

TERMS OF REFERENCE



HIRING OF THE INTEGRATED EXPERT ON LOCAL GOVERNANCE FOR THE DEVELOPMENT OF REFORM PROPOSALS ON LEGISLATIVE REFORMS FOCUSED GENDER MAINSTREAMING UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.

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|---|---------------------------|------------------------------------|---|
| Posted date | 16-Feb-24 | Last date to apply | 23-Feb-2024 |
| Country | Pakistan | Location | Peshawar |
| Type of Services | Consultancy (contractual) | Category | Local governance – institutional strengthening |
| Position | 1 | Tentative commencement date | 26 th Feb 2023 |
| Length of Assignment | 50 working days | Tentative Duration | 26 th Feb 2024 to 6 th May 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

The purpose of appointing an Integrated Expert on Local Governance for Legislative Reforms with a gender mainstreaming focus is to drive transformative change in local governance structures through reforms in various areas including institutional, organizational, operational, service delivery, strengthening HR capacities, technologies etc. The assignment also aims to address existing gaps and biases in legislation, fostering an environment that promotes gender equality and inclusivity. The overarching purpose is to enhance the responsiveness and effectiveness of local governance through targeted legislative reforms.

B. 3. SCOPE OF THE ASSIGNMENT

The expert's role encompasses a thorough analysis of existing local governance structures, identification of gender equality gaps, and the drafting of clear legislative reform proposals. Stakeholder collaboration, gender-sensitive impact assessments, and the development of practical implementation guidelines are crucial. The scope also includes capacity building, advocacy for gender mainstreaming, and establishing robust monitoring and evaluation mechanisms. Ethical considerations will guide the entire process, ensuring transparency, confidentiality, and respect for stakeholders' rights. The ultimate goal is to drive positive and sustainable changes promoting gender equality within local governance.

B. 4. ACTIVITIES AND TASKS AND TIMELINES

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

| <i>Sr.#</i> | <i>Activity / Task</i> | <i>Level of Efforts (days)</i> | <i>Timeline (Month)</i> |
|-------------|---|--------------------------------|-------------------------|
| 1. | Identify gaps in current legislation affecting gender mainstreaming. | 10 | Feb - Mar 2024 |
| 2. | Develop concept note on proposals for legislative amendments or new policies. | 10 | Mar 2024 |
| 3. | Undertake stakeholders' consultations on proposals. | 5 | Mar 2024 |
| 4. | Assess the potential impact of proposed reforms on gender equality. | 10 | Mar-Apr 2024 |
| 5. | Provide roadmap for the implementation of proposed legislative reforms. | 15 | Apr - May 2024 |
| | Total level of efforts (days) | 50 | End by May 2024 |

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) Comprehensive Reform Proposals (concept note):**
 - Details specific amendments and policies to promote gender equality in local governance.
- b) Stakeholder Engagement Report:**
 - Documents collaborations with key stakeholders throughout the reform process.
- c) Implementation Roadmap:**
 - Provides a practical roadmap for executing legislative changes effectively.

C. PAYMENT

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

| Deliverable | % Payment |
|--|------------------|
| Draft Report containing reform proposals | 50% |
| Final Report containing reform proposals | 50% |
| 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 a master's degree (or at least a bachelor'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 public sector governance with focus on local governance, 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. The candidates shall possess in-depth knowledge of information management systems, preferably Oracle-based systems. The candidates shall demonstrate ability to conduct scoping study / situation analysis for rolling out digital systems, especially relating to revenue management, to new setups or environments or organizations. 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 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 i.e., daily fee rate (20% weightage for evaluation) by mentioning the title of the position in the subject line at hr.cgpa@gmail.com. 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.