



Terms of Reference

Consultancy for Capacity Building of CSOs on Legislative System and Procedures

Posted date	January 4, 2024	Last date to apply	January 10, 2024
Country	Pakistan	Location	Islamabad
Type of Services	Consultancy (contractual)	Category	Research
Position	1	Tentative commencement date of services	January 15, 2024
Level of Efforts	9 days	Tentative duration	January 15, 2024 to February 10, 2024
Proposals / applications to be submitted at: hr@cpdi-pakistan.org			

About CPDI:

Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization, which is working on the issues of peace and development since 2003. 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 in order 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.

Background:

The assignment is under Citizens for Good Governance project, which is being jointly implemented by CPDI and Individualland in KP and Punjab province. This project is led by the CPDI, whereas the partners include Individualland (IL). 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 new 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. The project is in implementation phase at two provinces KP and Punjab.

Scope of Work:

- To build the Capacity of CSOs on Legislative System and Procedures.
- To develop manual along with handouts for the two days workshop on Legislative System and Procedures for the partner CSOs in Peshawar and Lahore respectively.
- To study and review the “Government Rules of Business of the Punjab and KP Government” for legislation
- To study and review the “Rules of Procedures of the Punjab and KP Assemblies” for legislation.
- To facilitate engagement meetings of CSOs with Members of KP and Punjab Provincial Assemblies.
- Any other task assigned by the Program Manager.

Deliverables:

The consultant will be responsible for the following:

S. No	Activity/ Deliverable.	Days
1	Preparation of the manual and handouts for the two days workshop on Capacity Building of CSOs on Legislative System/Procedures	05
2	Delivery of two days workshop at Lahore and workshop report submission	4
	Total	9 days

In case of any other priority task which is not listed in the table above, the Project Manager will intimate the consultant for the required task in writing.

Required Qualification:

- Master’s degree in law or other relevant discipline of social sciences with 8 years’ experience of legislation and/or parliamentary practices and procedures.
- Knowledge of provincial government’s rules of business, procedures and working mechanisms.
- Proven experience of manual development and training delivery.
- Prior experience of training Parliamentarians, Parliamentary Staff and engagement with CSOs.

Reporting:

Project Manager & Executive Director CPDI

How to apply:

- Interested Individuals can send their CVs and per day rate at: hr@cpdi-pakistan.org. Last date of application is January 10, 2024. Please mention following in subject line

“Consultancy for Capacity Building of CSOs on Legislative System and Procedures”.

- Please attach any relevant document that can demonstrate your ability for undertaking the assignment.
- CVs will be assessed on (70% weightage for technical evaluation) as well as (30% weightage on financial rate).
- CPDI has a policy of not sharing the data of applicants with any other agency.

*Late submissions will not be entertained.