

TERMS OF REFERENCE
“Services are required for conducting perception survey”

Project	Strengthening of Local Governance Systems as a Catalyst for Improved Municipal Services Delivery in Khyber Pakhtunkhwa and Punjab
Assignment:	To conduct perception survey in KP and Punjab to assess the effectiveness of program
Number of Positions	1
Duration	15 days
Last date to apply:	7 October 2022 (12:00pm)
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 Khyber Pakhtunkhwa 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 by CPDI aims to (i) develop a women leadership training manual (ii) build capacity of women local government officials and elected/potential representatives through a comprehensive training programme on women leadership role in LG; (iii) encourage more political participation by citizens especially women and youth through leadership development sessions at community level; (iv) engage policy makers to identify gaps for smooth implementation of effective service delivery mechanism through policy reviews and reflections; (v) establish partnership with Tehsil Municipal Administrations (TMAs) and Municipalities to develop capacity of cadres of sanitary workers to work in a safe and effective manner, (vi) improve the performance of local governments to effectively provide local services to citizens through digitalization and use of ICTs; and (vii) launch a study on analysis of gaps and key opportunities towards effective service delivery of municipalities.

B. Assignment:

The Consultant will conduct perception survey in target Tehsil Local Governments in KP: Matta district Swat, Lachi district Kohat and Haripur and Municipal Committees in the Punjab: Sheikhpura, Mandi Bahauddin, Toba Tek Singh and Khanewal, including Local Government Departments at provincial headquarters, to assess the effectiveness of program and collect suggestions for the way forward. Sample of primary actors (Local government, women, youth LG officials) will be involved in the process to get their feedback. KIIs/FGDs will be conducted with primary actors for this purpose.

C. Task to be performed

1. Conduct initial meetings with the project team to understand the ToRs, purpose of the perception survey, objectives of the project, and details of the activities undertook under the project;
2. Develop inception report indicating the design, approach and methodology of the survey including a detailed work plan and structure of the final report including the methodology of analysis of the collected data;
3. Develop a questionnaire/survey instrument in consultation with CPDI Team, for data collection on the activities/intervention undertook under the project;
4. Assure the overall quality of the survey, the final report, and the presentation of the results;
5. Ensure gender-related accessibility and interviewees during the survey; and
6. Submit the report and related documents in accordance with the agreed time frame in the form of soft copy (MS Office), including recommendations and conclusion.

D. Deliverables and payment

Deliverable	Payment
Inception Report	20%
Draft report of the perception survey	40%
Final report after incorporating the feedback and comments	40%

E. Required Qualification and Competencies:

1. Post Graduate degree from a university recognized by the HEC;
2. Excellent communication, analytical and report writing skills in English
3. Excellent knowledge of different techniques of conducting survey;
4. Minimum 5 years of experience in the public and private sector and completed 03 assignments on perception survey; and
5. Deep understanding of local government system, administrative structure and role and responsibilities of local governments in KP and Punjab.

F. Duration / Time frame:

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

G. Reporting:

Consultant shall report to the Project Manger of the project.

H. 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 the identified tehsil/districts and offices including provincial headquarters, logistic arrangements and other incidentals expenses required for the completion of the assignment/survey 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