

Terms of Reference

Development of Training Manuals on use and importance Right to Information law

Consultants required: 1

Centre for Governance and Public Accountability (CGPA) requires services of a technical expert to carry out development of two training manuals, one for training of Public Information Officers (PIOs) on Role and responsibilities of PIOs while responding to information request, proactive disclosure of information, and relationship of PIOs vis-à-vis information commission and another for training of local government representatives on use and importance of KP RTI law.

Scope of the Assignment:

The consultant is required to develop two training manuals, one for single day training of PIOs of provincial secretariat and Peshawar district departments. This will focus on how to respond to information request, proactive disclosure of information, and relationship of PIOs vis-à-vis information commission. The second manual will focus on capacity building of local government representatives on importance and use of KP RTI law.

These training manuals shall consist of session plans, spelling out clear objectives of each session, material required, training methods, case studies, examples and updated facts and instructions for training' facilitators.

Please note that:

- The consultant will be briefed in detail and provided with all necessary and available information.
- The consultant must have a proven track record of training manual development.

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)
- At least five years relevant experience
- Excellent analytical and writing skills

Timelines

Total 20 days for development of two training manuals, starting from the day of signing of contract.

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
Total		100

Submission Date:

The prospective consultants can send their application along with detailed CV through email address hr.cgpa@gmail.com. Please also mention the position applied for, in your email subject line. Last date for application submission is Monday 22nd, February 2016. Only shortlisted candidates will be contacted for interviews.

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