

**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>Development of Training Manual on Monitoring and Evaluation (M&amp;E) for Trainings of Tehsil Local Governments (TLGs) in KP</b>
Last date to apply:	<b>13 December 2021 (11:00 am)</b>
Submission to:	<a href="mailto:hr@cpdi-pakistan.org">hr@cpdi-pakistan.org</a>

**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:**

A training manual will be developed on the Monitoring and Evaluation system for the TLGs and other offices under LGE&RDD. The purpose of developing the manual is to brief officials and relevant offices about the concept, significance and reporting mechanism viz-a-vis their responsibilities against the monitoring and evaluation system that is being practiced in LGE&RDD, KP. The consultant shall hold meetings with the relevant officials and stakeholders i.e international partners working on the subject, LCB and its M&E Wing, planning and development Department KP, LGS and officials of LG secretariat KP etc. The draft manual will be submitted to LGS for review and endorsement with the help of consultant. After the approval, the manual will become part of the LGS curriculum to be used for similar trainings in future. The consultant shall lead the whole process of manual development and endorsements. The manual will be meant for one day trainings to be delivered to the officers of Tehsil Local Governments (TLGs) of Haripur, Matta and Lachi.

**Assignment:** Development of Training Manual Monitoring and Evaluation

**The task to be performed**

- Assess the available materials and content regarding M&E in relevant departments and offices of local government, KP
- Coordinate with LCB, M&E wings, LGS and KP LGE&RDD Secretariat for the collection of ideas and structure of training manual
- Preparation of the draft manual and finalization including the feedback and endorsement of LGS, LCB, DD IT, CPDI and GIZ.
- Any other task required to complete the deliverables.

The consultant will work in close collaboration with the LGERDD, LGS, LCB and M&E Wing/s, planning and department KP.

**Deliverables:**

- Work plan
- Minutes of the meetings with stakeholders for the development of manual
- Draft Manual shared for the feedback
- Complete manual (in English) finalized in consultation with the LGERDD, LGS, LCB, Planning and Development and CPDI etc.
- Submission of the approved manual on LGPMS.

**Required Qualifications:**

1. Post Graduate degree in social sciences from recognized university
2. At least 8 to 10 years' experience in the subject area
3. Deep understanding of M&E practices, municipal administration system, administrative structure, rules and regulations and the roles and responsibilities of the district/municipal administrations in LGE&RDD KP.
4. A strong network in Local Government, Elections and Rural Development Department (LGERDD), and partnership with public sector institutions in developing the training systems would be an added advantage for the candidates.
5. Ability to quickly mobilize and complete the assignment at earliest
6. 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:**

- Experienced in relevant field with strong grip on M&E system and practices in LGE&RDD and its bodies
- Earliest completion of assignment

**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](mailto:hr@cpdi-pakistan.org)

\*Late submission will not be entertained.