

TERMS OF REFERENCE
Request for Proposal
“Services Required for Consultant”

Project:	Strengthening provision of Municipal Service to the Citizens through improved Local Governments
Assignment:	Consultancy Services for Capacity Gap Analysis of Regional Municipal Office (RMO) Malakand Division (Swat) and Superintending (SE) Office
Last date to apply:	10th August, 2021 (11:00am)
Submission to:	hr@cpdi-pakistan.org

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.

Introduction to the Assignment:

The establishment of the office of Regional Municipal Office (one each at Divisional HQ level), under the LCB, is aimed at providing a sustainable oversight and monitoring mechanism for the field formations. In the case of Malakand, the RMO office is designed to monitor and review the functions and working of around 40 TMA's falling in its jurisdiction. The Provincial Government is interested to see these newly established RMO offices are fully functional to perform their assigned duties. For this purpose, under the GIZ support, the department desires to make in-depth analysis of the RMO Malakand on pilot basis and, in case of successful implementation, the remaining 06 RMO offices can also benefit from this exercise. Similarly, on the engineering side, the office of Supt. Engineer needs to be capacitated based on internal review and analysis that leads to creation of much needed coordination between the office of RMO and Supt. Engineers at regional level.

Assignment: Institutional and Infrastructural Capacity Gap Analysis of Regional Municipal Office (RMO) Malakand Division (Swat) and Superintending (SE) Office.

Task to be performed

1. Hold pre-concept note consultation and situation analysis leading to concept note
2. Critical review of the job description of RMO and existing response situation.
3. Develop methodology and plan for the institutional and infrastructural capacity gap analysis of the RMO, and finalize it with the feedback and approval of the Project Manager and Local Council Board;
4. Conduct the institutional and infrastructural capacity gap analysis of the RMO in accordance with the approved methodology and the plan;

5. Identification of gaps in (a) human resources and capacity; (b) supplies and equipment that includes but not limited to computers, printer, networking, office furniture and refurbishment; and (c) institutional mechanisms including legal/ procedural framework, job descriptions, monitoring & evaluation system and other relevant aspects;
6. Development of training/capacity building plan based on the assessment of capacity building needs vis-à-vis duties and responsibilities of RMO Swat; and
7. A comprehensive capacity gap analysis report with recommendations of RMO Swat.
8. Any other task required to complete the deliverables.

Deliverables:

- Concept note with tentative implementation plan
- Minutes of the meetings with stakeholders
- Comprehensive capacity gap analysis report of RMO Swat.
- Training/capacity building plan of RMO Swat.

Required Qualifications:

1. Post Graduate degree in social sciences from a recognized university;
2. At least 10 years' experience in the development sector with focus on institutional and infrastructural capacity gap assessment;
3. Deep understanding of local government system, administrative structure, rules and regulations and the roles and responsibilities of field formations of LCB including regional offices and set up;
4. Ability to quickly mobilize and complete the assignment/ task within four weeks; and
5. Excellent communication and report writing skills.

Note: The proposal submitted by the interested candidates should be inclusive of logistics and taxation, as no separate expense will be paid by CPDI for boarding, lodging or any other incidentals required for the assignment.

Selection criteria:

Experience in the relevant field and the province.

How to Apply:

Interested Individuals can send their CVs highlighting the relevant experience and cover letter including per day rate in PKR at: hr@cpdi-pakistan.org

*Late submission will not be entertained.