

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

Project:	<b>Strengthening provision of Municipal Service to the Citizens through improved Local Governments</b>
Assignment:	<b>Hiring of Trainer for trainings on Monitoring and Evaluation (M&amp;E) in TLGs Haripur, Matta and Lachi- KP</b>
Last date to apply:	<b>11 March 2022 (12:00 pm)</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:**

Trainer will be conducting three, one day trainings on M&E in each TMA, 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 monitoring and evaluation manual approved by the local government school KP. Officials of TMAs will be the target audience of trainings. Training participant will learn about the M&E 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 M&E 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 after every training
- 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. At least 5 to 6 years' experience M&E trainings
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. 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 and expert in relevant field i.e M&E

**How to Apply:**

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

\*Late submission will not be entertained.