

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

Project:	Strengthening provision of Municipal Service to the Citizens through improved Local Governments
Assignment:	Consultancy Services of two Master Trainers for Delivering Trainings on Computerized Financial Management Information System (CFMIS) for Tehsil Local Governments in KP
Last date to apply:	21-9-2021
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 is a 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:

The Punjab Municipal Development Fund Company has already developed computerized Financial Management System and is installed in 35 TMAs in phase 1. CFMIS was developed to facilitate TMA staff for budget preparation and maintaining accounts. KP government tried to imitate the system back in 2017 for preparation of budget and processing of payrolls. The idea was to increase efficiency, ensure transparency in the system and enhance monitoring. However, the system could not be run to its full potential due to multiple reasons including low capacity of end users and missing requisite data. The KP local government departments is preparing to adopt the CFMIS system across KP. Therefore, they requested to the development for upscaling of the CFMIS in local governments, so that the promised results can be achieved. The project team will coordinate with the relevant officials, and will provide all necessary support to make the system fully functional. The main activity will be focused on the capacity building of the TMA/TLGs officials on functionality of CFMIS.

Assignment: To deliver Five Trainings on CFMIS to the Selected Tehsil Local Governments in Matta, Haripur and Lachi.

Task to be performed

1. Develop Comprehensive training plan and training material on Computerized Financial Management Information System (CFMIS) for Selected TLGSs/TMAs and share with LCB, CPDI and GIZ
2. Develop training material tool kit and innovative learning activities to be added in the training agenda for the participants.
3. Conduct 5 one day trainings on Computerized Financial Management Information System (CFMIS) with TMA Matta, Haripur and Lachi.

4. Conduct Pre-and Post- test knowledge assessment/analysis of each training and share with LCB and CPDI teams.
5. Submit Training/event report after every Training.
6. Any other task required to complete the deliverables.

Deliverables:

1. Training Material Tool Kit (power point presentations, pre and post-test forms, and other material to be used by the trainer) and Training Plan
2. Successfully deliver 5 one day, face to face trainings in the selected TMAs
3. 5 Training reports, submit training/event report after every training
4. Evaluation reports on pre-and post- test knowledge assessment/analysis of each training

Required Qualifications:

1. Excellent technical knowledge about the Computerized Financial Management Information System (CFMIS)
2. Excellent communication and report writing skills
3. Extensive Experience of delivering trainings on CFMIS especially in Khyber Pakhtunkwa
4. Post Graduate degree from a recognized university;
5. Deep understanding of establishment, working, utility and efficacy of CFMIS, its effectiveness and usage.
6. Deep understanding of local government system, administrative structure and role and responsibilities of field formations of LCB including TMAs and set up;

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:

Technical Knowledge about CFMIS and experienced master trainer of CFMIS from KP

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

*Late submission will not be entertained.