

# TERMS OF REFERENCE



HIRING OF A FIRM/ORGANIZATION TO DELIVER 30 TRAININGS ON LOCAL GOVERNMENT ACT 2013, AND RULES OF BUSINESS 2022 FOR TEHSIL LOCAL GOVERNMENT WITH A FOCUS ON LOCAL SERVICE DELIVERY FOR THE ELECTED REPRESENTATIVES UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.

<b>Posted date</b>	26-Mar-24	<b>Last date to apply</b>	06-Apr-2024
<b>Country</b>	Pakistan	<b>Location</b>	Peshawar
<b>Type of Services</b>	Consultancy (contractual)	<b>Category</b>	Local governance – institutional strengthening
<b>Tentative commencement date</b>	15 <sup>th</sup> April 2024		
<b>Tentative Duration</b>	15 <sup>th</sup> April 2023 to 30 <sup>th</sup> June 2024		
<b>Proposals / applications to be submitted at: <a href="mailto:hr.cgpa@gmail.com">hr.cgpa@gmail.com</a>.</b>			

## 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

To provide participants with a thorough understanding of the Local Government Act 2013 and its implications for Tehsil Local Governments. It also familiarizes them with the Rules of Business and administrative procedures governing local government operations. These trainings shall particularly focus on strengthening the role of the elected representatives in improving local services delivery. The training program empowers elected representatives with the knowledge, skills, and tools necessary to fulfill their roles effectively and promotes transparency, accountability, and good governance practices within Tehsil Local Governments.

## B. 3. SCOPE OF THE ASSIGNMENT

- Develop a detailed timeline and milestone schedule outlining the sequence of activities, deadlines, and deliverables for the entire duration of the training program.
- Design interactive and engaging training sessions utilizing diverse methodologies such as presentations, case studies, group discussions, and practical exercises as per available training modules approved by the Local Governance School covering all relevant aspects of the Local Government Act 2013 and Rules of Business tailored to the needs of Tehsil Local Governments.

- Ensure that the training content is up-to-date, accurate, and aligned with legal provisions and administrative requirements.
- Develop a test to be administered before and after the training sessions to gauge the participants competency resulting from imparting these trainings.
- Deploy appropriate experts having expertise in the LGA 2013 and RoBs 2022 as resource persons to complete this task in the given period.
- Conduct 30 training sessions, each of 02 days, for elected representatives of Tehsil Local Governments.
- Ensure that training sessions are delivered effectively, fostering active participation and knowledge retention among participants.
- Engage participants actively throughout the training program, encouraging interaction, questions, and discussions to enhance learning outcomes.
- Provide opportunities for participants to apply theoretical knowledge to practical scenarios relevant to their roles and responsibilities.
- Take attendance of the participants in the training events and pictorial evidence of the training session.
- Monitor progress against established timelines to ensure timely completion of all tasks and activities within the project schedule.
- Prepare one comprehensive training report summarizing the activities performed during the training sessions and the analysis of the pre-and post-tests. This shall also include list of participants on an agreed format, including their gender, contact numbers, designation etc.

#### B. 4. ACTIVITIES AND TASKS AND TIMELINES

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

<i>Sr.#</i>	<i>Activity / Task</i>	<i>Level of Efforts (man-days)</i>	<i>Timeline (Month)</i>
1.	Undertake kick-off sessions with GIZ-PLG, CGPA, and LGS to agree on the scope of assignment and develop schedule of key activities	1	April 2024
2.	Develop a detailed timeline and milestone schedule outlining the sequence of activities, deadlines, and deliverables for the entire duration of the training program	1	April 2024
3.	Agree on the timeline and milestone schedule with LGS	1	April 2024

<i>Sr.#</i>	<i>Activity / Task</i>	<i>Level of Efforts (man-days)</i>	<i>Timeline (Month)</i>
4.	Review of the available training modules, contents, presentations, handouts etc. available with the LGS	2	April 2024
5.	Develop a test to be administered before and after the training sessions to gauge the participants competency resulting from imparting these trainings.	2	April 2024
6.	Conduct 30 training sessions, each of 02 days, for elected representatives of Tehsil Local Governments	60	May to June 2024
7.	Undertake the analysis of pre- and post-test	2	June 2024
8.	Develop contents and structure of the comprehensive report	1	June 2024
9.	Prepare one comprehensive training report summarizing the activities performed during the training sessions and the analysis of the pre-and post-tests	3	June 2024
10.	Finalize the comprehensive training report after incorporating the inputs and feedback from CGPA, GIZ-PLG, LCB, and LGS.	2	June 2024
	<b>Total LOE / Completion Time</b>	<b>75</b>	<b>End of June 2024</b>

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

#### B. 5. DELIVERABLES

- Detailed timeline and milestone schedule outlining the sequence of activities, deadlines, and deliverables for the entire duration of the training program,
- A test to be administered before and after each 30 training sessions to gauge the participants competency resulting from imparting these trainings,
- One comprehensive training report summarizing the activities performed during the training sessions and the analysis of the pre-and post-tests.

#### C. PAYMENT

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

Sr.#	Deliverable	% Payment
1.	Upon approval of the detailed implementation plan	10%
	Conduct of 15 trainings	30%
	Conduct of total 30 trainings	30%
2.	On provision of comprehensive training report summarizing the activities performed during the training sessions and the analysis of the pre-and post-tests	30%
	Total	100%

#### 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 Firm shall be registered with relevant authorities and shall have at least 5 years post incorporation experience. The Firm shall demonstrate combination of technical expertise, relevant work experience and HR resources to complete the deliverables as stated above under the project. The following are the key qualification & experience criteria required for selection:

- **Registration:** The Firm shall be registered with relevant authorities and shall share the proof of registration along the application for this assignment.
- **Overall Experience:** The Firm shall have at least 5 years post registration experience.
- **Relevant Experience:** The Firm shall have completed at least three similar assignments in the past 5 years.
- **Training and Capacity Building Experience:** Demonstrated track record in designing and conducting training programs for government officials or elected representatives on legal frameworks, governance structures, and administrative procedures.
- **Subject Matter Experts:** Access to subject matter experts with comprehensive knowledge of the Local Government Act 2013 and Rules of Business, capable of

delivering in-depth training on the legal provisions and practical implications for Tehsil Local Governments.

- **Project Management Skills:**
  - Strong project management capabilities, including the ability to develop project plans, manage timelines, allocate resources efficiently, and oversee the implementation of training activities.
  - Experience in coordinating multi-stakeholder initiatives, ensuring effective communication and collaboration among project team members, trainers, and participants.
- **Previous consultancy experience:** Previous experience of working on similar assignments/projects is mandatory. The Firm 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 firms can send their technical proposal (70% weightage for evaluation), highlighting the relevant experience of firm, proposed methodology, and qualification of proposed team, as well as the financial proposal on the format given as annexure (30% weightage for evaluation) mentioning the name of assignment at: [hr.cgpa@gmail.com](mailto:hr.cgpa@gmail.com). The CVs of the trainers shall be accompanied along the technical proposal which shall carry due weightage while evaluating the technical proposal. Last date for receiving applications is provided in the summary table above. CGPA may call for presentation 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.

Annexure: Format for Financial Proposal

<b>Sn.#</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Rate (PKR)</b>	<b>Total (inclusive of all taxes) (PKR)</b>
<b>1.</b>	Consultancy Fee	Per day	75		
<b>Total (inclusive of all taxes)</b>					

Note: the consultancy fee shall be inclusive of the travel and logistics expenses of the trainers and any other support staff.