

TERMS OF REFERENCE

Services Required for Long Term Consultant for Participatory Development Planning of Local Governments in Khyber Pakhtunkhwa

Project	Localization of SDGs through Participatory Development Planning by Tehsil Local Governments in Khyber Pakhtunkhwa (KP) Province
Assignment	To provide services to develop comprehensive participatory and SDGs-oriented development planning methodology, and formulation of 25 SDGs-oriented development plans at the Tehsil Local Government level in KP within the framework of the KP Local Government Act, 2013 and the rules made thereunder.
Number of Positions	1
Duration	120 days
Last date to apply	16-01-2023 (12:00 AM)
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 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, improve governance 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. The Assignment:

The consultant will deliver services within the scope of the project namely “Localization of SDGs through Participatory Development Planning by Tehsil Local Governments in Khyber Pakhtunkhwa Province”. The project is being implemented by CPDI, and aims to support Tehsil Local Governments (TLGs) in KP in the formulation of SDGs-oriented tehsil-level development plans, which take into account the needs, suggestions and aspirations of the citizens. Its objectives include (i) to support the Tehsil Local Governments (TLGs) in KP in the formulation of 25 SDG-oriented tehsil-level development plans that take into account the needs, suggestions and aspirations of the citizens; (ii) to build the capacity of selected TLGs regarding participatory local level planning and budgeting process; (iii) to increase the capacity of the provincial level for strengthening participatory planning and citizen engagement at local level; and (iv) to generate public awareness on local level planning and opportunities for citizens’ participation,

especially for women and marginalized segments of society. Under this project, CPDI will facilitate 25 TLGs in developing 25 development plans. The target TLGs will be identified in consultation with the KP's Local Government, Elections and Rural Development Department. Keeping in view the aim and objectives of the project, CPDI seeks to hire services of a long-term consultant to support the project team in reviewing and documenting past/ existing practices, building on previous practices / methodologies in the light of relevant lessons learned, developing a comprehensive methodology for participatory and SDGs-oriented development planning, and then in formulation of SDGs-oriented development plans of selected Tehsil Local Government in the KP province. The methodology and plans will be developed within the framework of the KP Local Government Act 2013 (As amended) and the rules through boarder consultation of the relevant stakeholders in the Local Government Department, while following a process that also ensures capacity building of relevant official and civil society stakeholders.

B. Task to be performed

The consultant will be responsible to carry out the following main tasks:

- (a) To attend relevant meetings organized by CPDI, GIZ, LGE&RDD, TLGs or any other stakeholder;
- (b) To conduct review of relevant laws, policies, rules, procedures, guidelines, practices, manuals, plans or review/ evaluation documents, which may help in developing a robust methodology for the development of SDGs oriented development plans. The review process will particularly cover any similar/ relevant documents including those developed with the support of development partners including UNDP, GIZ, SNG, USAID etc. (e.g., D-PIP methodology adopted by the KP LGE&RDD) and Community Driven Local Development (CDLD);
- (c) Conduct mapping of stakeholders and profiling of most relevant actors for the subject assignment, while keeping in view their roles, responsibilities, interests, influence and vulnerabilities;
- (d) Consultations with LG and P&D Departments and partners to develop methodology.
- (e) Develop and finalize, after feedback of CPDI, PLG and other stakeholders, a detailed framework, process and methodology for SDGs-oriented development planning for TLGs, which is inclusive, participatory, consistent with the existing legal framework and informed by the international best practice;
- (f) Develop TORs for other consultancy assignments under the project including, but not limited to, TORs for Workshop Facilitator/Co-facilitator, SDGs Manual Developer, Manual Designing and Printing, Documentary Production, and IEC Material Development.
- (g) Develop TORs and agenda for the Project Coordination Committee (PCC), and facilitate/ coordinate and attend its meetings for sharing of updates and timely decisions aimed at improving coordination and project delivery;

- (h) Prepare agenda for the planning sessions with different stakeholders including TLGs, SDGs Unit, CSOs and development partners, if any in the targeted TLGs;
- (i) Design and facilitate consultative workshops for relevant stakeholders, including officers and mayors/chairmen of TLGS, to orient them on the purpose and benefits of participatory planning processes and to get their buy-in on the process/methodology before its finalization;
- (j) Design methodology and tools for the identifications of needs and establishment of priorities at the VC/NC levels;
- (k) Design and conduct trainings of the planning team at each respective TLG on data collection methodology and tools, and how the data will be analyzed and used for the development of plans;
- (l) Draft and finalize, after stakeholders' feedback, awareness and education materials on SDGs oriented and participatory development planning in relation to TLGs;
- (m) Build capacity of relevant stakeholders through orientation and training sessions in the targeted TLGs with focus on effective engagement with relevant governmental departments, such as TLGs, LGE&RDD and P&D (SDGs unit);
- (n) Design the concept and then, after stakeholders' feedback, develop a comprehensive Participatory Development Planning Master Trainer package (PDP- M), which is based on the experiences and lessons learnt from the implementation of this project;
- (o) Facilitate / moderate training of the Master Trainers on the PDP-M;
- (p) Develop and finalize, after feedback from CPDI, GIZ and other stakeholders, framework, process and methodology for the SDGs oriented TLG plans, and work to get it approved by the KP LGE&RDD;
- (q) Provide technical and coordination support to the project team in the development of the SDGs oriented development plans including broad-based consultations on the development plans of the selected TLGs;
- (r) Present the key documents developed under the project, including frameworks/ methodologies, guidelines, manuals and plans, to the KP LGE&RDD, relevant TLGs and other key stakeholders for endorsement and adoption;
- (s) Follow up on the implementation of the development plans during project time period; and
- (t) Develop and submit to CPDI periodic reports and a final comprehensive report on progress towards project objectives and key achievements under this assignment.

C. Key Activities, Deliverables and Payment:

The consultant will be responsible for the following activities and deliverables against the allocated number of days as specified in the Table below:

Designing Phase

Phase	No.	Activity	Days Allocated
Designing Phase	1	Organization of Inception Meeting; and then development of Inception Meeting Report, after the meetings were held with CPDI, PLG, and other stakeholders and implementation plan for the assignment.	2
	2	Development and finalization of detailed framework, process and methodology for SDGs-oriented development planning for TLGs, which are informed by: findings of review of relevant laws, policies, rules, procedures, guidelines, practices, manuals, plans or review/ evaluation documents; mapping of stakeholders; consultations and feedback by stakeholders including TLGs and the KP LGE&RDD, P&D Department (SDGs Unit); and regional/ international best practice.	15
	3	Development of TORs for consultancy assignments including, among others, TORs for workshop Facilitator, TORs for Co-facilitator, SDGs manual developer, Manual designing and printing, and documentary production.	5
	4	Development of ToRs and agenda of project coordination committee, and coordination of its meetings.	5
	5	Development of plans/ agenda for and then organization of planning sessions with different stakeholders including TLGs, SDGs Unit, CSOs and development partners, if any in the targeted TLGs	6
	6	Development of design and facilitation of consultative workshops for relevant stakeholders, including officers and mayors/chairmen of TLGS, to orient them on the purpose and benefits of participatory planning processes and to get their buy-in on the process/methodology before its finalization;	3
	7	Design methodology and tools for the identifications of needs and establishment of priorities at the VC/NC levels and devolved departments;	2
	8	Design and then conduct consultative sessions with the concerned stakeholders to engage them effectively in dialogues and debates (1 with SDGs Unit, 1 with the al key stakeholders at provincial level).	4

	9	Draft and finalize, after stakeholders' feedback, awareness and education materials on SDGs oriented and participatory planning in relation to TLGs.	7
Implementation Phase	10	Contribution to capacity building of relevant stakeholders through orientation and training sessions in the 25 targeted TLGs with focus on effective engagement with relevant government departments, such as TLGs, LGE&RDD and P&D (SDGs unit).	33
	11	Design the concept and then, after stakeholders' feedback, development of a comprehensive Participatory Development Planning Master Trainer package (PDP- M), which is based on the experiences and lessons learnt from the implementation of this project.	10
	12	Development and finalization, after feedback from CPDI, GIZ and other stakeholders, the framework, process and methodology for the 25 SDGs oriented TLG plans, and work to get it approved by the KP LGE&RDD;	5
	13	Facilitation/moderation of the development priorities identification and prioritizing sessions in 25 Tehsil LGs jointly with the Co-facilitator.	10
	14	Facilitation for the training of the Master trainers on the PDP- M methodology.	6
	15	Preparation of a paper on the experiences and lessons learnt on the SDGs-oriented participatory development planning processes in the context of local governance KP	4
	16	Development and submission of a comprehensive final report to CPDI, containing successes, challenges and lessons learnt, and steps to institutionalize the framework, process and methodology of SDGs-oriented development planning for TLGs.	3
		Total number of days	120

D. Payment to Consultant:

Payment to the consultant will be made per month against the number of days of performance/efforts reflected by the consultant in the time sheet along with evidence of performance of activities and deliverables.

E. Required Qualification and Competencies:

1. At least a Master's Degree in social sciences subjects such as Sociology, Political Science, or social development.
2. At least ten years of working experience in the field of the development sector, preferably in the conduct of participatory planning and capacity building with focus on participatory planning.
3. At least 5 years of management level experiences on decentralization and local governance. Previous experience of working on a similar program in the KP province will be an advantage, especially of working with BMZ/ GIZ or any other donor program with focus on decentralization and planning processes.
4. Extensive knowledge of structure and functions of local governments in KP, especially about development planning processes at the TLG and VC/NC level will be an advantage.
5. Knowledge and experience of previously developed participatory development processes and tools [e.g., Participatory Learning and Action (PLA); Participatory Land Use Planning (PLUP); Participatory Village Development Planning]; and the ability to adapt, refine and apply such processes/ tools in varying contexts will be an advantage.
6. Good moderation and facilitation skills.
7. Good communication skills and ability to constructively engage stakeholders, especially TLGs and LGE&RDD.

F. Reporting:

Consultant shall report to the Project Manger of the project.

G. How to Apply:

Interested Individuals can send their detailed technical proposal (70% weightage for evaluation), explaining the approach and methodology, CVs/Profile highlighting the relevant experience and qualification as well as the financial proposal (30% weightage for evaluation) mentioning the name of assignment at: hr@cpdi-pakistan.org. The financial proposal should be inclusive of applicable taxes and work-related logistical costs (i.e., travel/ lodging, incidentals, etc.), as required for assignment related activities and meetings at CPDI offices or with other stakeholders in the Islamabad, Peshawar and target TLGs. No expense claims will be entertained/paid by CPDI.

*Late submissions will not be entertained.