

TERMS OF REFERENCE
“Consultant for training material on local government system”

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| Project | Tameer Hamqadam |
| Number of Positions | 1 |
| Duration | 33 days |
| Last date to apply: | 21-10-2022 |
| 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.

Task to be performed

- Develop or customize the training material on participatory local governance, roles and responsibilities of the village secretaries and village council, roles and responsibilities of the community members in the local governance from the existing training manuals.
- Collect data about the available material approved by the Local Government Department on the participatory local governance.
- Use the available resources and material as the base information for customization of the material according to the project needs.
- Customize the available information into the user-friendly training material.
- Work with the project manager for the development of the training material for participants and community.
- Especial focus is required for the training material on the role of women council member and women community groups for improved participatory local governance.
- Compile training content for the Secretaries VC/NCs used by other donors and Local Government Department.
- Develop concepts for the pictorial orientation of the training content for the Secretaries VC/NCs

- Develop concepts for the pictorial orientation of the training content for the elected representatives.
- Develop concepts, text in Urdu, scripts in Urdu, story situations for the development of various kind of IEC materials by the Illustrator/Designer
- Work closely with the illustrate to create posters, brochures, flyers and handbooks about participatory local governance and inclusion of women in the planning process.

Required Qualification and Competencies:

- Preferably Ph.D in social sciences, education or political sciences.
- Have worked with the Local Government Department, KP for training manual development.
- Understanding of the Local Government Acts and Laws
- Atleast 12 years' experience in development of training material, training manuals, training need assessment.
- Alleast 3 years' experience in participatory planning research.

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