

TERMS OF REFERENCE

Request for Proposal “Services Required for Consultant”

Project:	Strengthening provision of Municipal Service to the Citizens through improved Local Governments (SMS)
Assignment:	Consultancy Services for the Development of Two E-Modules for Local Governance School Khyber Pakhtunkwa
Last date to apply:	10-9-2021 (12:00 PM)
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, transparency and access to information, budget watch, media watch, election watch and legislative watch and democratic development.

Assignment:

Development of Two E-Modules for Learning Management System of Local Governance School, KP.

(1) E - Module on KP Local Government Act, 2013 (as amended in 2019) in Pushto

The Local Government, Elections and Rural Development Department (LGE&RDD) KP has already established a Local Governance School (LGS). LGS with the support of development partners have already developed an e-Learning digital module on LGAA 2019 KP in Urdu language. Under this assignment CPDI's consultant will develop the e-learning module on Local Government (Amendment) Act 2019 for LGS Learning Management System in Pashto language. Keeping in view the level of understanding and educational background of women/elected women councillor the module will be developed using Adobe Flash technology that will allow animations and interactive video content for LGS Learning Management System. The course will be very helpful for pre-service orientation and for in-service staff of LGE&RDD and other departments. It will also be beneficial for media persons, students and citizens having interest in local government working. The course will be designed in a way that after each session, the user will take a test and successful users will automatically get access to the next level. The e-learning course will not only provide sustainability to the project but will also enhance visibility.

(2) E-Module on Human Resources (HR) for Local Governance School in English

One more module on the Human Resources Management will be developed for LGS under this assignment. CPDI consulted with the LGS officials and assessed the need of an HR module for smooth working of the LGS. E-Module on Human Resources will contribute to the institutional strengthening of LGS and LGE&RDD that will ultimately lead to the better performance of officials and better service delivery to the citizens.

a) Development of E-Module on KP LGAA, 2019 in Pushto

- i. Consultant will submit a concept note and detailed implementation plan
- ii. Review the Urdu E-module on LGAA KP 2019 and check if it is in harmony with the latest amendments in the Act
- iii. Review, select, summarize and adjust the Urdu content of module as per Pushto e- Module

- iv. The content will be broken down into a series of modules containing recorded lectures, videos, animations and reading material, chapter and topic wise
- v. The reading content (in the form of presentation slides, solved examples and text documents etc.) will be easy to read with easy terminology, spelling and grammar, and sentence structure.
- vi. The module will be searchable. The trainee could come at a later time and search for the material that he/she is interested in.
- vii. Develop table of contents for Pushto Module (chapter wise and session wise) and develop 7 to 8 slides for each topic.
- viii. Record Voice over for e-module in Pushto
- ix. The module will be asynchronous which will enable the participants take the training at their pace.
- x. Assessments in the form of assignments, quizzes and exercises will be added to measures the learning level of participants.
- xi. The module will have mechanism to record the feedback of the participants regarding the course material. This will help further improve the course material and delivery in light of the feedback received from the participants.
- xii. The module will entail the live introductory session in order to ascertain the introduction and expectation of participants and course introduction.
- xiii. The digital content will be interactive and engaging. The videos, graphics and animations will be interactive engaging the trainee by asking the questions to determine if the user is learning the content delivered.
- xiv. Close coordination and correspondence with the digital media content creator for the development of slides and illustrations
- xv. Presentation on first draft of E-Module to review committee (LGS), CPDI and GIZ Team and incorporate the feedback
- xvi. Final approval of module will be given by LGS, CPDI and GIZ Team.

b) Development of E-Module on Human Resource for Local Governance School

- i. Consultant will submit a concept note and detailed implementation plan for the development of HR module for Local Governance School (LGS)
- ii. Consultant will review the previous rules and develop HR module as per the requirement of LGS; meetings with the relevant officials is also included
- iii. The content will be broken down into a series of modules containing recorded lectures, videos, animations and reading material, chapter and topic wise
- iv. The reading content (in the form of presentation slides, solved examples and text documents etc.) will be easy to read with easy terminology, spelling and grammar, and sentence structure.
- v. The module will be searchable. The trainee could come at a later time and search for the material that he/she is interested in.
- vi. The module will be asynchronous which will enable the participants take the training at their pace.
- vii. Assessments in the form of assignments, quizzes and exercises will be added to measures the learning level of participants.
- viii. The module will have mechanism to record the feedback of the participants regarding the course material. This will help further improve the course material and delivery in light of the feedback received from the participants.
- ix. A Power point presentation on developed HR Module (Session wise)
- x. A draft of HR module will be reviewed by the review committee of LGS, CPDI and GIZ team, consultant will incorporate the changes to finalize the HR module
- xi. Close coordination and correspondence with the digital media content creator for the development of slides for E-module on HR

xii. Final approval of module will be given by LGS, CPDI and GIZ Team.

3- Tasks to be performed

- Meeting with GIZ, LGS focal person LMS to instructionally produce modules based on the existing LGA 2019 content.
- Meeting with LGS focal person LMS to understand LMS specification and instructional guidelines.
- Integrating both the modules on the LMS platform of LGS.

4- Timeline of Assignment:

S. No.	Pushto Module	Duration (working days)
1	Inception meeting with LGS, CPDI and GIZ on need assessment of LGAA 2013 KP Pushto Module and digital HR module for LCS officer)	1
2	Development of power point presentations of LGAA 2019 KP Pashto module and Pashto script.	7
	HR Module	Duration (working days)
4	Collection of Available content on HR module	3
4	Development of E-Learning HR Module and preparation of hand out for additional reading on LMS.	10
5	Review of developed content with GIZ/LGS/CPDI	2
6	Integration of feedback/reviews into eLearning modules	1
9	Writing of final implementation report	1
	Total number of working days	25

Deliverables:

- E-Module content, hand out as additional reading materials and PowerPoint presentation on KP LGAA 2013 for LGS, KP including all the supporting data/documents used by consultant during the completion of assignment
- E-Module content, hand out as additional reading materials and PowerPoint presentations on Human Resources for LGS, KP including all the supporting data/documents used by consultant during the completion of assignment
- Support in Integrating both modules on the LMS platform of LGS.

Required Qualifications:

1. Deep Knowledge of Local Government laws of KP and amendments vis-à-vis functions, roles and responsibilities of government official and local authorities
2. Capability to analyze and review the local government acts for the development of E-module in Pushto
3. Deep knowledge about the HR rules of government offices in KP
4. Experience in module development for local government officials of KP
5. Excellent grip on spoken and written Pushto Language
6. Good and clear voice quality and accent for the recording of lectures (voice overs)
7. Ability to quickly mobilize and complete the assignment/ task within 45 days.

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

Selection criteria:

Assignment related rich experience and most cost effective.

How to Apply:

Interested Individuals can send their CVs highlighting the relevant experience, cover letter & Cost of consultancy at: **hr@cpdi-pakistan.org**

*Late submission will not be entertained.