

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

Project:	<b>Strengthening provision of Municipal Service to the Citizens through improved Local Governments</b>
Assignment:	<b>Development of Training Manual on Local Government Performance Management System (LGPMS) for LGE&amp;RDD</b>
Last date to apply:	<b>9 December 2021 (11:00 am)</b>
Submission to:	<a href="mailto:hr@cpdi-pakistan.org">hr@cpdi-pakistan.org</a>

**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, and legislative watch, and democratic development.

**Introduction to the Assignment:**

At provincial level the performance management system has been developed, including performance indicators related to each provincial level department in KP. The KP LGE&RDD management intends to develop Performance Management System (PMS) at departmental level. The PMS provides a tool for assessing, managing, and improving the overall performance of LG. It includes measuring the quality of customer service, cost, speed and efficiency. It is also be an excellent tool to create internal pressure on non-performing sections of TLG and will promote self-accountability.

A training manual for the LG officials on LG PMS will be developed by the expert in consultation with the LGE&RDD and other stakeholders including development partners like SNG II and UNDP etc. A training manual shall contains information and efficacy of Prime Minister Citizen portal, building plan, Key performance indicators, concept and introduction of performance management system and international best practices to be practices in pilot TMAs. The draft manual will be submitted to the LGS for review and endorsement with the help of consultant. After the approval, the manual will become part of the LGS curriculum to be used for similar trainings in future.

**Assignment:** Development of Training Manual on Local Government Performance Management System (LGPMS)

**The task to be performed**

- Assess the available materials and content including KPIs that are currently being used in LGE&RDD.
- Coordinate with LCB, LGS, DD IT and KP LGE&RDD for collection of ideas about expectation and structure of the training manual on LGPMS

- Meetings with stakeholders and seeking inputs/comments to finalize the document.
- Preparation of the draft manual and finalization including the feedback and endorsement of LGS, LCB, DD IT, CPDI and GIZ.
- Any other task required to complete the deliverables.

The consultant will work in close collaboration with the LGERDD, LGS, LCB and Deputy Director IT.

**Deliverables:**

- Work plan
- Minutes of the meetings with stakeholders for the development of manual
- Draft Manual shared for the feedback
- Complete manual (in English) finalized in consultation with the LGERDD, LGS, LCB and CPDI.
- Submission of the approved manual on LGPMS.

**Required Qualifications:**

1. Post Graduate degree in social sciences from recognized university
2. At least 8 to 10 years' experience in the subject area with a focus & management system and strong networking in the KP Local Government, Elections and Rural Development Department (LGERDD).
3. Deep understanding of municipal administration system, administrative structure, rules and regulations and the roles and responsibilities of the district/municipal administrations.
4. A strong network in Local Governance School and KP Local Government, Elections and Rural Development Department (LGERDD), and partnership with public sector institutions in developing the training systems would be an added advantage for the candidates.
5. Ability to quickly mobilize and complete the assignment at earliest
6. Excellent communication and report writing skills.

**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:**

- Experienced in relevant field with strong grip on KPIs and working of LGE&RDD and its bodies
- Earliest completion of assignment,

**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](mailto:hr@cpdi-pakistan.org)

\*Late submission will not be entertained.