

TERMS OF REFERENCE
Project Workshop with Stakeholders

Project	Tameer Hamqadam
Number of Positions	1
Duration	6 days
Last date to apply:	15 Nov 23
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.

Deliverable:

- Conduct 1-day moderation on the local government system with the 3-target group in Peshawar. A total number of days for moderation is 1 day.
- Conduct 1 day workshop moderation with local government and C/NC members on Workshop on Identifying the Participatory Planning Process at Village/ Neighborhood Level and Opportunities for Digital Participation. Total number of workshop moderation days is 1.
- Moderator role will be to facilitate the event and ensure smooth discussion flow and guide it in the right direction.
- Prepare agenda of the workshop, moderation plan and develop.
- Work closely with the project manager and concerned stakeholder of the project.

Required Qualification and Competencies:

- Must have Ph.D in social sciences, education or political sciences.
- Have worked with the Local Government Department, KP for training manual development.

- Have at least 8-10 years of experience of training and moderation in the local governance subject.
- 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.

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.

Criteria for selection:

Combined Scoring method will be used for the evaluation of consultant. The award of the contract will be made to the consultant whose offer has been evaluated and determined as: (i) responsive, compliant, acceptable, and (ii) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical criteria weight - 70% (Background and education 20%; Relevant previous experience 20%; Substantial knowledge/Required competencies 30%)

Budget/Financial criteria weight - 30%.

*Late submissions will not be entertained