

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT FOR PREPARATION OF TRAINING MANUAL AND TRAINING MATERIALS FOR ORIENTATION TO SUSTAINABLE DEVELOPMENT GOALS



Posted date	April 10, 2023	Last date to apply	May 07, 2023
Country	Pakistan	Location	Peshawar
Type of Services	Consultancy (contractual)	Category	Orientation and capacity building
Position	1	Tentative commencement date of services	10 th May, 2023
Level of Efforts	15 working days	Tentative duration	10 th May 2023 to 28 th June 2023
Proposals / applications to be submitted at: hr@cpdi-pakistan.org			

A. 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 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.

B. ABOUT THE ASSIGNMENT

B. 1. BACKGROUND

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) has initiated a Programme titled as Participatory Local Governance (PLG) to assist the governments in Punjab and Khyber Pakhtunkhwa to further strengthen their local governance system towards improved services delivery to the citizens. PLG builds on the earlier gains of its two completed projects in Punjab and Khyber Pakhtunkhwa i.e., the Support to Local Governance Programme and the FATA Development Project by creating synergies on the already achieved results and

the capacities built. The PLG will provide support mainly in three areas i.e., local revenue generation, participatory development planning, and digitalization for improved services delivery.

GIZ has partnered the Center for Peace and Development Initiatives (CPDI) to assist the Government of Khyber Pakhtunkhwa (GoKP) in evolving a structure for and building capacities around participatory local development planning in the province. This initiative (project for CPDI) is termed as “Localization of SDGs through Participatory Development Planning by Tehsil Local Governments in Khyber Pakhtunkhwa Province”.

The overall goal of the project is “To create awareness, build capacities, enable public participation and facilitate relevant stakeholders for SDG-oriented Tehsil-level development planning.” The strategic objectives of this project are to (i) to support the Tehsil Local Governments in KP in the formulation of SDG-oriented tehsil-level annual 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.

B. 2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

CPDI will engage a consultant for the development of the training manual and training materials which shall serve the purpose of providing orientation on the Sustainable Development Goals. The training manual and materials shall be in Urdu. Overall, the goal of the consultancy assignment is to provide a comprehensive and engaging training manual and training materials that will help the target audience to understand the SDGs and their role in achieving sustainable development. The training manual and materials will provide thorough information about how SDGs relate to the local government devolved functions, municipal service delivery, and to the lives of the people. The training manual and materials shall be developed in a manner that facilitate the Tehsil Local Government in incorporating the SDGs into the Tehsil Development Planning functions. This will help to align the Tehsil level Development Plan with the provincial and district level policies related to SDGs. The principal target beneficiary for the training manual and training materials will be the elected local representatives and officials of the Tehsil Local Government.

B. 3. SCOPE OF THE ASSIGNMENT

The scope of the assignment will entail all tasks necessary to develop a training manual and training materials for orientation to SDGs. Broadly, the scope will entail performing the following tasks:

- Identify existing available training and capacity building material on localization of SDGs in Pakistan and particularly in Khyber Pakhtunkhwa.
- Engage with PLG, SDGs Support Unit, LGE&RDD, and Planning and Development Department to understand the requirements for and contents of the training manual and training materials. This will also assist in identifying the needs and capacity gaps of the target audience for which the training manual and materials are developed.
- Work out, in consultation with the SDGs Support Unit, tehsil level SDGs targets, indicators, and baselines. Where these are not available at tehsil level, the consultant will agree on a modality with the SDGs Support Unit to work out SDGs targets, indicators and baselines which are best fit for the tehsils and make this part of the training package. This will help to align the Tehsil Development Plans with the provincial and district level policies related to SDGs.
- Develop purpose-specific training manual and training materials keeping in view the specific requirements of the target audience (Tehsil Local Government). The manuals and materials shall thoroughly cover and explain the relevant SDGs including the targets, indicators, and key concepts related to each goal and how SDGs relate to the local government devolved functions, municipal service delivery and to the lives of the people, and how these will be applied during the formulation of the Tehsil Development Plans by the TLGs?

B. 4. KEY ACTIVITIES, DELIVERABLES, AND PAYMENT

The consultant will be expected to undertake the following activities:

<i>Sr.#</i>	<i>Activity</i>	<i>Level of Efforts (days)</i>
1.	Inception meeting with CPDI, GIZ-PLG, CPDI, and SDGs Support Unit.	1
2.	Review of the existing training materials on localization of SDGs.	1
3.	Development of background materials for the collaborative session for tehsil level SDGs targets, indicators, and baselines.	2
4.	Holding of collaborative session for identifying tehsil level SDGs targets, indicators, and baselines or otherwise agreeing on modality for tehsil level application of localized SDGs by SDGs Support Unit.	2

<i>Sr.#</i>	<i>Activity</i>	<i>Level of Efforts (days)</i>
5.	<p>Design structure, layout, and contents for the training manual and training materials for orientation to SDGs in the context of tehsil development planning function. Apart from other chapters/topics the structure should also include the following topics:</p> <p>a)</p> <ol style="list-style-type: none"> 1) Pakistan and SDGs 2) Institutional set-up of the SDGs 3) Key outlines of KP SDGs Framework 4) Relation of SDGs with local government devolved functions and municipal service delivery 5) Targets and Indicators of the SDGs 6) Focusing the priority SDGs <p>b)</p> <ol style="list-style-type: none"> 1) Awareness raising 2) Advocacy and Dialogues for localizing the SDGs <p>c)</p> <ol style="list-style-type: none"> 1) Localizing SDGs 2) Approach and methodology for localization of SDGs 3) Alignment of Tehsil Development Planning with SDGs 	1
6.	Preparation of draft training manual and training materials for orientation to SDGs in the context of tehsil development planning function, and its PowerPoint presentation.	6

<i>Sr.#</i>	<i>Activity</i>	<i>Level of Efforts (days)</i>
7.	Preparation of final training manual and training materials for orientation to SDGs in the context of tehsil development planning function, and its final PowerPoint presentation.	2
	Total allowed working days	15

Following deliverables will be produced by the consultant:

a. Inception Report: This shall contain the outputs of the meetings, analysis of the literature review, and a detailed methodology and work plan to achieve the above stated objectives.

b. Report of the collaborative session: This shall contain the identified tehsil level SDGs targets, indicators, and baselines or otherwise agreeing on modality for tehsil level application of localized SDGs by SDGs Support Unit

c. Layout, Structure, and Contents of the Training Manual and Materials: This shall contain suggested layout, structure, and contents based on the literature review and outputs of the collaborative session.

d. Draft Training Manual and Training Material (in Urdu language): This shall contain purpose-specific training manuals and training materials keeping in view the specific requirements of the target audience (Tehsil Local Government) in KP. The manual and materials shall thoroughly cover and explain the relevant SDGs including the targets, indicators, and key concepts related to each goal and how these will be applied during the formulation of the Tehsil Development Plans by the TLGs. The consultant shall also produce training materials such as presentations, handouts, and case studies, for use during the training sessions.

e. Final Training Manual and Training Material (in Urdu language): As above.

The timelines for the deliverables will be agreed with the Project Manager, CPDI.

C. PAYMENT

Payment of fee to the consultant will be made against the following deliverables:

Deliverable	% Payment
Inception Report	20%

Draft Training Manual and Training Material (in Urdu language):	30%
Final Training Manual and Training Material (in Urdu language)	50%

D. REPORTING STRUCTURE AND COORDINATION

The delivery of the services under this consultancy assignment will be managed in the following manner:

D.1. PROJECT MANAGER

The services under this consultancy assignment will be supervised by the Project Manager, CPDI. The consultant will report to and will get directions during the currency of the provision of services from the Project Manager.

D.2. LONG-TERM CONSULTANT

The Long-Term Consultant of CPDI will provide technical advice and support to the consultant for the preparation of the training manual and training material. The Long-Term Consultant will also be responsible for the review of the deliverables by the consultant.

D.3. PROVINCIAL COORDINATOR

The consultant will undertake all activities under this assignment in close liaison and coordination with the Provincial Coordinator, CPDI. All operational level matters shall be discussed and resolved with the Provincial Coordinator.

E. REQUIRED QUALIFICATION AND EXPERIENCE

The consultant should possess a combination of technical expertise, relevant work experience, and interpersonal skills to successfully deliver the consultancy assignment for the preparation of a training manual and materials for orientation on sustainable development goals. The following are the key qualification & experience criteria required for selection:

- **Educational qualifications:** The consultant should hold at least a master's degree in a relevant field such as development studies, environmental studies, social sciences, or a related field. Candidates with PhD degree in relevant field will get preference.
- **Relevant work experience:** A consultant should have a minimum of 15 years of work experience in designing and delivering training outlines, training manuals, training handbooks and materials related to development planning, budgeting, strategic planning, policy formulation, and sustainable development, particularly the SDGs.

Designing conducting TOTs in the past and curricula development on above mentioned topics.

- **Experience of working with the public sector especially the local government:** Candidates must have at least 05 years of experience working with or for the public sector. Experience of working with the local governments will be an added advantage. Further, candidates having previous work experience with the local governments in Khyber Pakhtunkhwa will get preference.
- **Knowledge of sustainable development:** The consultant should have a strong understanding of sustainable development concepts and principles, particularly related to the SDGs. The consultant should have a good grasp of the interlinkages between the SDGs and how they relate to various sectors such as education, health, environment, and gender.
- **Previous consultancy experience:** Previous experience working as a consultant on similar assignments is mandatory. The consultant should provide access to training manuals and materials developed by him / her during previous assignments which shall be used to evaluate his/her proposal and application for this assignment.

F. 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 all 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, as may be required. No such expense claims will be entertained/paid by CPDI.

*Late submissions will not be entertained.