

## **Trainer Required**

### **TORs**

#### **Training on Financial Management for Education Staff and PTCs in five districts of Khyber Pukhtunkhwa**

CGPA requires services of a training expert to carry out “Training of PTC members and officials in district education department of five districts ( Karak, Laki Marwat, DI Khan, Buner and Haripur) in Khyber Pukhtunkhwa” as per the following terms of reference.

##### **A. Scope of the Assignment:**

The main focus of the training component is to support KP government initiative for conditional cash grant and PTC fund to primary schools. Total 250 education staff/PTCs members in five pilot districts ( Karak, Laki Marwat, DI Khan, Buner and Haripur) will be trained on effective utilization of conditional cash grants, PTC fund and role of PTC in improvement of primary education.

- Introduction, objectives and constitution of PTC
- Roles and responsibilities of PTC
- Highlights of PTC reforms
- Individual responsibilities of PTC members
- Procedure to sanction PTC funds
- Transferring funds to PTCs of primary schools
- Fund utilization through PTC and its audit
- Verification of expenses through third party
- Conditional grant, its objectives and audit
- Role of PTC in improvement of primary education

##### **B. Please note that:**

- The trainer will be briefed in detail and provided with all necessary and available information including training manual.
- The trainer must have a proven track record of delivering such trainings in past.
- The trainer will be responsible to decided relevant training materials for participants
- CGPA will provide the relevant training materials

##### **C. Qualifications**

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 public financing, policy framework on education sector in KP, revenue source and of KP province and KP RTI ACT 2013.
- At least five years relevant experience

- Excellent demonstrating skills

**D. Timelines**

Total 20 days for 10 trainings in five districts, starting from the day of signing of contract.

E. Trainer will be selected by the CGPA’s procurement committee on the following evaluation criteria:

S#	Evaluation Factors	Weightage
1	Education	15
2	Relevant experience in carrying out relevant work	50
3	Methodology	15
4	Work-plan	10
5	Proposed Budget	10
<b>Total</b>		<b>100</b>

**How to Apply?**

The prospective consultants should send short application (not more than 4 pages) describing consultant’s education, relevant experience, value added methodology, and work-plan, and proposed budget. CV shall also be attached with the application. The application shall be sent to: [hr.cgpa@gmail.com](mailto:hr.cgpa@gmail.com) latest by April 10, 2015. Please add ‘Trainer for PTCs and education service providers ‘in the subject line. The CV shall include references of the last three organizations to whom such services were provided. Applicants are encouraged to provide samples of previous work.

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