

**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 Car Parking/ Private Taxi Stands</b>
Duration	<b>10 Days</b>
Last date to apply:	<b>19 April, 2022 (12:00 pm)</b>
Submission to:	<b><u>hr.cpdi@yahoo.com</u></b>

**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, legislative watch, and democratic development.

**Introduction to the Assignment:**

Within the ambit of improved municipal services in the KP, it is important to establish effective procedural framework and develop appropriate guidelines for, among others, private taxi /car parking. For this purpose, with the support of GIZ and on the recommendation of the KP Local Government, Elections and Rural Development Department (LGERDD), CPDI has developed SOPs/Guidelines on Car Parking/ Private Taxi Stand for the municipalities in the Khyber Pakhtunkhwa Province, as the parking demand is increasing day by day across the province. According to 2017 Census, around 5.7 million individuals are living in urban areas with around 2% increase in urban population each year during the last two decades. Tehsil Municipal Administrations are responsible for provision of parking facilities and development of parking facilities, but are lagging behind in the face of increasing number of vehicles on the roads.

The development of the proposed training manual for the LG officials on car parking/ private taxi stands is the next step towards facilitating citizens and improving traffick management. This training manual will define the structure and provide guidance about delivery of one day training on management of car parking/ private taxi stands to relevant staff in TMAs, based on the Guidlienes/SOPs already developed by CPDI. In addition, the training manual shall contain information on the best practices in South Asia and how car parking could be a source of revenue generation for municipalities and thus contributing in growth of their annual income. Later, this manual will be used to deliver 01 days trainings in three selected Tehsils of KP that include Lachi, Haripur and Matta.

Finally, the consultant will make sure that the draft manual is forwarded to the LGS review committee for technical review, endorsement, approval, and notification before implementing it in the targeted TLGs.

**Assignment:** Development and approval of Manual on CAR Parking/ Private Taxi Stands.

**The task to be performed:**

- Reviewing existing material on Car Parking / Private Taxi Stands, particularly the Guidelines /SOPs developed by CPDI and the best practice in South/ South East Asia.
- Meetings with relevant stakeholders for their inputs and having insight of existing practices.
- Developing and finalizing the Table of Contents.
- Developing and finalizing the training manual on car parking / private taxi stands after incorporating inputs/ comments from relevant stakeholders including the LGS review committee.

The consultant will work in close collaboration with the LGERDD, LGS, LCB, and WSSC Peshawar.

**Deliverables:**

- Work plan indicating timelines for each deliverable including meeting with relevant stakeholders;
- Minutes of the meetings with stakeholders for the development of manual;
- Desk / literature review report;
- Draft Manual either in English or in Urdu (as per requirement) finalized in consultation with the LGERDD, LGS, LCB and CPDI;
- Sharing with and presentations to the stakeholders, if required, and incorporation of any feedback in the draft manual; and
- Submission of the approved Manual on Private taxi/Car Parking services.

**Required Qualifications:**

1. Post Graduate degree in social sciences, architecture engineering, town planning or relevant field from a recognized university.
2. At least 8 to 10 years of experience working in Municipal Services Development Programmes with focus on Municipal Basic Services.
3. Deep understanding of municipal administration system, administrative structure, rules and regulations, and the roles and responsibilities of the district/municipal administrations.
4. Previous experience of working on parking related issues and with the Local Governance School or the KP Local Government, Elections and Rural Development Department (LGERDD) will be an advantage.
5. Ability to quickly mobilize and complete the assignment at the earliest.
6. Excellent communication and report writing skills.

**Note:** The proposal submitted by the interested candidates should be inclusive of costs involving logistics, meetings and taxation, as no separate expense will be paid by CPDI for boarding, lodging, or any other incidentals required for the completion of the assignment.

**Selection criteria:**

Experience in the relevant field and the province.

**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.