaries VCNCs in selected districts	10	July 2025
5.	Moderate two-days trainings of the officials of devolved offices in selected districts	8	July 2025
6.	Develop reports of the above trainings	3	Aug 2025
	Total	30	

Besides, any other task/s may be undertaken if required for the achievement of the deliverables.

B. 5. DELIVERABLES

The Expert will be responsible to deliver the following deliverables:

- a) Training agenda and session plans
- b) Customized training materials (presentations, exercises, handouts)
- c) Delivery of training sessions (in-person or virtual).
- d) Post-training report including participant feedback and recommendations

Pictures, attendance sheet, and meeting minutes shall be shared with Project Manager CGPA as means of verifications and record keeping.

C. PAYMENT

Payment of fee to the firm will be made as per the following schedule:

Deliverable	% Payment
03 Reports of the capacity building sessions of: a. Assistant Directors Local Government (02-days trainings) b. Secretaries VCNCs (01-day trainings) c. Officials of devolved offices (02-days trainings)	100%
Total	100%

D. REPORTING STRUCTURE AND COORDINATION

The Capacity Building Expert will be supervised by the Project Manager, CGPA. The Capacity Building Expert will report to and will get directions during the currency of the provision of services from the Project Manager.

E. REQUIRED QUALIFICATION AND EXPERIENCE

This position requires a professional with extensive technical knowledge and hands-on experience in trainings and capacity building focusing on gender-inclusiveness, who can engage with stakeholders, analyze waste streams, and propose sustainable solutions. The following are the key qualification & experience criteria required for selection:

- Master's degree in public policy, Gender Studies, Development Studies, or a related field.
- Minimum 7 years of experience in training and capacity building, particularly in the public sector or local governance.
- Proven expertise in delivering trainings on gender-responsive governance and/or inclusive service delivery.
- Familiarity with the Local Government Act 2013 KP and decentralized service delivery models.
- Strong facilitation, presentation, and interpersonal skills.
- Experience working with government counterparts, civil society, and development partners.
- Fluency in English and Urdu required; knowledge of Pashto is a strong advantage.

F. HOW TO APPLY

Interested individuals can send their detailed CVs/Profile highlighting the relevant experience and qualification as well as the per day fee rate at: hr@c-gpa.org mentioning the title of the consultancy assignment 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.

* Females are encouraged to apply.

** Late submissions will not be entertained.