

# TERMS OF REFERENCE

TORS FOR THE DEVELOPMENT OF PUBLIC PARTICIPATORY EXPENDITURE  
MANAGEMENT (PPEM) MANUAL



<b>Posted date</b>	May 30, 2023	<b>Last date to apply</b>	Aug 30, 2023
<b>Country</b>	Pakistan	<b>Location</b>	Punjab
<b>Type of Services</b>	Consultancy (contractual)	<b>Category</b>	Manual Development
<b>Position</b>	1	<b>Tentative commencement date of services</b>	Sep 4, 2023
<b>Level of Efforts</b>	24 working days	<b>Tentative duration</b>	Sep 4, 2023 to Oct 31, 2023
<b>Proposals / applications to be submitted at: <a href="mailto:hr@cpdi-pakistan.org">hr@cpdi-pakistan.org</a></b>			

## 1. ABOUT CPDI

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization, which has been working on the issues of peace and development since 2005. 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 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.

## ABOUT THE ASSIGNMENT

### 1. BACKGROUND

The assignment is under the Citizens for Good Governance, which is being jointly implemented by CPDI and Individualland (IL) in the Punjab and KP provinces. Both CPDI and IL are leading civil society organizations with distinguished track record of working for good governance and democratic development with special focus on local governance, right to information, media development, elections, and legislative development. Our Citizens for Good Governance project aims 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.

## 2. OBJECTIVES OF THE ASSIGNMENT

The main objective of the assignment is to develop the capacity of civil society stakeholders for participation in and oversight of the official processes whereby taxpayers' money is spent at multiple levels, especially in the context of local governments. To achieve this main objective, the consultant will develop a training manual in the Urdu and English languages and then deliver training to selected participants in the Punjab and KP provinces. The manual will cover all the relevant topics including but not limited to the following:

1. Concept, background, and Evolution of PPEM in Pakistan
2. Relevant legal/ procedural framework
3. Expenditure management system
4. Various stages in expenditure management and opportunities for public participation
5. Mechanism for public/ stakeholders' participation or engagement
6. Public complaints and redress mechanisms related to expenditure management
7. Public oversight Mechanism
8. International, regional, and national best practices
9. Any other

## 3. KEY ACTIVITIES AND DELIVERABLES:

The consultant will be expected to undertake the following activities:

<b>Activities</b>	<b>LOE (days)</b>	<b>Deliverables</b>
Literature review, including of any existing manuals and related work in the sector	01	Draft Framework of the Manual
Consultation meetings with CPDI and partners to discuss needs, scope, approach, and contents of the training manual	01	
Draft comprehensive framework of the PPEM manual including the table of contents and approach/ methodology based on literature review and consultations	01	
Receive and incorporate feedback from CPDI/ partners on the framework	01	Draft Training Manual on PPEM
Draft the training manual on PPEM based on feedback provided and identified best practices	06	

Incorporation of feedback from CPDI and partners	01	Final Manual
Finalization of the training manual	02	
Deliver 4 days training on PPEM for CSOs in Lahore	05	Training delivered
Deliver 4 days training on PPEM for CSOs in Peshawar	05	Training delivered
Training reports	01	Training reports
<b>Total days</b>	<b>24</b>	

#### 4. PAYMENT SCHEDULE

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

<b>Deliverables</b>	<b>Payment</b>
Upon Submission of Draft Framework of the Manual	20%
Upon submission of the Final Training Manual and Handouts (in the English language)	40%
Upon Submission of Final Report including about Delivery of Trainings	40%

#### 5. DURATION:

The PPEM consultant will be engaged for 24 days, and the assignment may be delivered at the latest by July 31, 2023.

#### 6. REQUIRED QUALIFICATION AND EXPERIENCE

The following are the key qualification & experience criteria required for selection:

- Master's degree in development studies, finance, or any other related field.
- At least 10 years' experience of similar work.

- Good understanding of the development and public sectors. Previous experience of working with or in the public sector will be given preference.
- Experience of delivering training on similar subjects.
- Good communication skills.

## 7. HOW TO APPLY?

Interested Individuals may send their technical proposal (70% weightage), explaining the approach/ methodology, technical capacity, qualifications, and experience of the consultant; and the financial proposal (30% weightage for evaluation). The bid should mention the name of the assignment and be sent at: [hr@cpdi-pakistan.org](mailto: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.

\*Late submissions will not be entertained.