

# TERMS OF REFERENCE

5 DISTRICT LEVEL CITIZEN BUDGETS-PUNJAB



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|---|------------------------------|--|-------------------|
| <b>Posted date</b>  | January 9, 2024              | <b>Last date to apply</b>                      | January 15, 2024  |
| <b>Country</b>  | Pakistan                     | <b>Location</b>                                | Islamabad         |
| <b>Type of Services</b>   | Consultancy<br>(contractual) | <b>Category</b>                                | Research document |
| <b>Position</b>   | 1                            | <b>Tentative commencement date of services</b> | January 22, 2024  |
| <b>Level of Efforts</b>   | 14 days                      |  |                   |
| <b>CVs /applications to be submitted at: <a href="mailto:hr@cpdi-pakistan.org">hr@cpdi-pakistan.org</a></b> |                              |  |                   |

## 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 scrutinized budget documents from different angles and released 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.

The tradition of printing citizens' budget is poor in Pakistan. Some provincial governments have published this document in recent years, but the quality of the document has remained poor. It is difficult for a common citizen to extract district level information from the budget document. To address this need, CPDI will produce 5 citizens budget of selected districts from Punjab province (Chiniot, Jhang, Khushab, Toba Tek Singh, and Lahore), through which an average educated person can understand what is for them in the budget. The essence of this document is that an average citizen can understand the resource allocation in their district and can hold the governments accountable.

## 2. SCOPE OF THE POLICY PAPER

Scope of the citizens' budget will cover the important sectors in which development budget has been allocated for the wellbeing of citizens in Punjab.

## 3. KEY TASKS

1. Conduct an analysis of provincial budgets, segregate the development budget of important sectors and selected districts of all provinces.
2. Compile the citizen budget in a specific template and make it interactive and easy to understand for common people.

## 3. DURATION:

Citizen budgets will be completed in maximum of 14 days period.

## 4. REQUIRED QUALIFICATION AND EXPERIENCE

- At least master's degree in relevant discipline with more than 8 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

## 5. REPORTING:

Project Manager & Executive Director CPDI

## 6. HOW TO APPLY:

Interested Individuals can send their CVs and per day rate at: [hr@cpdi-pakistan.org](mailto:hr@cpdi-pakistan.org).

CVs will be assessed on (70% weightage for technical evaluation) as well (30% weightage on financial rate).

\*Late submissions will not be entertained.