

TERMS OF REFERENCE
Request for Proposal
“Services Required for Consultant”

Project:	Strengthening provision of Municipal Service to the Citizens through improved Local Governments
Assignment:	Development of Training Manual on Solid Waste Management
Duration	20 Days
Last date to apply:	19 April, 2022 (12:00 pm)
Submission to:	<u>hr.cpdi@yahoo.com</u>

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/ implement appropriate SOPs for, among others, solid waste management. 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 for solid waste management in the Khyber Pakhtunkhwa Province, as the public demand for improving this service is increasing day by day across the province in view of related environmental challenges. 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. Local governments, including the Tehsil Municipal Administrations, are responsible for solid waste management, but are lagging behind in the face of inadequate procedural framework and resources.

The development of the proposed training manual for the LG officials on solid waste management is the next step towards facilitating citizens and improving the collection and disposal of solid waste management. This training manual will define the structure and provide guidance about delivery of two day trainings on management of solid waste management to relevant staff in TMAs, based on the Guidelines/SOPs already developed by CPDI. In addition, the training manual shall contain information on the best practices in South Asia/ South East Asia and how solid waste management 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 02 day trainings in three selected Tehsils of KP, including 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 Solid waste management

The task to be performed:

- Reviewing existing material on solid waste management, particularly the Guidelines /SOPs developed by CPDI and the best practice in South/ South East Asia.
- Meetings with relevant stakeholders for their inputs and insights about existing practices.
- Developing and finalizing the Table of Contents in consultation with CPDI/ LGE&RDD.
- Developing and finalizing the training manual on solid waste management 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 meetings 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 solid waste management.

Required Qualifications:

1. Post Graduate degree in social sciences, engineering, town planning or any other 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 especially solid waste management.
3. Deep understanding of municipal administration system, administrative structure, rules and regulations, and the roles and responsibilities of the district/municipal administrations related to municipal services i.e waste management and WATsAN.
4. Previous experience of working on solid waste management and content development 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

*Late submission will not be entertained.