

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

Project:	<b>Strengthening provision of Municipal Service to the Citizens through improved Local Governments</b>
Assignment:	<b>Consultancy Services of Municipal Services Expert for the Development of SOPs/Guidelines on Private taxi /Car parking</b>
Last date to apply:	<b>25 November 2021</b>
Submission to:	<b>hr@cpdi-pakistan.org</b>

**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:**

For efficient service delivery in the context Private taxi /Car parking; there is a dire need of up to date effective SOPs or guidelines to improve the implementation of better service delivery mechanism in KP.

For this purpose with the support of GIZ and on the recommendation of the KP Local Government, Elections and Rural Development Department (LGERDD), CPDI is engaging a municipal services expert to develop SOPs/guidelines on Private taxi /Car parking; Municipal Services expert shall conduct the desk review of secondary available data on aforesaid municipal service about the quality standards and best practices both at national and international levels, seek inputs/comments & hold meetings with the project districts operational level municipal officers for a thorough review of legal, institutional and organizational evolution of identified municipal services to finalize the the draft of SOPs. The municipal services expert will make sure that the draft SOPs are forwarded to the review committee for technical review, endorsement, approval and notification. SOPs will be implemented in the targeted TLGs.

**Assignment:** Development and Approval of SOPs/Guidelines Private taxi /Car parking in KP;

**The task to be performed**

1. Carry out a desk review of all existing documentation/legislation related to private taxi /Car parking; and do ground work to develop SOPs
2. Meeting with all project districts operational level municipal officers and seek inputs/comments to finalize the SOPs including CPDI, GIZ and technical staff, and any other relevant regulatory body or department in the KP Local Government, Elections, and Rural Development Department (LGERDD).

3. Forward draft of SOPs to the review committee for technical review, endorsement, approval, and notification by the Secretary or relevant authority. This process shall be led by the consultant in coordination with CPDI, GIZ and LGE&RDD
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 approved SOPs on Private taxi /Car parking by the Secretary LG or relevant authority.

**Required Qualifications:**

1. Post Graduate degree in social sciences from a recognized university;
2. At least 7-10 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 municipal services and its SOPs in KP
4. Ability to quickly mobilize and complete the assignment/ task at earliest
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, most cost effective and commitment to complete the assignment at earliest.

**How to Apply:**

Interested Individuals can send their CVs highlighting the relevant experience, efficient workplan and cover letter including per day rate in PKR at: [hr@cpdi-pakistan.org](mailto:hr@cpdi-pakistan.org)

\*Late submission will not be entertained.