

# TERMS OF REFERENCE



Centre for Peace and  
Development Initiatives

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

<b>Posted date</b>	7 <sup>th</sup> November, 2023	<b>Last date to apply</b>	16 <sup>th</sup> November, 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 and Implementation support for formulation of SDGs oriented Medium Term Tehsil Development Plan
<b>Position</b>	4	<b>Tentative commencement date of services</b>	20 <sup>th</sup> November, 2023
<b>Level of Efforts</b>	10 months	<b>Tentative duration</b>	20 <sup>th</sup> November, 2023 to 20 <sup>th</sup> September, 2024 (Extendable)
<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 for 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 SDGs-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 co-facilitators in the project districts to support facilitators, consultants, and provincial coordinator in the field level coordination, implementation of project activities, and provision of handholding support to the target TLGs in the process of orientation on SDGs and formulation of SDGs oriented Tehsil Medium-Term Development Plan.

### B. 3. SCOPE OF THE ASSIGNMENT

The scope of the assignment will entail all tasks necessary to assist, especially the Facilitators, in coordinating, supporting, and implementing project activities in the target tehsils/districts. Broadly, the scope will entail performing the following tasks:

- Provide day-to-day support to concerned Facilitator for the implementation of project activities to achieve the project milestones and deliverables.

- Assist in coordinating with the local administration, local leadership, and communities and civil society organizations in support of local participatory planning and development including the preparation and dissemination of information, and their follow-up communications.
- Assist the relevant stakeholders in formulation of tehsil Medium Term Development Plans in target tehsils/districts.
- Assist in arranging seminars, workshops, meetings of the planning teams etc.
- Assist in the preparation of project progress reports by acquiring and assembling the necessary information using reporting templates.
- Draft routine official correspondence and support in development of documents and reports as per project activities needs.
- Assist in the organization of field and monitoring visits by the provincial coordinator and consultants as required by the project activities.
- Prepare all related background materials for discussions, correspondence, and briefing sessions.
- Take minutes of meetings and share as well as follow up with the concerned officials as per the directions of the concerned Facilitator or Provincial Coordinator.
- Develop log file and proper indexation of deliverables, reports, documents, presentations, data, and other materials and ensure that such materials are effectively stored and are easily retrieved for reference.
- Any other task incidental to the delivery of the project activities or otherwise as directed by the concerned Facilitator or Provincial Coordinator.

#### B. 4. PAYMENTS

The co-facilitators will be required to work at least 40 hours per week and will furnish timesheets with invoices at the end of each month for the payment to the Provincial Coordinator. The timesheets after review and endorsement by the Provincial Coordinator will be forwarded to the Project Manager for approval.

### C. REPORTING STRUCTURE AND COORDINATION

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

#### C.1. PROVINCIAL COORDINATOR

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

## D. REQUIRED QUALIFICATION AND EXPERIENCE

The co-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 a Bachelor's degree (at least 16 years of qualification) in a relevant field such as management sciences, social sciences, or a related field.
- Relevant work experience: The candidates should have a minimum of 03 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 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, highlighting the relevant experience and qualification(70% of weightage) for this position and expected monthly remuneration in PKR(30% of weightage), inclusive of all government taxes. Travel and accommodation for project activities will be paid separately as per CPDI Policy. Mardan and Mansehra districts will be counted as one district for the purpose of applying for the position. Females are encouraged to apply. Only shortlisted candidates will be interviewed.

All applications shall be sent via email mentioning the name of the position and district in the subject line at: [hr@cpdi-pakistan.org](mailto:hr@cpdi-pakistan.org).

\*Late submissions will not be entertained.