

Services of Monitoring and Evaluation Consultant to conduct baseline study

Project:	Citizens for Good Governance: Strengthening Citizen's Engagement for inclusive and Accountable Local Governance Last date to
apply:	21-11-2022
Submission to:	hr@cpdi-pakistan.org along with proposal, CV and Cover Letter

About CPDI:

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization, which is working on the issues of peace and development since 2003. It is registered under Section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established 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.

Background:

The assignment is under the Citizens for Good Governance: Strengthening Citizens' Engagement for Inclusive and Accountable Local Governance project. The aim of the project is to strengthen the ability of civil society organizations, journalists, social media activists and citizens for promoting efficient, transparent, responsive and accountable local governments in Pakistan. It focuses on promoting informed debates and dialogues among key stakeholders, and providing technical support to stakeholders on the demand side for their effective engagement with local governments, legislatures and other provincial/ Federal institutions. The project will adopt inclusive and a flexible approach; and will work with a wide range of stakeholders including members and officers of local governments, legislators, officers of relevant institutions in the provincial/ Federal governments, community leaders, out of school youth, university students and faculty members, women leaders and activists from marginalized or socially excluded groups.

Objective:

The key objective of the study is to collect baseline data to assess the situation on ground with regard to understanding on the local governance systems and access to right to information.

Some of the key areas that will be explored are:

- Understanding of the local governance structure, transparency and accountability with regard to public service delivery.
- Capacity development of CSOs on local Governance structure, human rights and gender and social inclusion.
- Awareness raising on Gender and social inclusion, importance of civic engagement, satisfaction level of people with public services, importance of LG, structure and functions of various tiers of LGs, public participation in budget formulation process and human rights
- Access to right to information.
- RTI requests

Purpose of Baseline Study:

The purpose of the baseline data is to assess the existing situation and stakeholders' perceptions in the target districts with special focus on the objectives of the project. Its findings will be used to track and assess the progress and achievements of the project.

Methodology:

The consultant is expected to conduct the baseline study based on (a) review of available literature including official documents and reports; (b) survey through a questionnaire of around 300 respondents i.e., 150 from each province; (c) at least 10 focus group discussions (FGDs); and (d) at least 20 Key Informant Interviews (KIIs) involving politicians, officers, journalists and civil society leaders. The baseline methodology and the plan will be finalized in consultation with the project team. The consultant will also be responsible for translating the questionnaires in the local languages (Urdu), as needed. The consultant should use online application/software for data collection and data processing.

Key Deliverables:

Key deliverables of the consultancy will include the following:

1. Detailed baseline methodology including, but not limited to, survey questionnaire, sampling methodology, questions/ guidance notes for FGDs, and questions/ guidance notes for KIIs;
2. Translation of relevant tools (e.g., survey questionnaire) in Urdu;
3. Detailed work plan;
4. Lists of potential/ actual participants of FGDs, KIIs and survey respondents;
5. Literature review report including relevant references and reference material;
6. Identification of field team and its training in coordination with the project team;
7. Reports of field work including filled in questionnaires, minutes of meetings and weekly updates on progress;
8. Data analysis through appropriate software and submission of all data sheets to CPDI;
9. Draft baseline report;
10. Collection of feedback on the draft baseline report, and its incorporation for revision of the draft; and
11. Submission of the final baseline report.

Timeline:

The activity will commence once the contract has been fully executed by both parties preferably in the second week of November for the baseline study and should be concluded by December 30, 2022.

Key Qualifications:

The consultant is expected to have the following skills and key qualifications:

- Master's degree in statistics, sociology, economics, rural development or any other relevant university degree related to the study.
- At least 8 years of professional experience in the field of development, human rights, local governance or democracy.
- Significant experience with Appreciative Enquiry Approach and quantitative and qualitative data analysis.
- A comprehensive mix of communication and writing skills in English and other local languages, which will be required for interviews, data analysis, and report writing.
- Able to work in coordination with project teams in Punjab and KP.

Proposal submission process:

Interested consultants are requested to submit an electronic copy of their proposal by November 14, 2022 with the subject line: **REF: "Baseline Study Proposal"** to hr@cpdi-pakistan.org **along with technical and financial proposal, CV and Cover Letter.**

Applicants must submit:

- **CVs** of key individual or individuals. Please note to have all CVs formatted in a uniform fashion.
- **Proposal narrative** which includes the consultant's suitability for the assignment, previous work experience, qualifications, and sector expertise. Please include any past relevant work that might demonstrate knowledge of local governance and proposed methodology with regard to baseline study. (Maximum 01 page).
- **Comprehensive methodology** to be used for the baseline study including sampling and approach for FGDs and the KIIs. The tools selection for qualitative data should be explained clearly with the description of stakeholders.
- **Draft work plan** which includes dates, milestones, team members assigned, and any other details to demonstrate an adequate level of resourcing within the proposed timeframe.
- **Budget:** The budget should be broken down by line items with budget notes. Please note that, for this assignment, the budget is required to reflect the consultant fee along with all the associated cost (including enumerators/interviewers cost and other administrative/ logistics cost).

The proposal will be evaluated by using the Best Value for Money Approach (combined scoring method). The technical proposal will be evaluated with 70% weight, whereas the financial proposal will be evaluated at the remaining 30%. Offers that do not include all submission requirements may not be evaluated.