

TERMS OF REFERENCE



Centre for Peace and
Development Initiatives

INFORMATION KIT ON BUDGET MAKING PROCESS IN DEVELOPED DEMOCRACIES

Posted date	Nov 10, 2023	Last date to apply	December 17, 2023
Country	Pakistan	Location	Islamabad
Type of Services	Consultancy (contractual)		
Position	1	Tentative commencement date of services	December 21, 2023
Level of Efforts	20 days	Tentative duration	December 21 to 20 January, 2024
CVs /applications to be submitted at: hr@cpdi-pakistan.org			

ABOUT CPDI

The 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 promoting peace and tolerance, police reforms, right to information, strong local governments, climate change and mitigation, transparency in governance, democratic values, rule of law, accountable governance in the country and public health initiatives.

ABOUT THE ASSIGNMENT

1. BACKGROUND

CPDI has always been scrutinizing budget documents from different angles and releasing a number of research reports which are directly related to the solution of public problems. Purpose of these reports is to inform the public as to what percentage of the amount of their tax money is used to fulfill their basic needs and how much importance is given to their basic issues during federal and provincial budgeting.

CPDI aims to develop a comprehensive Information Kit to provide an easy and in-depth understanding of the budget making process in developed democracies and Pakistan. The kit would serve as an educational resource for policymakers, government officials, researchers, and the general public to understand budgetary processes in developed democracies.

2. SCOPE OF INFORMATION KIT

The Information Kit may cover the following key areas:

- Overview of the budget making process in developed democracies.
- Roles and responsibilities of government bodies and agencies involved in the budget process.
- Stages of the budget cycle, including formulation, approval, execution, monitoring, revision, and evaluation.
- Revenue generation mechanisms and taxation policies.
- Allocation of funds to various sectors and programs.
- Public engagement and consultation in the budget process.
- Transparency and accountability measures.
- Case studies highlighting successful budgetary practices from developed democracies.

3. KEY TASKS

Develop an easy-to-understand kit on the budget making process, include examples from developed democracies. Ensure that the contents are accurate, up-to-date, and sourced from reputable academic and governmental institutions.

1. DURATION:

Information Kit may be completed in maximum period of 20 days.

2. REQUIRED QUALIFICATION AND EXPERIENCE

- At least master's degree in relevant discipline with more than 15 years of experience of budget research, analysis, and budget advocacy.
- Established budget expert with excellent understanding of budget including budget cycle, terminologies, resource allocations and budget transparency.
- Excellent in writing and presentation skills
- Capability of in-depth budget analysis

3. REPORTING:

Project Manager & Executive Director CPDI

4. HOW TO APPLY:

Interested Individuals can send their CVs (70% weightage) highlighting the relevant experience and qualification as well as the financial proposal (30% weightage for evaluation) mentioning the name of assignment in subject 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.), No expense claims will be entertained/paid by CPDI.

*Late submissions will not be entertained.