

TERMS OF REFERENCE

Request for Proposal “Services Required for Consultant”

Project:	Strengthening provision of Municipal Service to the Citizens through improved Governments (SMS)
Assignment:	Consultancy Services for the Development of E-Module on Human Resource for Local Governance School Khyber Pakhtunkwa
Last date to apply:	5-11-2021
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 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:

(1) E-Module on Human Resources (HR) for Local Governance School in Urdu/English

A module on the Human Resources Management will be developed for learning management system of Local Governance School under this assignment. CPDI consulted with the LGS officials and assessed the need of an HR module for smooth working for the officials of Local Council Services. E-Module on Human Resources shall contribute to the institutional strengthening of LGS and LGE&RDD KP that will ultimately lead to the better performance of officials and better service delivery to the citizens.

a) Development of E-Module on Human Resource for Local Governance School

- i. Consultant will submit a concept note and detailed implementation plan for the development of HR module for Local Governance School (LGS)
- ii. Consultant will prepare a table of content with coordination of LGS and concerned officer from LCB.
- iii. Consultant will review the previous rules and develop HR module as per the requirement of LGS; meetings with the relevant officials is also included
- iv. The content will be broken down into a series of modules containing recorded lectures, videos, animations and reading material, chapter and topic wise
- v. The reading content (in the form of presentation slides, solved examples and text documents etc.) will be easy to read with easy terminology, spelling and grammar, and sentence structure.
- vi. The module will be searchable. The trainee could come at a later time and search for the material that he/she is interested in.
- vii. The module will be asynchronous which will enable the participants take the training at their pace.
- viii. Assessments in the form of assignments, quizzes and exercises will be added to measures the learning level of participants.
- ix. The module will have mechanism to record the feedback of the participants regarding the course material. This will help further improve the course material and delivery in light of the feedback received from the participants.
- x. A Power point presentation on developed HR Module (Session wise)

- xi. A draft of HR module will be reviewed by the review committee of LGS, CPDI and GIZ team, consultant will incorporate the changes to finalize the HR module
- xii. Close coordination and correspondence with the digital media content creator for the development of slides for E-module on HR
- xiii. Final approval of module will be given by LGS, GIZ and GIZ teams.

3- Tasks to be performed

- Meeting with GIZ, LGS focal person on LMS to instructionally produce module on HR
- Meeting with the relevant office holders for the review of available HR rules and development of manual on HR
- Meeting with LGS focal person LMS to understand LMS specification and instructional guidelines.

4- Timeline of Assignment:

S. No.	Pushto Module	Duration (Working days)
1	Inception meeting with LGS, CPDI and GIZ on the plan HR module development	1
2	Collection and review of available content on HR module in different offices of LCB and LGS	10
3	Development of E-Learning HR Module and preparation of hand out for additional reading on LMS.	6
4	Review of developed content with GIZ/LGS/CPDI	2
5	Integration of feedback/reviews into eLearning modules	3
6	Writing of final implementation report	3
Total number of working days		25

Deliverables:

- E-Module content, handouts as additional reading materials and PowerPoint presentations on Human Resources for LGS, KP including all the supporting data/documents used by consultant during the completion of assignment
- Support in Integrating modules on the LMS platform of LGS.

Required Qualifications:

1. Deep knowledge about the HR rules of government offices in KP
2. Experience in module development for local government officials of KP
3. Ability to quickly mobilize and complete the assignment/ task within 25 days.

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:

Assignment related rich experience and most cost effective.

How to Apply:

Interested Individuals can send their CVs highlighting the relevant experience, cover letter and quotation for above assignment at: hr@cpdi-pakistan.org

*Late submission will not be entertained.