

## ToRs

### Development of training module on women and youth leadership for local government officials and elected representatives

Project:	<b>“Strengthening of Local Governance Systems as a Catalyst for Improved Municipal Services Delivery in Punjab and KP”</b>
Last date to apply:	<b>5-04-2022</b>
Submission to:	<b><a href="mailto:hr@cpdi-pakistan.org">hr@cpdi-pakistan.org</a> along with proposal, CV and Cover Letter</b>

#### About CPDI:

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization, working on the issues of peace and development since 2003. It is registered under Section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established 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; local governance; transparency and access to information; budget watch; media development; electoral reforms; legislative strengthening and democratic development.

#### A. Background:

Within the overall understanding and cooperation between the Governments of Pakistan and Germany, CPDI and GIZ are jointly implementing “Strengthening of Local Governance Systems as a Catalyst for Improved Municipal Services Delivery in Punjab and Khyber Pakhtunkhwa” to support the Local Government Departments of Khyber Pakhtunkhwa and Punjab in the formulation of capacity building mechanisms (both digital and face-to-face) for local government officials and elected representatives, with a special focus on women and youth. The project aims to (i) develop a women leadership training manual (ii) build capacity of women local government officials and elected/potential representatives through a comprehensive training programme on women leadership role in LG; (iii) encourage more political participation by citizens especially women and youth through leadership development sessions at community level; (iv) engage policy makers to identify gaps for smooth implementation of effective service delivery mechanism through policy reviews and reflections; (v) establish partnership with Tehsil Municipal Administrations (TMAs) to develop capacity of cadres of sanitary workers to work in a safe and effective manner, (vi) improve the performance of

local governments to effectively provide local services to citizens through digitalization and use of ICTs; and (vii) launch a study on analysis of gaps and key opportunities towards effective service delivery of municipalities.

### **B. Purpose, Scope and Methodology of the Project:**

The purpose of this assignment is to develop a training module for women and youth leaders and women local government officials to enhance their participation and performance in the local government systems; and then institutionalize it in the training programs conducted by the relevant LG institutions in the KP and Punjab provinces.

The assignment will include a series of interrelated steps, built upon each other, aimed at building the Training module on women and youth leadership in LG. The consultant may adopt a flexible approach and methodology in order to ensure that a high-quality module is developed, which could be used for delivering extremely impactful trainings. Relevant methodology/ steps may include the following:

1. Conduct training need assessment of women LG officials, young leaders including women representing local governments, especially for enhancing their skills with focus on leadership, representation of constituents, inclusive planning, decision making, good governance and conflict resolution. The training need assessment report may include a baseline including analysis of existing capacities of women local government officials, young leaders including women both elected or those with potential to get elected. The process/ methodology will include (a) desk review of relevant documents such as policies, strategies, and legal/ administrative regulations; (b) Focus Group Discussions (FDGs); and (c) Key Informant Interviews (KIIs) with target participants. In total, 14 KIIs and 04 FGDs will be conducted involving LG officers and young leaders, including women, such as elected councillors or those aspiring to get elected. The draft report will be shared with the CPDI/ GIZ teams, LGS in KP and the PLGA Lalamusa in Punjab to solicit their feedback and comments for incorporation into the planning of the next steps, i.e., the design and content of the training module.
2. Design / develop the overall framework of the module and finalize it after receiving feedback from CPDI/, LGS and PLGA.
3. Draft the training module on Women and Youth Leadership in LGs with focus on Women Officials and young (women & men) elected representatives or those with potential to get elected. The draft module may include, among others, peer learning through exchange visits, coaching and mentoring exercises, group works, and role plays. The contents of this module should be adequate to deliver a three-day training on their leadership role.
4. Keeping in view the potential women leader in LG the draft training module will use illustration/pictorial images better understandings of content for interactivity.

5. Sharing of the draft manual with CPDI, LGS and PLGA for feedback, and then its finalization after incorporating the feedback.
6. Submission of the final training modules in Urdu to the LGTIs in KP and Punjab.
7. Presentation of the module to the relevant authorities in the KP and Punjab provinces.

**A. Deliverables and payments:**

Deliverables	% Payment
Inception Report with detailed plan, methodology and suggestions for improving ToRs	20%
TNA Report	30%
Draft Training Module for feedback from relevant stakeholders	30%
Final Draft of Training Module and its presentation to relevant authorities	20%

**B. Duration / Time frame:**

25 days are allocated for the assignment within a period of two months starting from 15 April 2022.

**C. Reporting:**

The consultant will report to the Project Manager in CPDI with additional reporting line to the Team Leader Policy Reform and Institutional Strengthening, Support to Local Governance (LoGo-II) Programme.

**D. Qualification /Competencies required:**

- A master's degree in gender studies, public administration, political science, public policy, law or any other related social science discipline.
- Minimum 05-year experience of research/ analysis on gender and developing training modules for youth and women leadership.
- Good understanding of gender analysis tools and their use in developing training modules.
- Good understanding of local government system in the Punjab and KP provinces.
- Good communication skills, especially report writing skills and experience.

**Women are encouraged to apply for this specific assignment**