

TERMS OF REFERENCE
“Services are required for Training Experts / Facilitators”

Project	Strengthening of Local Governance Systems as a Catalyst for Improved Municipal Services Delivery in Khyber Pakhtunkhwa and Punjab
Assignment:	Training experts / facilitators for training of Women & Youth on leadership in selected Tehsil Local Governments of Khyber Pakhtunkhwa and selected Municipal Committees of the Punjab
Number of Positions	2
Duration	18 days: 9 working days for KP and 9 working days for Punjab
Last date to apply:	30-9-2022
Submission to:	hr@cpdi-pakistan.org

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. CPDI has developed a comprehensive Manual for the training women and youth on leadership.

B. Assignment: Both Consultants will jointly organize and deliver:

1. Three days Trainings on **Women & Youth on leadership** each at Tehsil Local Government Matta District Swat, Tehsil Local Government Haripur and Tehsil Local Government Lachi District Kohat in Khyber Pakhtunkhwa; and
2. Three days Trainings on **Women & Youth on leadership** each at Municipal Committee Sheikhpura, Municipal Committee Toba Tek Singh and Municipal Committee Khanewal.

C. Task to be performed

1. Develop training agenda and detailed training schedule in consultation with the Project Manager CPDI;
2. Develop training material i.e., power point presentation, group work tasks, flow diagrams/ charts etc. with the help of the Training Manual developed by the CPDI for the training;
3. Develop handouts from the Training Manual developed by the CPDI for distribution among the participants;
4. Deliver trainings as per training schedule;
5. Take the Pre-and Post- Test knowledge assessment of each training;
6. Conduct Training Evaluation on the form provided in the Manual at the end of each training;
7. Submit Training/event report after every Training; and
8. Submit consolidated assignment completion report.

D. Deliverables:

1. Training Material Tool Kit (power point presentations, pre and post-test forms, and other material used by the trainers) and Training Plan;
2. Successfully delivery of 3 days face to face trainings in each Tehsil Local Government in KP and 3 days face to face trainings in each Municipal Committee in Punjab in 18 days;
3. Six Training reports;
4. Reports on pre-and post- test knowledge assessment and training evaluation report of each training; and
5. Assignment completion report.

E. Deliverables and payment

Deliverable	Payment
Mobilization Advance upon signing of contract and submitting training agenda and detailed training schedule	20%
On completion of training as per training plan and training manual developed by the CPDI	50%
On submission of Assignment Completion Report	30%

F. Required Qualification and Competencies:

1. Excellent knowledge and ability to deliver trainings;
2. Excellent communication and training skills;
3. Extensive experience of delivering trainings to local governments in KP and Punjab;
4. Post Graduate degree from a university recognized by the HEC; and
5. Deep understanding of local government system, administrative structure and role and responsibilities of women and youth members in local governments in KP and Punjab.

G. Duration / Time frame:

18 working days are allocated for the assignment starting after signing the contract.

H. Selection criteria:

Experience in the conducting training in KP and Punjab to local government functionaries and locally elected representatives.

I. Termination of Contract:

If it is established through continuous process of monitoring that consultants/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 incurring on: meetings, travelling to meeting venues, logistic arrangements 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.

J. 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/fee in PKR (inclusive of all costs as mentioned in aforementioned **Note**) to perform the assignment.

*Late submissions will not be entertained