

# TERMS OF REFERENCE

INDIVIDUAL CONSULTANT FOR PREPARATION OF TRAINING MANUAL AND TRAINING MATERIALS FOR PARTICIPATORY LOCAL LEVEL PLANNING AND BUDGETING PROCESS



<b>Posted date</b>	4 <sup>th</sup> July 2023	<b>Last date to apply</b>	12 <sup>th</sup> July, 2023
<b>Country</b>	Pakistan	<b>Location</b>	Peshawar
<b>Type of Services</b>	Consultancy (contractual)	<b>Category</b>	Orientation and capacity building
<b>Position</b>	1	<b>Tentative commencement date of services</b>	15 <sup>th</sup> July 2023
<b>Level of Efforts</b>	10 working days	<b>Tentative duration</b>	15 <sup>th</sup> July 2023 to 15 <sup>th</sup> August 2023

**Proposals / applications to be submitted at: [hr@cpdi-pakistan.org](mailto: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 project 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 Project 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 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 Government in Khyber Pakhtunkhwa”.

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 25 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 training and capacity building of local level officials and local elected representatives on the local level development planning and budgeting process. The training manual and materials shall be in Urdu language. Overall, the goal of the consultancy assignment is to provide a comprehensive and engaging training manual and training materials in line with the process methodology developed/adopted for the SDGs oriented Tehsil Medium Term Development Plan that will help the target audience to understand the different topics, concepts, processes, and their applications which will help them in formulating the participatory and SDGs oriented Tehsil Medium-Term Development Plans (MTDPs). This training manual shall be synched with an already developed training manual on orientation to SDGs and the linkages of SDGs with the MTDP. The training manual and materials shall be developed in a manner that facilitates the Tehsil Local Government in incorporating participatory approaches and the SDGs in the Tehsil Development Planning functions.

## B. 3. SCOPE OF THE ASSIGNMENT

The scope of the assignment will entail all tasks necessary to develop a training manual and training materials (including tools, templates, pro forma, forms, formats, handouts, presentation etc.) for participatory local level planning and budgeting processes. All activities will be performed at Peshawar. Broadly, the scope will entail performing the following tasks:

- Identify existing available training and capacity building material on participatory local level planning and budgeting processes.
- Identify and enlist detailed (micro level) activities to be performed by the practitioners responsible for the formulation of the tehsil development plan (both in respect of processes as well as the contents of the MTDP).
- Identify the relevant officials and develop a matrix showing their respective roles and responsibilities in formulating MTDPs.
- Engage with PLG, Project Manager, Project Coordinator, CPDI Consultant, SDGs Support Unit, LGE&RDD, and Planning and Development Department or any other relevant stakeholders 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.
- Engage and liaise with the PLG staff, Project Manager, Project Coordinator, and consultants for aligning this training manual with the training manual on SDGs, information education communication materials, video tutorials etc.
- Develop purpose-specific training manuals 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 topics, concepts, templates, tools, procedures, and processes and any other material required for formulating 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 and review of the existing training materials, training arrangements, process methodology etc.	1
2.	Development of matrix of roles and responsibilities of officials, enlisting micro-level activities during the formulation process, identify key processes, tools, templates, and procedures required for tehsil development planning.	1

<i>Sr.#</i>	<i>Activity</i>	<i>Level of Efforts (days)</i>
3.	Design structure, layout, and contents for the training manual and training materials for participatory local level planning and budgeting processes aligned with the SDG training manual.	1
4.	Consultations with various stakeholders on the design structure, layout, and contents for the training manual	1
5.	Preparation of draft training manual and training materials for participatory and SDGs orientated local level development planning and budgeting processes, and draft PowerPoint presentation on the training manual	4
6.	Preparation of final training manual and training materials for participatory and SDGs orientated local level development planning and budgeting processes after incorporating the comments and feedback from the pilot test of the training manual and materials in one pilot tehsil. Besides, CPDI, PLG, LGE&RD, P&D Department, SDGs Unit, may also furnish comments which shall be duly incorporated into the draft. Also, prepare PowerPoint presentation on the final version of the training material.	2
	Total allowed working days	10

Following deliverables will be produced by the consultant:

*a. Matrix of roles and responsibilities:* This shall contain roles and responsibilities of officials, enlisting micro-level activities during the formulation process, identify key processes, tools, templates, and procedures required for tehsil development planning.

*b. Layout, Structure, and Contents of the Training Manual and Materials:* This shall contain suggested layout, structure, and contents based on the literature review and consultations with relevant stakeholders.

*c. Draft Training Manual and Training Material:* This shall contain a purpose-specific training manual and training materials keeping in view the specific requirements of the target

audience (Tehsil Local Government). The manual and materials shall thoroughly cover and explain the relevant topics, concepts, templates, tools, procedures, and processes which are part of the process methodology for formulating tehsil development plans by the TLGs. The consultant shall also produce training materials such as presentations, handouts, and case studies, that will be used during the training sessions.

*d. Final Training Manual and Training Material:* The draft training manual will be pilot tested by trainers in the first training of the Planning Team. The Consultant will revise the draft training manual and training materials considering the feedback from the pilot test.

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:

<b>Deliverable</b>	<b>% Payment</b>
Inception Report	20%
Draft Training Manual and Training Material	30%
Final Training Manual and Training Material	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.2. OTHER CONSULTANTS

During the currency of the work on this assignment, other consultants would be either working or would have completed work on other related assignments. The consultant for this assignment will be required to liaise and coordinate with other consultants for cross-reflections and alignment with each other's outputs.

### D.3. PROVINCIAL COORDINATOR

The consultant will undertake all activities under this assignment in close liaison and coordination with the Provincial Coordinator, CPDI.

### 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 local level participatory development planning and budgeting processes and formulation of Tehsil Medium Term Development Plan. 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.
- 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 local development planning and budgeting domains. 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 participatory local development planning and budgeting: The consultant should have a strong understanding of participatory local development planning and budgeting concepts and principles.
- Strong communication and inter-personnel skills: The consultant should have excellent communication and inter-personnel skills to effectively convey information to the target audience. The consultant should be able to articulate complex concepts in a clear and concise manner and utilize available mediums for best designing of the training manuals and materials.
- 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 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.