Terms of Reference
Development of Training Manual on "Capacity building on Social Audit"

Last date of Application: November 15, 2016

Centre for Governance and Pubic Accountability (CGPA) requires services of **a** technical expert for development of training manual on social audit.

Introduction to the Organization
CGPA is not-for-profit, non-governmental and non-partisan civil society organization. CGPA works for development in Khyber Pakhtunkhwa (KP) province and Federally Administered Tribal Areas (FATA) through governance focused and rights based approaches. CGPA is based in Peshawar, and is registered under the Societies Registration Act, 1860.

Introduction to the Project
The technical assistance is required under the project *'Social Audit of District Headquarter Hospitals in Five Districts of KP'*. The goal of the project is to demonstrate effectiveness of community social audit for ensuring citizens' rights to public service delivery and development. The project will carry out social audit of 5 District Headquarter Hospitals, one from each proposed district. However, the community will also be mobilized to take on community social audit as well. The project objectives are as;

- Community voices strengthened for accountable and transparent services delivery of health services.
- Evidence generated for policy advocacy on accountable and transparent public health.

The focused geographical areas of the project are Nowshera, Charsadda, Kohat and Mardan Districts.

Scope to the Assignment
The consultant is required to develop a training manual for two day training workshop. The training manual will focus on the tools and techniques used in social audit process. The manual should include;

- Description of basic human rights and right to development
- What is social audit? (Define the concept of social audit, its importance and implication)
- Development Administration in Pakistan (Define the administrative structure of Pakistan i.e. Federal, Province, Districts etc)
- Budgeting (Importance of budget, its formulation and developmental budget execution, taxation)
- Social Mapping (Tracking of Development budget)
- Administrative and Technical Approvals (Understanding on PCs, tendering, procurement etc.)
- Obtaining information (Using Khyber Pakhtunkhwa Right to Information Act)
- Analysis of Information (how to analyze the obtained information)
- Public Disclosure (how to disclose the social audit process)

Required Qualification and Skills
Following are the minimum skills and qualification required for the assignment:
- At least master degree from HEC recognized university in social sciences (economics, political science, sociology, anthropology, development studies, etc)
- Sound understanding of social accountability tools, budget analysis and budget advocacy
- At least three years past experience of development training manuals on similar themes
- Understating of policy advocacy, right based and governance focused approached to development
- Excellent analytical and writing skills

Timelines /Labour days
This task requires 12 days.

Deliverables
Training Manual

How to Apply?
The prospective consultants should send short application (not more than 4 pages) describing consultant's education, relevant experience and proposed budget. CV shall also be attached with the application. The application shall be sent to: hr.cgpa@gmail.com by November 18, 2016.

CGPA is equal opportunity employer; women and disable persons are encouraged to apply.