

TERMS OF REFERENCE



HIRING OF THE FIRM FOR ESTABLISHMENT OF FRIMS OPERATIONS CELL (RENOVATION WORK) IN THE 08 IDENTIFIED TMAS UNDER THE PROJECT “STRENGTHENING CAPACITIES FOR IMPROVED MANAGEMENT OF LOCAL REVENUES AND LOCAL SERVICES”.

Posted date	13-May-2024	Last date to apply	20-May-2024
Country	Pakistan	Location	Peshawar
Type of Services	contractual	Category	Local revenues mobilization
Position	1	Tentative commencement date of services	1 st June 2024
Length of Assignment	2 Months	Tentative duration	1 st June 2024 to 25 th July 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

Establishment of FRIMS Operations Cell (renovation work) in the 08 identified TMAs

B. 3. SCOPE OF THE ASSIGNMENT

Establishment of FRIMS Operations Cell (renovation work) in the 08 identified TMAs

B. 4. ACTIVITIES AND TASKS

Bill of Quantities (BOQs) for

S.No	Item Description (With Material and Labour)	Unit	Measurement	Total Qty	Unit Cost PKR	Total
Flooring						
1	Providing and fixing imported ceramic tiles 24" x 24" (any color), 8 to 10mm thick..	Sqft	4500	576		-
False Ceiling Roof						
2	Providing and fixing of imported false ceiling of Gypsum Board. Size: 2'x 12 (any color) Thickness: 12.5mm, Complete in all Respects and specifications Including all labor, material, and transportation charges.	Sqft	4500	4500		-
Electricfication						
3	Removal of existing wiring, ceiling lights, fans, main power disconnection Installation of new power DB including voltage meter and control knob for RG Cell. Separate Power cabling and circuit breaker installation for each office. Providing and fixing false ceiling lights 1x4, choke, tube rod, starter, and new light reflectors, Fans and Bracket Fans	Qty	8	8		-
4	Wall Pannels					

	Supply & installation of wall panelling made of pinewood E1 grade fiberboard, melamine/ veneer laminated finish Thickness: 3 to 5 mm	Sqft	11000	1100		-
Aluminium windows						
5	Standard office aluminium window of 6'.0" x 3'.6" Single or double-hung aluminum window, extruded aluminum alloy frame for durability and strength.single-glazed glass, powder-coated or anodized finish for durability and aesthetics, color matching to the office exterior or interior design, easy-to-operate handles and locks.	Sqft	25	1		-
6	Wood Work - Main Door Repair					

	Providing and Fixing office door. Height: 7 Feet Width: 3.5 Feet Thickness: 1.5' The door shall be made of (partal, cheer, nandar or lasani). Chowkat (Door frame) of 18 gauge steel. The door shall be finished with varnish. Color "Matching with color of the other door in the TMA office".	Qty	4	4		-
	White Washing and Cleaning					
7	The whitewash shall consist of paint. The number of coats of whitewash required shall be two coats.	Sqft	11000	11000		-
	Total					-

B. 5. DELIVERABLES

The Firm will be responsible for installation off all works as per BOQ. The timelines for the deliverables will be agreed with the Technical Lead, CGPA.

C. PAYMENT

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

Deliverable	% Payment
Final Payment will be made at the completion of all the deliverables	100%

Total	100.00%
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D. REPORTING STRUCTURE AND COORDINATION

The services under this assignment will be supervised by the Technical Lead, CGPA. The Firm 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 should be registered with Government. should possess a combination of technical expertise, relevant work experience, and interpersonal skills to successfully deliver the assignment The following are the key qualification & experience criteria required for selection:

- Relevant work experience: A Firm should have a minimum of 5 years of work experience in public sector especially the local government department.

F. HOW TO APPLY

Interested Firm can send their detailed CVs/Profile highlighting the relevant experience and qualification at: hr.cgpa@gmail.com mentioning the title of the position in the subject line. Fill the BOQ and Submit it with the Firm Profile. Last date for receiving applications is provided in the summary table above. 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.