



## Terms of Reference for a Consultant on Measuring the Right to Information Implementation

### 1. Background

The Centre for Peace and Development Initiatives, Pakistan (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues related to peace and development in Pakistan. It is registered under section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It is currently implementing an EU funded project titled “Civil Society for Independent Media and Expression” (CIME) in collaboration with the Media Matters for Democracy (MMfD) and Pakistan Press Foundation (PPF). The overall objective of this project is to protect and promote Freedom of expression (FoE) offline & online, and to facilitate citizen’s right of Access to Information (ATI) as stipulated in 19 and 19-A of the constitution of Pakistan.

Since 2013, there has been a lot of transition in the arena of right to information legislation in Pakistan. Weak and ineffective 1<sup>st</sup> generation right to information laws are replaced with progressive 2nd generation RTI laws in KP, Punjab, Sindh, and at the Federal level and finally in Balochistan. Over the years, legislative mandates in Pakistan have translated into resources and administrative procedures to implement the RTI law to some extent. Even after five years of enactment, RTI laws await proper implementation. As an advocacy initiative to call for better implementation of RTI laws in Pakistan, CPDI aims to assess the current implementation status of RTI law at the Federal Level under Right of Access to Information Act – 2017.

### 2. Scope of work

As a research and advocacy initiative to call for better implementation of RTI laws in Pakistan, CPDI aims to assess the current implementation status of “Right of Access to Information Act 2017” – the federal Right to Information Law. For this purpose, the services of a consultant/consulting firm are required to “assess the Implementation of Right to Information Act 2017 via UNESCO & FOIANet methodology”. The study aims not only to assess the proactive and reactive disclosure by the public bodies (according to the Act) but also the attitude of Public Information Officers (PIOs) and performance of Pakistan Information Commission.

While the study will be conducted using UNESCO & FOIANet methodology i.e. “Methodology for Assessing Right to Information Implementation in Pakistan”, the consultant/consulting firm will be required to use multiple assessment tools which inform the overall assessment of the law through an elaborative scoring method.



### 3. Expected Outcomes/Deliverables

Following are the assessment tools which are expected to be utilized for the study by the consultant/ consulting firm while producing the final deliverable:

Assessment Tools
Desk based literature review
Other-desk based review including websites of the public bodies for proactive disclosure
Key Informant Interviews
Self-Assessments
Office Visits
RTI Request Testing

### 4. Final Deliverable

An Assessment Study on the Implementation of Right to Information Act 2017 should be produced as a final deliverable of this assignment along with an Assessment score card for yearly reporting.

### 5. Time lines (Duration of Work) and reporting Requirements

The work on the assignment is expected to start immediately after signing of the contract for the Assessment of RTI implementation at Federal level. The duration of the assignment is of 23 days including research and write-up. The consultant will be required to submit the final report on the Assessment of RTI implementation of the Federal Law with a data score sheet which will be managed by CPDI after the assignment is successfully concluded under time-frame on agreed timelines. This final report should be submitted in a separate document including all annexure, pictures and informed consent (in case of individual pictures on the prescribed format). The draft final report will only be considered “Final” upon approval from the Project Manager.

### 6. Institutional Arrangements

The assignment will be led by CPDI Project Manager – CIME. However, the consultant/firm will be required to incorporate the feedback from other units of the organization(s) MMFD and PPF if need be. All payments will be made in PKR and final payment will only be released upon satisfactory closure of the assignment and approval from the Project Manager CIME.

### 7. Geographical Spread

The study will be conducted in Islamabad Capital Territory given the scope decided by project team and consultant during initiation meetings. Since the study entails extensive interaction with representatives from Federal Information Commission, Federal Information Commissioner(s),



Public bodies, Media, journalists as well as key project stakeholders, **any expenses related to the travel will be bore by the consultant/firm engaged for the study.**

#### **8. Qualifications of Firm/Consultant**

The firm/individual is required to have sound track record (minimum 7 years) of working/promoting research base on Right to Information. Experience in advocacy and lobbying with government officials will be considered a value addition

#### **9. Scope of bid and Payment Schedule (Deliverable wise)**

25% - at the signing of the contract as mobilization cost.

50% - upon submission of first draft of the Assessment Report with relevant Annexure and scoring sheet for comments and feedback by the Project Manager.

25% - upon successful completion & submission of the report and Scoring Sheet with approval from Project Manager

#### **10. Reporting and Presentation of the proposal**

Consultant will report to the Manager, CIME Project. Proposals (Technical and Financial) should be sent to [hr@cpdi-pakistan.org](mailto:hr@cpdi-pakistan.org) with detailed work plan, strategy of engagement with relevant line departments, and consultant/consulting firm understanding on the assessment methods for the RTI implementation given in the scope of work, analysis strategy and proposed budget.

The last date of submission of the proposal is **February 09, 2022.**