

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 Development of rules/bylaws on regulatory framework
Last date to apply:	22 November 2021
Submission to:	hr@cpdi-pakistan.org

About CPDI

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan, and 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 the 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:

Objective of this assignment is to strengthen the existing rules and procedures applicable in the local government departments regarding the provision of municipal services in Khyber Pakhtunkhwa. CPDI’s legal consultant shall develop selectives rules/byelaws, having a direct impact on the provision of municipal services to the citizen’s. Rules/byelaws shall be developed/drafted in consultation with the relevant government bodies such as the LGERDD, LCB or TMAs. Drafts will be reviewed by the review committees established in the LGRU (Local Government Reform Unit) KP and submitted to Secretary LG for further review/approval.

Assignment: Development/amendment in (a) KP anti-encroachment enchoachment rules 2021 and (b) finalization of LG property rules 2021. Anyother rules/byelaws deemed necessary shall also be developed by the consultant.

The task to be performed

1. Carry out a desk review and hold meetings with stakeholders.
2. Draft and finalize anti-enchoachment rules 2021 and of LG property rules 2021.
3. Coordinate and complete the assignment in consultation with the Local Government Reform Unit (LGRU), Secretary LG, LCB or TMAs and any other relevant regulatory body or department in the KP LGE&RDD. Drafts will be reviewed by the review committees established in the LGRU (Local Government Reform Unit) KP and submitted to Secretary LG for further review/approval. Consultant shall facilitate the whole process of approval.
4. Any other task required to complete the deliverables.

Deliverables:

- Pictures, attendance sheet and meeting minutes shall be shared with CPDI Project Manager as means of verifications and record keeping.
- Workplan to complete the assignment
- Minutes of the meeting of each with stakeholders,
- Desk review report,
- Final drafts of byelaws on identified rules/bylaws on (a) an and (b) finalization of pending LG property rules 2021.

Required Qualifications:

1. Post Graduate degree in public administration, social sciences, rural and urban planning, LLB or civil engineering from a recognized university,
2. At least 10 years experience in the subject area with a focus on legal drafting & and strong networking in the KP Local Government, Elections and Rural Development Department (LGERDD),
3. Deep understanding of local government system, administrative structure, rules and regulations and the roles and responsibilities of the district administrations,
4. Ability to quickly mobilize and complete the assignment/ task at earliest
5. Excellent communication and report writing skills.

Note: The proposal/per day rate 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.

How to Apply:

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

*Late submission will not be entertained.