TERMS OF REFERENCE

Hiring of Firm for digitization and integration of SDGs oriented Tehsil Development Plans/Medium Term Development Plans with digital system for local ADP

Centre for Peace and
Development Initiatives

Posted date	8ᵗʰ April	**Last date to apply**	22ⁿᵈ April 2024 (12:00 PM)
Country	Pakistan	**Location**	Peshawar and target districts
Type of Services	Consultancy (contractual)	**Category**	Digital governance
Tentative commencement date of services	29ᵗʰ April, 2024	**Completion date**	31ˢᵗ August, 2024
Proposals/applications are to be submitted at address mentioned below.			

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 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.

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 through 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 Governments in Khyber Pakhtunkhwa".

The overall goal of the project is "To create awareness, build capacities, enable public participation and facilitate relevant stakeholders for SDG-oriented Tehsil-level development planning." The strategic objectives of this project are to (i) support the Tehsil Local Governments in KP in the formulation of 25 SDG-oriented tehsil-level annual plans that take into account the needs, suggestions, and aspirations of the citizens; (ii) build the capacity of selected TLGs regarding participatory local level planning and budgeting process; (iii) 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

The Local Government Elections and Rural Development Department (LGE&RDD) has established a digital system titled as "Digital System for Local ADP". Under this initiative, the local governments are digitally enabled to undertake development planning and budgeting related functional processes through a web-based portal. The local governments develop their local Annual Development Plans (ADPs) and record the transactions in respect of the execution of the developmental schemes through this digital system. Besides, the digital system enables the supervisory organizations (like the Directorate General Local Government, Local Council Board, and the LGE&RDD) to track and monitor the progress of the local governments with respect to development budgeting and spending.

The Digital System for Local ADP has the following modules:

- Module 1: Dashboard
- Module 2: ADP Formulation
- Module 3: ADP Execution
- Module 4: ADP Reports
- Module 5: Progress Reports

This initiative was complemented through the GIZ-funded Strengthening Education and Health Services for Refugees and Host Communities is supporting LGE&RDD. Under this initiative, a mobile application has been developed to allow for virtual two-way

communication between the citizens and local governments on service delivery issues. This application can be used for needs identification (a critical phase in the development planning cycle at the local level) through citizens' engagement and will be extended to allow the citizens to provide feedback on the developmental activities of the local governments. The integrated system is piloted in 04 tehsil local governments (TLGs) and 267 village/neighborhood councils (VCNCs) in KP.

CPDI will engage a firm to develop a module, integrated with the existing modules of the Digital System for Local ADP, on formulating Medium-Term Development Plans (MTDP). This module will be integrated with the existing modules and will enhance the scope of the Digital System for Local ADP to inculcate the formulation of the MTDPs by the local governments.

B. 3. SCOPE OF THE ASSIGNMENT

The scope of the assignment will entail all tasks necessary to develop a module for formulation of MTDPs. This intervention will further support the institutionalization and sustainability of SDGs oriented Tehsil Development Plans/MTDPs and their upscaling.

The Module for Tehsil MTDP shall include: (a) developing templates for the MTDP; (b) converting these templates into digital structures; (c) developing IT architect and solutions and software codes for the templates; (d) user configuration (e) handholding support to target TLGs for data entry in MTDP Module; and (f) backstopping support. The firm will also conduct a one-day orientation session on the IT Module at provincial headquarters for the officials of the LGE&RDD and 05 two-day orientation sessions on the IT Module for MTDP (one in district Peshawar, Mardan, Mansehra, Swat and Kohat).

The technical scope of the assignment includes but is not limited to the following tasks:

1. **Inception meeting with relevant stakeholders:**

   - Meeting with CPDI, GIZ-PLG, and IT Cell of the LGE&RDD to develop a shared understanding on the scope of work and deliverables.

2. **Comprehensive Review of Existing Digital System**:

   - Conduct a thorough assessment of the current Digital System for Local ADP, including its technologies, architecture, data codes, security protocols, and user interface (UI).

   - Review of the current Digital System of LGE&RDD, P&DD, EHS and other relevant systems from the perspective of their strengths and weaknesses and to develop or integrate the system in such a way to avoid overlapping and bringing efficiency at all levels.

   - Identify strengths, weaknesses, and areas for improvement within the system's framework.

3. **Module Analysis and Integration Verification**:

- Analyze the design, features, and functionalities of the existing modules (Dashboard, ADP Formulation, ADP Execution, ADP Reports, Progress Reports).

- Verify the seamless integration and communication flow between the modules to ensure data consistency and accuracy.

4. **System Requirements Report for MTDP Module**:

- Develop a detailed System Requirements Report for the Medium-Term Development Plans (MTDP) module.

- This report should include specifications for templates, data structures, user interfaces, workflow processes, and integration points with existing modules.

5. **IT Architecture and Solutions Development**:

- Design and develop the IT architecture and solutions for the MTDP module, ensuring scalability, flexibility, and compatibility with the existing Digital System for Local ADP.

- Develop software codes to implement the functionality of the MTDP module, incorporating user configuration options for customization.

6. **User Interface (UI) Design and Development**:

- Design intuitive and user-friendly interfaces for the MTDP module, adhering to UI/UX design principles.

- Create visually appealing layouts, interactive elements, and navigation flows to enhance user experience and facilitate ease of use.

7. **Testing and Quality Assurance**:

- Conduct comprehensive testing of the MTDP module to ensure functionality, reliability, and performance under various scenarios.

- Identify and troubleshoot any issues or bugs, ensuring the module meets quality standards and user requirements.

8. **System Deployment and Go-Live**:

- Deploy the MTDP module within the Digital System for Local ADP environment, following best practices for deployment and configuration.

- Ensure a smooth transition to the live environment, providing necessary documentation and support for system administrators.

9. **Study of the PCFMS and Digital System for Local ADP for Integration**:

- Carry out a study of the PCFMS (P&D Department) and the Digital System for Local ADP from the perspective of integration technologically as well as processes-wise for consolidation of information at one point.

- In line with the outcomes of the above, a road map and scope of the work for integration of PCFMS and the Digital System for Local ADP be developed.

10. Training and Capacity Building:

- Develop training materials and conduct 1- day orientation training sessions for LGE&RDD officials in Peshawar on how to effectively utilize the MTDP module.

- Conduct 05 two-day orientation sessions on the IT Module for MTDP (one in each in Peshawar, Mardan, Kohat, Swat and Mansehra districts)

- Provide ongoing support and guidance to users during the initial phase of implementation to ensure adoption and proficiency in using the new module.

11. Documentation and Handover:

- Prepare comprehensive documentation, including user manuals, technical guides, and system architecture diagrams, for the MTDP module.

- Hand over all required software, passwords, source codes, and documentation to the relevant stakeholders upon project completion.

12. Project Completion report:

- Prepare a comprehensive Project Completion Report.

B. 4. KEY ACTIVITIES, DELIVERABLES, AND PAYMENT

The firm will be expected to undertake the following activities:

Sr.#	Activity	Level of Efforts (days)
1.	Inception meeting with relevant stakeholders	1
2.	Comprehensive Review of Existing Digital System	2
3.	Module Analysis and Integration Verification.	2

4.	System Requirements Report for MTDP Module	2
5.	IT Architecture and Solutions Development	10
6.	User Interface (UI) Design and Development	25
7.	Testing and Quality Assurance	4
8.	System deployment and go-live	2
9.	Conduct a study of the PCFMS (P&D Department) and Digital System for Local ADP and develop a roadmap and scope of work for integration of these systems	5
10.	Conduct a one-day orientation session on the IT Module at provincial headquarters for the officials of the LGE&RDD	2
11.	Conduct 05 two-day orientation sessions on the IT Module for MTDP (one in each target district)	12
12.	Documentation and handover	10
13.	Project Completion Report	1
	Total allowed working days	78

The following deliverables will be produced by the firm:

a. System requirements and IT Architecture report;

b. User Interface Design and Development Report;

c. Software Testing and Quality Assurance Report;

d. Report on the Software Deployment;

e. A study report to identify the scope of work for integration of PCFMS and the Digital System for Local ADP and roadmap for integration of PCFMS and Digital System for Local ADP;

f. Training materials and training sessions report;

g. System handover report with system documentation; and

h. Project Completion Report (after troubleshooting support).

The timelines for the deliverables will be agreed with the Project Manager, CPDI.

C. PAYMENT

Payment of the fee to the consultant will be made against the following deliverables:

Deliverable	% Payment
System requirements and IT Architecture report	20%
User Interface Design and Development Report	20%
Software Testing and Quality Assurance Report and Report on the Software Deployment	10%
A study report to identify the scope of work for integration of PCFMS and the Digital System for Local ADP and roadmap for integration of PCFMS and Digital System for Local ADP;	10%
Training materials and training sessions report	20%
Project Completion Report	20%

D. REPORTING STRUCTURE AND COORDINATION

The delivery of the services under this consultancy assignment will be managed in the following manner:

D.1. PROJECT MANAGER

The services under this consultancy assignment will be supervised by the Project Manager, CPDI. The firm will report to and will get directions during the currency of the provision of services from the Project Manager.

D.2. LONG-TERM CONSULTANT

The Long-Term Consultant of CPDI will provide technical advice and support to the firm for undertaking the requisite activities. The Long-Term Consultant will also be responsible for the review of the deliverables by the firm.

D.3. PROVINCIAL COORDINATOR

The firm will undertake all activities under this assignment in close liaison and coordination with the Provincial Coordinator, CPDI. All operational-level matters shall be discussed and resolved with the Provincial Coordinator.

E.   REQUIRED QUALIFICATION AND EXPERIENCE

The firm should possess proven experience in developing and implementing web-based applications and digital systems, preferably in the public sector or government domains. The firm shall demonstrate the following:

- Ability to design, code, test, and deploy scalable and user-friendly software solutions.
- Proven expertise in implementing robust security measures for digital systems, ensuring the protection of sensitive data.
- Proficient in UI/UX design principles to create user-friendly and visually appealing interfaces.
- Experience in designing interfaces that cater to a diverse user base, including government officials and citizens.
- Understanding of data privacy regulations and compliance standards relevant to government systems.
- Strong capabilities in data management, data validation, and reporting functionalities within digital systems.

Besides, the firm will provide a record of successfully completing similar projects. It shall also demonstrate effective documentation skills, including the ability to prepare comprehensive user manuals, technical guides, project documentation, familiarity with the structure & functions of local governments in KP and arrangement for backstopping support. The firm shall also demonstrate knowledge of local governance structures, policies, and practices.

F.   HOW TO APPLY

Interested firms are required to share their detailed profiles. The profile must illustrate organization structure, and evidence of the required experience as given above, the capacity of the firm and the projects it has undertaken in the past and a few samples of previous work online or on flash drives. The profile must contain how the Firm will undertake the tasks mentioned in the scope of work. The firm profile and methodology will carry a weightage of 70% in the evaluation process. Additionally, we request the submission of sealed quotations and signed financial proposals, which will hold a weightage of 30% in the evaluation process. Please ensure that the financial proposal is in PKR and encompasses all applicable taxes and logistical expenses related to the assignment, such as travel, lodging, incidentals, etc., required for activities/assignments, meetings, etc. in CPDI, Provincial HQ offices, and target Districts/Tehsils. No expense claims will be entertained or paid by CPDI.

All submissions must be addressed to CPDI Islamabad Head Office at House 13, Street 788, G-13/4, Islamabad. Envelops Should clearly marked as Proposal for "**Hiring of Firm for digitization and integration of SDGs oriented Tehsil Development Plans/Medium Term Development Plans with digital system for local ADP**"

*Late and Online submissions will not be entertained