

# TERMS OF REFERENCE



Centre for Peace and  
Development Initiatives

INDIVIDUALS FOR THE POSITIONS OF FACILITATORS UNDER  
“LOCALIZATION OF SDGs THROUGH PARTICIPATORY DEVELOPMENT  
PLANNING BY TEHSIL LOCAL GOVERNMENT IN KHYBER PAKHTUNKHWA  
PROJECT”

<b>Posted date</b>	25 <sup>th</sup> September, 2023	<b>Last date to apply</b>	6 <sup>th</sup> October, 2023
<b>Country</b>	Pakistan	<b>Location</b>	1) Peshawar 2) Mardan & Mansehra 3) Swat 4) Kohat
<b>Type of Services</b>	contractual	<b>Category</b>	Field Coordination, facilitating relevant stakeholders to formulate SDGs-oriented Tehsil- level development planning and Implementation Support
<b>Position</b>	4	<b>Tentative commencement date of services</b>	16 <sup>th</sup> October, 2023
<b>Level of efforts</b>	1) Kohat = 40 days 2) Peshawar = 70 days 3) Mardan & Mansehra =70 days 4) Swat =70 days	<b>Tentative duration</b>	16 <sup>th</sup> October, 2023 to 30 <sup>th</sup> August, 2024
<b>Proposals / applications to be submitted at: <a href="mailto:hr@cpdi-pakistan.org">hr@cpdi-pakistan.org</a></b>			

## 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 to be implemented by CPDI) is termed as “Localization of SDGs through Participatory Development Planning by Tehsil Local Government in Khyber Pakhtunkhwa”.

The purpose of this intervention is (i) to support the Tehsil Local Governments (TLGs) in KP in the formulation of 25 SDG-oriented three years tehsil-level development plans/medium term 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.

### B. 2. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

CPDI will depute facilitators in the project districts to support in field level coordination, enable public participation and facilitate relevant stakeholders for SDGs-oriented Tehsil-level development planning, implementation of project activities, and provision of handholding support to the target TLGs in the process of formulation of Tehsil Medium-Term SDGs Oriented Development Plan.

### B. 3. SCOPE OF THE ASSIGNMENT

The scope of the assignment will entail all tasks necessary to coordinate, support, and implement project activities to formulate Tehsil Medium Term SDGs Oriented Development Plan in the target districts. Broadly, the scope will entail performing the following tasks:

- Establish liaison and coordination with the Mayor/Chairman City/TLGs, Tehsil Municipal Officer, Assistant Commissioners, the offices of the devolved offices of City/TLG (including TMAs) and SDGs Unit offices.
- Create linkages within the field level offices of TLGs at the tehsil and district administration levels to pave the way for smooth implementation of the project activities and formulation of Tehsil Medium Term SDGs Oriented Development Plan.
- Assist the Chairman TLGs and the Assistant Commissioners in notifying Planning Teams, arranging training and capacity building activities, and other activities as required to be carried out under the project at the field level.
- Support field offices in acquiring the required documents, reports, and other materials to facilitate the data entry requirements for the formulation of MTDPs.
- Support the respective offices at the local level in undertaking activities pertaining to local level participatory development planning, resulting in formulation of MTDPs.
- Identify, in a timely fashion, any issue or risk in implementing project activities or achieving project milestones and report to the Provincial Coordinator with proposed solutions thereto.
- Inform the Provincial Coordinator of all the activities performed to achieve the project milestones and deliverables at the end of every month through a comprehensive report.
- Lead and coordinate the implementation of all project activities at the local level.
- Any other task incidental to the delivery of the project activities or otherwise as directed by the Provincial Coordinator.

#### B. 4. DELIVERABLES AND PAYMENTS

The facilitators will furnish timesheets with invoices at the end of each month. The timesheets after review and endorsement by the Provincial Coordinator will be forwarded by him to the Project Manager for approval. Payment to each facilitator will be made against the number of days of performance/efforts reflected by him in the time sheet along with evidence of activities and deliverable.

#### C. REPORTING STRUCTURE AND COORDINATION

The activities of the facilitators will be guided and supervised through the following arrangements:

##### C.1. PROVINCIAL COORDINATOR

The facilitators undertake all activities under the direct supervision of the Provincial Coordinator, CPDI. All operational level matters shall be discussed and resolved with the Provincial Coordinator.

## C.2. LONG-TERM CONSULTANT

The Long-Term Consultant of CPDI will provide technical advice and guidance to the facilitators on process methodology and other field level activities. The Long-Term Consultant will also be responsible for the review of the deliverables by the consultant.

## C.2. OTHER CONSULTANTS

The facilitators shall support other consultants in undertaking field level activities.

## D. REQUIRED QUALIFICATION AND EXPERIENCE

The facilitators should possess a combination of expertise, relevant work experience, and interpersonal skills to successfully undertake activities associated with this position. The following are the key qualification & experience criteria required for selection:

- Educational qualifications: The candidates should hold at least a master's degree in a relevant field such as management sciences, social sciences, or a related field.
- Relevant work experience: The candidates should have a minimum of 10 years of work experience in field coordination, liaison, local planning and budgeting, and related fields.
- Experience of working with the public sector, especially the local government: Candidates must have prior experience of working with or for the public sector. Candidates with prior experience of working with the local governments in Khyber Pakhtunkhwa, especially in local planning and finance, will be given preference.
- Understanding of the local planning and finance: Candidates should have knowledge of participatory local development planning and budgeting as prevailing at tehsil and district levels in Khyber Pakhtunkhwa.
- Strong communication and inter-personnel skills: The candidates should have excellent communication and inter-personnel skills to effectively build rapport and create linkages at the local level.

## E. HOW TO APPLY

Interested candidates can send their updated CVs/Profile highlighting the relevant experience and qualification and expected remuneration for the subject assignment in terms of daily fee rate, mentioning the name of assignment in the subject line at: [hr@cpdi-pakistan.org](mailto:hr@cpdi-pakistan.org). The quoted fee rate 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 target TLGs, as may be required. No such expense claims will be entertained/paid by CPDI. Interested candidates may not apply for more than one position at a time. Mardan and Mansehra districts will be counted as one district for the purpose of applying for the position. Shortlisted Candidates will be interviewed.

\*Late submissions will not be entertained.