

TERMS OF REFERENCE “Services Required for Consultant”

Project:	Strengthening provision of Municipal Service to the Citizens through improved Local Governments
Assignment:	Development of Training Manual on Local Government Performance Management System (LGPMS) for LGE&RDD
Last date to apply:	24 March, 2022 (12:00am)
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:

Under the GIZ Grant ‘ Strengthening Provision of Municipal Services to Citizens Through Improved Local Governments (SMS), CPDI has developed a one day training manual on Local Government Performance Management System (LGPMS). The manual has been developed in consultation with the LGE&RDD and other stakeholders and approved by Local governance School KP.

Trainer will be conducting three, one day trainings on LGPMS in each TLG namely Haripur, Matta and Lachi Khyber Pakhtunkhwa. Trainer will develop the training material i.e handouts, presentation, pre and post tests and training report etc. Trainings will be conducted in tehsils on LGPMS Manual approved by the local government school KP. Officials of TMAs will be the target audience of trainings. Training participant will learn about PM Citizen Portal, building plan, international practices of performance management systems and practices of KP local government to improve their performance and delivery of municipal services in target tehsil

Assignment: Conduct and carry out three, one day trainings on LGPMS in TLG Matta, Haripur and Lachi

The task to be performed

- Trainer will develop the training material i.e presentation, agenda, etc.
- Trainer will conduct the one day training in each tehsil
- Any other task required to complete the deliverables
- Trainer will develop the pre and post-test forms and submit the knowledge gain assessment analysis
- Trainer will develop event/training report

Deliverables:

1. Training material i.e power point presentation etc.
2. Training Agenda
3. Pre-test and Post-Test form for one day training
4. Handover developed training material (presentation, handout etc.) to CPDI Project Team
5. Training event report

Required Qualifications:

1. Post Graduate degree in social sciences from recognized university
2. Experience in conducting trainings or sessions for KP Local Government officials on subjects relevant but not limited to local government performance management system (LGPMS).
3. Deep understanding of municipal administration system, administrative structure, rules and regulations and the roles and responsibilities of the district/municipal administrations in KP.
4. Ability to quickly mobilize and complete the assignment at earliest
5. Excellent communication and report writing skills.

Note: The 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:

- Experienced trainer in KP and expert in topics broadly related to performance management system in KP Government

How to Apply:

Interested Individuals can send their CVs and per day rate in PKR at: hr@cpdi-pakistan.org

*Late submission will not be entertained.