

TERMS OF REFERENCE

HIRING OF THE COMMUNITY MOBILIZATION EXPERT
FOR THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVE
REVENUES AND LOCAL SERVICES”.



Posted date	15-April-25	Last date to apply	21-April-2025
Country	Pakistan	Location	Khyber Pakhtunkhwa
Type of Services	Consultancy Contract	Category	Municipal services management
Position	08 (04 male and 04 females)	Tentative commencement date of services	30 th April 2025
Length of Assignment	10 days	Tentative duration	30 th April 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 purpose of this assignment is to engage qualified Community Mobilization Experts to support the effective implementation of community outreach and stakeholder engagement activities under the project. The experts will play a key role in mobilizing local communities, enhancing awareness, and encouraging active participation in awareness and lobbying sessions —particularly regarding solid waste management. The goal is to leverage citizen's role in cleanliness and hygiene through effective solid waste management activities as envisioned in the KP Solid Waste Management Bylaws.

B. 3. SCOPE OF THE ASSIGNMENT

The scope of this assignment encompasses mobilizing local communities to participate in the awareness sessions on cleanliness and hygiene and the role of the citizens in effective solid waste management. The experts will be responsible for identifying capable elected representatives who will moderate these sessions. The experts will then engage with the selected elected representatives to plan and schedule the awareness sessions with the local communities and will also support in moderating these sessions.

B. 4. ACTIVITIES AND TASKS

The following activities and tasks will be performed by the Community Mobilization Expert:

<i>Sr.#</i>	<i>Activity / Task</i>	<i>Level of Efforts (days)</i>	<i>Timeline (Month)</i>
1.	Session with Social Mobilisers and Project Manager of CGPA to acquire and gain understanding of all the IEC materials to be used in the community sessions	1	June 2025
2.	Session with the identified elected representatives (who will moderate the community sessions) through liaison with the Social Mobilisers of CGPA and plan and schedule community sessions in collaboration with the identified elected representatives	3	June 2025

3.	Support the moderators (elected representatives) in the conduct of community sessions.	4	July 2025
4.	Develop report of the community sessions	2	July 2025
	Total	10	

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) Report of the community sessions.

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
Final Report of the community sessions including challenges, lessons learned, and recommendations.	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:

- Advanced degree in Public Administration, Institutional Development, Political Science, or Development Studies.
- At least 10 years of professional experience in public sector reform, decentralization, or institutional capacity development.
- Proven track record of working on institutional strengthening in the context of local governance, preferably in Pakistan or South Asia.

- Solid understanding of the LGA 2013 KP and the structure of local governance in Pakistan.
- Strong analytical and advisory skills; ability to work with senior government stakeholders.
- Experience with donor-funded governance programs is highly desirable.
- Excellent written and spoken English; proficiency in Urdu and/or Pashto is a plus.

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.