

**Terms of Reference
Request for Proposals
Synergies with Local Government**

Project:	Strengthening provision of Municipal Service to the Citizens through improved Governments (SMS)
Last date to apply:	6-02-2022
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. Background:

Within the overall understanding and cooperation between the Governments of Pakistan and Germany, GIZ is funding the “Strengthening of Local Governance Systems as a Catalyst for Improved Municipal Services Delivery in Punjab and KP” project to support the Local Government Departments in Khyber Pakhtunkhwa and Punjab in the formulation of capacity building mechanisms (both digital and face-to-face) for local government officials and elected representatives, with a special focus on women and youth. The project, which is implemented by Centre for Peace and Development Initiative (CPDI), aims to (i) build capacity of Local Government Officials through a comprehensive training programme; (ii) encourage more political participation by citizens especially of women and youth through leadership development sessions at community level; (iii) Engage policy makers to identify gaps for smooth implementation of effective service delivery mechanism through policy reviews and reflections; (iv) establish partnership with Tehsil Municipal Administrations (TMAs) to develop capacity of cadres of sanitary workers to work in a safe and effective manner, (v) Improve the performance of local governments to effectively provide local services to citizens through digitalization and use of ICTs; and (vi) launch on study on analysis of gaps and key opportunities towards effective service delivery of municipalities.

B. Purpose of the Assignment:

The overall purpose of this assignment is to strengthen the capacity of the South Punjab Local Government Secretariat for more effective performance of its functions, especially in terms of more efficient management of staff changes and development of synergies across activities / interventions. In this context, the consultant will be specifically required to:

- Assess existing capacities, coordination mechanisms and synergies across activities/ interventions, and develop a report on capacity development needs of the South Punjab Local Government Secretariat;
- Develop proper coordination, synergy development and on-boarding mechanism in order to ensure that frequent transfers and postings of key decision-making officers in the Punjab LG&CDD do not adversely affect performance; and

C. Tasks:

The consultant will:

- Conduct initial meetings with CPDI team, and relevant officers of LG&CD department and attached organizations in Lahore, Multan and Bahawalpur.
- Develop tools and a plan for development of capacity needs assessment of the South Punjab Secretariat and other documents for this assignment.
- Carry out in-depth analysis of relevant aspects of the LG system, especially in relation to the roles of various offices like the Secretary (Lahore), Directorate General LG&CDD, Secretary and Deputy Secretary (South Punjab secretariat), Punjab Intermediate Cities Improvement Investment Programme (PICIIP), DG (I&M), and Director, Punjab Local Government Academy, Lalamusa.
- Conduct capacity need assessment of South Punjab LG Secretariat for smooth implementation of PLGO-2021, based on the approved tools and the plan, involving field meetings and interviews with official and non-official stakeholders in the provincial/ South Punjab secretariat and other offices, including in districts/ local governments, as required.
- Closely liaise with relevant focal persons and officers for regular coordination, input/ feedback and to ensure that relevant expectations are appropriately managed or met in the course of drafting and finalizing the guidelines on improved coordination, capacity needs assessment, on-boarding mechanism and the training manual.
- Draft a capacity needs assessment report, which provides analysis of existing capacities, coordination mechanisms, adverse impacts of frequent transfers and challenges in developing synergies and gaps; and then precisely identify the capacity building needs and the priorities for smooth implementation of the PLGO 2021 in South Punjab.
- Draft a mechanism with clear guidelines for improved coordination and synergies across activities/ interventions, programs and offices/ organizations.
- Draft protocols/ guidelines for leaving charge and on-boarding in view of frequent transfers/ postings in order to ensure that transitions happen in a smooth manner.
- Submit to CPDI the documents after approval by the Punjab LG&CC Department.

E. Key Deliverables:

Consultant will be responsible for following key deliverables;

- Inception report (minutes of consultations will be annexed with inception report).
- Capacity need assessment report for Southern Punjab LG Secretariat.
- Guidelines for improved coordination and synergies across activities/ interventions, programs and offices/ organizations.

- Protocols/ guidelines for leaving charge and on-boarding in view of frequent transfers/ postings in order to ensure that transitions happen in a smooth manner.
- Assignment completion report.

F. Duration / Time frame:

The consultancy shall be carried out from 1st March – 31st May 2021 for 30 woman/man days.

G. Reporting:

The consultant will report to the Project Manager in CPDI with additional reporting line to the Technical Advisor-Policy Reform and Institutional Strengthening, Support to Local Governance (LoGo-II) Programme.

H. Qualification /Competencies required

- A master's degree in public administration, political science, law or any other related social science discipline.
- Minimum 05 years' experience of working on or supporting local governments or related projects, including experience of coordination and capacity needs assessments.
- Good understanding of Local Government System in Punjab.
- Good communication skills, especially report writing skills and experience.