

TERMS OF REFERENCE

HIRING OF THE TRAINER TO CONDUCT TRAININGS OF TMA STAFF ON FRIM UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.



Posted date	22-Sep-23	Last date to apply	30-Sep-2023
Country	Pakistan	Location	Peshawar
Type of Services	Consultancy (contractual)	Category	Local revenues mobilization
Position	1	Tentative commencement date of services	01 st Oct 2023
Length of Assignment	80 person days	Tentative duration	01 st Oct 2023 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 of the FRIMS.

B. 2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

An Expert will be hired to further build capacities of the TMA operators in operating FRIMS.

B. 3. SCOPE OF THE ASSIGNMENT

The Expert will undertake trainings of the FRIMS operators at LCB and at select 19 TMAs on FRIMS. The Expert will also facilitate in devising tools / framework for undertaking scoping study / situation analysis in new TMAs where the FRIMS can be rolled out.

B. 4. ACTIVITIES AND TASKS

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

<i>Sr.#</i>	<i>Activity</i>	<i>Level of Efforts (days)</i>
1.	Assistance in the review and updating of the existing framework and in the development of checklists, questionnaire, and other tools for undertaking the scoping study / situation analysis in the new TMAs where the FRIMS can be rolled out.	3

<i>Sr.#</i>	<i>Activity</i>	<i>Level of Efforts (days)</i>
2.	Liaison with the Scoping Study Expert during the scoping study exercise to address issues during the conduct of scoping study in the target TMAs	2
3.	Review and provide inputs in the deliverables of the Expert for conducting the Scoping Study / Situation Analysis.	1
4.	Development of a comprehensive plan for undertaking the trainings of the Trainers on FRIMS Operations at LGS, orientation session on provincial level for all chairmen of TMA and TMOs on FRIMS, experience sharing and learning needs, and Training at TMAs on FRIMS for TMA staff working on FRIMS and potential new users of the FRIMS.	1
5.	Development of strategy / approach note along with tools (like pre and post training tests or aptitude measurement tests before and after the trainings) to measure the improved capacities of the FRIMS operators in operating FRIMS.	2
6.	Provide assistance and support in the Revision and updating the Training Manual on Financial Records and Information Management System (FRIMS)	2
7.	Training of Trainers on FRIMS Operations at LGS	3
8.	Orientation session on provincial level for all chairmen of TMA and TMOs on FRIMS, experience sharing and learning needs	2
9.	Training at 19 TMAs on FRIMS for TMA staff working on FRIMS and potential new users of the FRIMS	38
10.	Provide assistance and support in the Orientation at TMAs on the own source revenue for TMA staff working on FRIMS and potential new users of the FRIMS	10
11.	Develop 19 reports of the Training at 19 TMAs on FRIMS for TMA staff working on FRIMS and potential new users of the FRIMS	10
12.	Develop report of the Orientation session on provincial level for all chairmen of TMA and TMOs on FRIMS, experience sharing and learning needs	1
13.	Develop one comprehensive report of all the trainings	5
	Total allowed working days	80

B. 5. DELIVERABLES

The Expert will be responsible to deliver the following deliverables:

- a) Comments / feedback on the framework / tool for conducting scoping study / situation analysis for rolling out FRIMS to new TMAs.
- b) Quality assured scoping study / situation analysis report.
- c) Quality assured revised / updated Training Manual on FRIMS.
- d) A comprehensive plan for undertaking the trainings and orientation sessions under this assignment.
- e) Strategy / approach note along with tools (like pre and post training tests or aptitude measurement tests before and after the trainings) to measure the improved capacities of the FRIMS operators in operating FRIMS.
- f) 19 reports of the Training at 19 TMAs on FRIMS for TMA staff working on FRIMS and potential new users of the FRIMS.
- g) Report of the Orientation session on provincial level for all chairmen of TMA and TMOs on FRIMS, experience sharing and learning needs.
- h) Comprehensive report of all the trainings

The timelines for the deliverables will be agreed with the Technical Lead, CGPA.

C. PAYMENT

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

Deliverable	% Payment
Quality assured scoping study / situation analysis report	10%
Quality assured revised / updated Training Manual on FRIMS	10%
Strategy / approach note	10%
19 reports of the Training at 19 TMAs on FRIMS for TMA staff working on FRIMS and potential new users of the FRIMS	50%
Comprehensive Training Report	20%
Total	100.00%

D. REPORTING STRUCTURE AND COORDINATION

The services under this consultancy assignment will be supervised by the Technical Lead, CGPA. The 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 consultant 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 bachelor's degree in information technology, computer sciences, management information systems 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 experience of imparting trainings, especially on digital systems. Knowledge and experience of the FRIMS or related digital financial systems for revenue management and reporting will be an added advantage. The candidates shall possess in-depth knowledge of information management systems, preferably Oracle-based systems. Experience of working with the local governments in Khyber Pakhtunkhwa will be an added advantage.
- Strong communication and inter-personnel skills: The candidates shall possess strong inter-personnel skills having the ability to engage and link all participants during the training sessions. 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 trainer 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 CVs/Profile highlighting the relevant experience and qualification as well as the financial proposal (on the template given on the next page) mentioning the name of assignment at: hr.cgpa@gmail.com by mentioning the title of the position in the subject line. The financial proposal shall be inclusive of fee and all incidental expenditures to undertake the assignment. 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.

Financial Proposal

S. No.	Description of Activities	Unit Description	Quantity	Unit Cost	No. of Units	Total Amount (PKR)
1	Personnel Costs					
1.1	Expert 1	<i>Person x days</i>	1		80	
Sub Total - 1						
2	Field Costs					
2.1	Conveyance	<i>Kilometers of travelling</i>	1			
2.2	Accommodation	<i>Rooms x Nights</i>	1			
2.3	Other incidental expenditures	<i>Lumpsum</i>	1	1	1	
Sub Total - 2						
Grand Total (PKR) --- sub total (1+2)						

* the consultant / firm can add, edit or remove line items as per their understanding of the TORs.

** In case of Per diem, CGPA standard rates shall apply.

*** CGPA will deduct all admissible taxes as per the laws in place. The line item amounts, or the total amounts given in the table shall be considered as inclusive of all admissible taxes

**** The values under the quantity, unit cost, and no. of units given in the above table shall not be changed.