

TERMS OF REFERENCE

Request for Quotations

“Services Required for Consultant”

under the Project titled ‘Strengthening Provision of Municipal Services to citizens through Improved Local Governments’

Project:	Strengthening provision of Municipal Service to the Citizens through improved Local Governments
Assignment:	Consultancy Services to Conduct Municipal Services Survey in Matta, Haripur and Lachi (KP)
Last date to apply:	5th August, 2021 (11:00am)
Submission to:	hr.cpdi@yahoo.com

About CPDI

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered Under Section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established in September 2003 by a group of concerned citizens who realized that there was a need to approach the issue of peace and development in an integrated manner. CPDI is a first initiative of its kind in Pakistan. It seeks to inform and influence public policies and civil society initiatives through research-based advocacy and capacity building in order to promote citizenship, build peace and achieve inclusive and sustainable development. Areas of special sectoral focus include promotion of peace and tolerance, rule of law, transparency and access to information, budget watch, media watch, election watch and legislative watch and democratic development.

Assignment: Baseline/ Perception Survey on the Current Municipal Services Delivery in tehsil Matta (district Swat), tehsil Lachi (district Kohat) and Tehsil Haripur (district Haripur).

The consultant will design and conduct a perception survey in the targeted Tehsil Local Governments (TLGs) to identify the gaps in the municipal service delivery. Besides the survey, the relevant complaints from citizen portal of the provincial Govt and Right to information (RTS) would be analysed. A perception survey with a sample size of 150 household from each of the selected Tehsil will be conducted. A stratified random sample of 50 household will be drawn from three different village councils of each tehsil. The main purpose of the survey is to identify gaps regarding municipal service provision. In this regard CPDI will develop TOR for conducting the survey. The expert will be responsible for development of tools, survey questionnaire and report.

Deliverables:

1. 9 Focused Group Discussions (3 in each tehsil) and 3 key informant interviews in Matta, Haripur and Lachi to identify the gaps in municipal services in targeted tehsil.
 - a) 1 Key informant interview with Tehsil Municipal Officer (TMO/TO) in each tehsil
 - b) 3 FGDs in each tehsil (groups to be decided in consultation with CPDI);
2. Analysis of relevant complaints related to municipal services from citizen portal of the provincial Govt and Right to information (RTS) KP.
3. Development of tools for above-mentioned focused group discussions.
4. Development of survey questionnaire in English and Urdu.
5. Development of methodology of execution of survey and submission of workplan.
6. Successful execution of survey in three tehsils, with a sample size of 150 household from each tehsil, a stratified random sample of 50 household should be drawn from three different village/neighbourhood councils of each tehsil.
7. Development of comprehensive report on the survey results, analysis and recommendations.
8. Complete and verified data of respondents to be submitted to CPDI Project Manager.

Required Qualification:

1. Post Graduate degree in social sciences from a recognized university;
2. Minimum experience of 10 years in development sector including conduct of surveys and report writing/ data analysis.
3. Experience of managing field teams engaged in the conduct of surveys;
4. Good understanding of municipal service delivery mechanisms or challenges in KP province;
5. Demonstrated ability such as previous experience to operate in the target tehsils;
6. Good English writing skills;
7. Ability to quickly mobilize and complete the assignment/ task within four weeks.

Note: Bidding cost and proposal shall be inclusive of logistics and taxation and no separate expense will be paid for boarding and lodging required for the assignment. Applicants shall ensure submission of survey methodology, workplan, technical and financial proposal with in the given deadline i.e 5th August, 2021.

Selection criteria: Richest experience in relevant field.

How to Apply

Interested Individuals can send proposal financial and technical (CV) at hr.cpdi@yahoo.com

*Late submission will not be entertained.