

TORs

Consultancy for designing of Urdu Training Module on women and youth leadership for local government officials and elected representatives

Project:	Strengthening of Local Governance Systems as a Catalyst for Improved Municipal Services Delivery in KP and Punjab
Assignment:	Designing of Urdu Training Module on women and youth leadership for local government officials and elected representatives
Last date to apply:	16 Sept, 2022 (10:00 am)

About CPDI:

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a 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 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. Introduction to Assignment:

The assignment is under the project “Strengthening of Local Governance Systems as a Catalyst for Improved Municipal Services Delivery in KP and Punjab”. The CPDI’s project interventions envision improvement in the service delivery by providing technical support to local government departments. The project, which is implemented jointly by CPDI and Support to Local Governance (LoGo II) Program - GIZ, aims inter alia to (i) build capacity of Local Government Officials through a comprehensive training programme; (ii) encourage more political participation by citizens especially women and youth through leadership development sessions at community level.

B. Purpose and Scope of the Assignment

The purpose of this assignment is to appropriately design, the already developed training manual /material/ contents in Urdu (approx. 106 pages) by the Consultant of CPDI for the training of women and youth leaders and women local government officials in KP and Punjab.

C. The task to be performed:

- Initial meetings with CPDI Communication Team and the Project Manager to understand

the context and deliverable under the assignment;

- Understand and design the material/contents already developed in Urdu by the Consultant of CPDI, including, designing of illustrations, pictorial images, graphic tables etc. into a training module pattern, ready to use;
- Designing of title of and back pages of the manual and pages categorizing day one, day two and day three training;
- Incorporation of all the required changes, improvements and inputs as guided in close coordination with CPDI Communication Team and Project Manager.
- Preparation and sharing of designed training manual and its draft with CPDI Communication Team and Project Manager;
- Preparation and sharing of final version of training module after incorporating feedback from CPDI communication team, Project Manager and GIZ;
- Converting the final version into PDF format; and

D. Deliverables and payment

Deliverable	Payment
Mobilization Advance upon signing of contract	20%
First Draft version of the designed training module	30%
Final version of the designed training module after incorporation of feedback in the first draft of the training module and source file of the designed training manual	50%

E. Duration / Time frame:

7 days are allocated for the assignment starting from the date of signing the contract.

F. Required Qualification and Competencies:

- Individuals/registered firms having at least 5 years working experience;

- A minimum of 3 years' experience in undertaking similar assignments of designing training modules in Urdu and English;
- Experience in producing high quality design of such types of training modules and proof thereof; and
- Excellent communication and designing skills.

G. Selection criteria:

Experience in the relevant field and previous similar publications.

Note: The proposal submitted by the interested candidates/firms should be inclusive of costs incurring on, meetings and other incidentals expenses required for the completion of the assignment and applicable taxes, as on this account, no separate expense will be entertained/paid by CPDI.

H. How to Apply:

Interested Individuals/Firms can send their CVs/Profile highlighting the relevant experience with cover letter indicating name of assignment at: hr@cpdi-pakistan.org. The cover letter must include lump sum amount in PKR (inclusive of all costs as mentioned in aforementioned **Note**) to perform the assignment.

*Late submissions will not be entertained