

TERMS OF REFERENCE



HIRING OF CAPACITY BUILDING EXPERT TO DEVELOP TRAINING MANUAL ON RIGHT TO INFORMATION AND RIGHT TO SERVICES ACTS FOR THE PUBLIC INFORMATION OFFICERS OF THE TEHSIL MUNICIPAL ADMINISTRATIONS ON THE 1) SOLID WASTE MANAGEMENT AND 2) BUS ADDA / STAND 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”.

Posted date	11-Dec-23	Last date to apply	24-Dec-2023
Country	Pakistan	Location	Peshawar
Type of Services	Consultancy (contractual)	Category	Local governance – institutional strengthening
Position	1	Tentative commencement date	01 st Jan 2024
Length of Assignment	45 working days	Tentative Duration	01 st Jan 2024 to 30 th April 2024
Proposals / applications to be submitted at: hr.cgpa@gmail.com.			

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.

B. 2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

A capacity building expert will be hired to develop training manual on Right to Information (RTI) Act and Right to Services (RTS) Act for the public information officers (PIOs) of the tehsil municipal administrations (TMAs) on the 1) solid waste management and 2) bus adda / stand focusing on inclusive and gender responsive management of local services based on the subordinate legislations being developed under the Local Government Act 2013.

B. 3. SCOPE OF THE ASSIGNMENT

The scope of work for this consultancy assignment entails supporting the Team Lead working on drafting of these two subordinate legislations and then preparing training manual for the PIOs on RTI and RTS of these services (both in Urdu and English languages). The manual should focus RTI and RTS provisions (that is transparency in provision of these services and the rights of the citizens for availing these services) pertaining to these services viz. a viz. focusing on inclusive and gender-responsive management of local services based on the subordinate legislations. The Capacity Building Expert will also ensure that the training manual

is strictly aligned to the specific local context of Khyber Pakhtunkhwa, taking into account regional challenges and requirements.

The Capacity Building Expert shall develop the training manual on sub-ordinate legislations (both in Urdu and English languages) strictly under the framework adopted for the sub-ordinate legislations and in close and extensive consultations with the LGE&RD Department and its various wings, GIZ-PLG Programme, CGPA, relevant development partners' programmes, and other relevant stakeholders.

B. 4. ACTIVITIES AND TASKS AND TIMELINES

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

<i>Sr.#</i>	<i>Activity / Task</i>	<i>Level of Efforts (days)</i>	<i>Timeline (Month)</i>
1.	Review the existing literature including LGA 2013, relevant subordinate laws under the LGA 2013 (like Rules of Business), documents/regulations or notifications by LGE&RD Department or its development partners on the above local services. The Capacity Building Expert will also thoroughly review the RTI and RTS Acts and the existing arrangements in place in LGE&RD Department and at TMAs for compliance with RTI and RTS regulations.	2	Jan 2024
2.	Support the Team Lead during stakeholders' consultations on the above local services including officials of LGE&RD Department, Local Council Board, TMAs (especially Babuzai, Swat), relevant devolved offices, development partners etc. focusing on requirements of RTI and RTS. The role of the Capacity Building Expert here will be to identify requirements for compliance with the RTI and RTS regulations in respect of the selected services.	2	Jan 2024
3.	Support the Team Lead in conducting an in-depth analysis of the current state of solid waste management and Bus Adda/Stand operations in Khyber Pakhtunkhwa, identifying gaps, inefficiencies, and areas for improvement from the perspectives of requirements of and compliance with the regulations of RTI and RTS.	3	Jan 2024
4.	Support the Team Lead in conducting comprehensive research to identify and analyze internationally recognized best practices and standards related to solid waste management and the operation of Bus Adda/Stands in urban and municipal settings. This research should include a review of successful case studies from other countries or regions with similar challenges. The research	8	Feb 2024

<i>Sr.#</i>	<i>Activity / Task</i>	<i>Level of Efforts (days)</i>	<i>Timeline (Month)</i>
	on part of the Capacity Building Expert should focus on the transparency in the provisioning of these services and the rights of the service recipients of these services in accordance with the stipulations of RTI and RTS Acts. The Capacity Building Expert will also specifically focus on inclusivity and gender responsiveness while conducting this research. The research shall lead to identify gaps and deviations of the existing practices against RTI and RTS Acts.		
5.	Participate as resource person on the subject matter in the workshops (separately for each service) with stakeholders for existing legislations, policies, regulations, and contents of future sub-ordinate legislations etc. The Capacity Building Expert shall present and lead discussions relating to stipulations regarding the requirements of RTI and RTS Acts viz. a viz. focusing on gender mainstreaming and inclusivity of marginalized groups pertaining to dissemination of information, transparency, and provisioning of services to the right holders.	2	Feb 2024
6.	Support Team Lead in developing drafts of the 02 sub-ordinate legislations. The scope here for the Capacity Building Expert will be to ensure that the requirements of RTI and RTS Acts and the requirements of the PIOs are holistically adhered to while drafting these sub-ordinate legislations. The Capacity Building Expert, while focusing on inclusivity and gender responsive management, will ensure that the RTI and RTS related stipulations are thoroughly inculcated in these sub-ordinate legislations, including (but not limited to): type of required information, information dissemination, information access points, information acquisition procedure, response mechanism to request for information, use of digital systems for information dissemination, record keeping of information requests, proactive disclosure of information, community engagement in service delivery, public awareness campaigns, service standards and benchmarks, clear chain of command and chain of service delivery flow, service delivery mechanism, service timeframe, service requests mechanism, complaints by right holders and redress mechanism, performance indicators for the respective services, citizens' role in service delivery etc. The Capacity Building Expert will work closely with the experts hired for developing training manual on these services.	5	Feb 2024

<i>Sr.#</i>	<i>Activity / Task</i>	<i>Level of Efforts (days)</i>	<i>Timeline (Month)</i>
7.	Undertake a quick needs assessment and gaps assessment of the target trainees of the training manual with respect to compliance with the RTI and RTS Acts.	2	Mar 2024
8.	Develop training manual (both in Urdu and English languages) for the PIOs on RTI and RTS Acts pertaining to 1) solid waste management (comprehensive for commercial, domestic, and industrial wastes) and 2) municipal services at Bus Adda / Stand focusing the detailed themes and aspects as detailed above. Specific focus shall be on inclusivity of marginalized groups and Gender Responsive Management of Local Services while formulation the manual.	15	March 2024
9.	Consultations with or presentations to the LGE&RD Department, LGS, LCB, and other relevant stakeholders on draft training manual and finalization of the training manual (both in Urdu and English languages).	4	April 2024
10.	Follow up with LGE&RD Department for approval of the training manual.	2	April 2024
	Total level of efforts (days)	45	End by April 2024

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

B. 5. DELIVERABLES

The Capacity Building Expert will be responsible to deliver the following deliverables:

- a) A research paper highlighting international best practices and standards and comparative analysis of the current state of solid waste management and Bus Adda/Stand operations against international best practices and standards, with respect to compliance with the RTI and RTS Acts while focusing on inclusiveness and gender responsiveness, emphasizing areas where alignment can lead to improved municipal service delivery.
- b) Brief (on relevant areas as described in detail in these TORs) for inclusion in the Concept Note for Stakeholders' Workshops (separately for each service) highlighting existing legislations, policies, regulations, and contents of proposed sub-ordinate legislations etc.

- c) Draft of the text / stipulations to be included in the Draft of the sub-ordinate legislations (02 sub-ordinate legislations) on relevant areas as described in detail in these TORs.
- d) Draft training manual (both in Urdu and English languages) for the PIOs on RTI and RTS Acts pertaining to 1) solid waste management (comprehensive for commercial, domestic, and industrial wastes) and 2) municipal services at Bus Adda / Stand.
- e) Final (after incorporating the inputs/comments from relevant stakeholders) training manual (both in Urdu and English languages) for the PIOs on RTI and RTS Acts pertaining to 1) solid waste management (comprehensive for commercial, domestic, and industrial wastes) and 2) municipal services at Bus Adda / Stand.
- f) Pictures, attendance sheet, and meeting minutes shall be shared with Technical Lead CGPA as means of verifications and record keeping.

C. PAYMENT

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

Sr.#	Deliverable	% Payment
1	A research paper highlighting international best practices and standards and comparative analysis of the current state of solid waste management and Bus Adda/Stand operations against international best practices and standards, with respect to compliance with the RTI and RTS Acts while focusing on inclusiveness and gender responsiveness, emphasizing areas where alignment can lead to improved municipal service delivery.	20%
2	Draft of the text / stipulations to be included in the Draft of the sub-ordinate legislations (02 sub-ordinate legislations) on relevant areas as described in detail in these TORs.	20%
3	Draft training manual (both in Urdu and English languages) for the PIOs on RTI and RTS Acts pertaining to 1) solid waste management (comprehensive for commercial, domestic, and industrial wastes) and 2) municipal services at Bus Adda / Stand.	20%
4	Final (after incorporating the inputs/comments from relevant stakeholders) training manual (both in Urdu and English languages) for the PIOs on RTI and RTS Acts pertaining to 1) solid waste management (comprehensive for commercial, domestic, and industrial wastes) and 2) municipal services at Bus Adda / Stand.	40%
	Total	100.00%

D. REPORTING STRUCTURE AND COORDINATION

The services under this consultancy assignment will be supervised by the Technical Lead, CGPA. The Capacity Building 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 Capacity Building Expert 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 master's degree in public administration, law, social sciences, management sciences, political sciences, or a related field.
- Overall Experience: A consultant should have at least 10 years overall work experience in the relevant sector.
- Relevant Experience: The candidates shall have extensive knowledge of the RTI and RTS Acts, public sector governance with focus on transparency and accountability, institutional strengthening, organizational development, and HR capacity building. Familiarity with the Local Government Act and the political, administrative, and operational structures of the local governments is a must.
- Experience of formulating training manuals: The candidates shall possess in-depth knowledge of undertaking capacity building needs assessments and development of training manuals especially for local government officials, elected representatives, and functionaries. The candidate shall provide access to digital copies of training manuals previously prepared on any local governance theme.
- Strong communication and inter-personnel skills: The candidates shall possess strong analytical and research skills, including the ability to gather and synthesize complex technical information. 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 consultant 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 can send their detailed professional profile (80% weightage for evaluation), highlighting the relevant experience and qualification as well as the financial

proposal (20% weightage for evaluation) mentioning the name of assignment at: hr.cgpa@gmail.com by mentioning the title of the position 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. Females 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.