

TERMS OF REFERENCE

Consultancy services are required for developing E-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	Development of E -Training Module in Urdu language for women and youth leadership for local government officials and elected representatives
Duration	25 days
Last date to apply:	30 Sept, 2022 (12:00 pm)

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 Support to Local Governance (LoGo II) program, which is being jointly implemented by CPDI and GIZ in KP and Punjab provinces. The objective of the LoGo II is to “have the regulatory, personnel and financial prerequisites for the effective delivery of public services.” The CPDI’s project interventions envision improvement in the service delivery by providing technical support to local government departments. In general, the coverage and quality of municipal services have been a major challenge in Pakistan, despite the fact that such services can play a critical role in improving the quality of life and meeting national/international commitments like the Sustainable Development Goals (SDGs). The project, which is implemented by CPDI, 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. CPDI has developed a comprehensive Manual in Urdu for the training women and youth on leadership.

B. Purpose and Scope of the Assignment of the Assignment:

The purpose of this assignment is to develop an E-Module from the already developed training contents in Urdu having approx. 100 pages by the Consultant of CPDI for the training of women and youth leaders and women local government officials and elected representatives in KP and Punjab. E-module will facilitate the local government training institutions in KP and Punjab to adopt the mode of online training of elected representatives and LG officials and elected representatives.

C. Tasked to be performed:

1. Initial meetings with CPDI Communication Team and the Project Manager to understand the context and deliverable under the assignment, and understanding the material/contents of already developed training module in Urdu;
2. Submission of concept note and implementation plan;
3. Review the Urdu module, select, summarize and adjust the Urdu content of module and illustrations, pictorial images, tables etc. into digital format/e-version;
4. The content will be broken down into parts/chapter and topic wise containing recorded lectures, videos, animations and reading material;
5. The reading contents must be in general language instead of difficult terminology;
6. Assessments in the form of assignments, quizzes and exercises will be added to measure the learning level of participants;
7. The digital version will provide the live introductory session for introduction of participants and their expectation and course introduction;
8. The digital content will be interactive and engaging. The videos, graphics and animations will be interactive engaging the trainees by asking the questions to determine if the user is learning the content delivered;
9. Incorporation of all the required changes, improvements and inputs as guided in close coordination with CPDI Communication Team, the Project Manager, GIZ and other stakeholders;
10. Converting the digital version into PDF format;
11. Submission of final digital version.

D. Deliverables and payments

Deliverable	Payment
Work plan indicating timelines for each deliverable including meetings with CPDI Communication Team and Project Manager.	20%
First E- version containing contents, handouts as additional reading materials and PowerPoint presentation.	30%

Final E- version containing contents, handouts as additional reading materials and PowerPoint presentation, and digital version in PDF format, ready to use.	50%
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E. Duration / Time frame:

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

F. Required Qualification and Competencies:

- 16 years of education or higher degree in IT / Computer Sciences from HEC recognized institute;
- Minimum 5 years of relevant experience in public / private sector institutions;
- Must have experience and knowledge of conventional and E-Learning tools;
- Must have technical expertise in developing E-Learning tools; and
- Having skills of developing training modules & conduct trainings.

G. Selection criteria:

Experience in the relevant field.

H. Termination of Contract:

If it is established through continuous process of monitoring that consultant/firm is not working according to objectives specified in the contract or consultant/firm has lost interest in the work or speed of work is such that meeting timelines is beyond the control of the consultant/firm; CPDI can immediately terminate the contract. There shall be no liabilities on CPDI, financial or otherwise, except those contained in this agreement.

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

I. 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 per day rate in PKR (inclusive of all costs as mentioned in aforementioned **Note**).

*Late submissions will not be entertained