

Terms of Reference

Name of Assignment:	Training of newly Elected Councillors on role and responsibilities under KP LGA-2013
Target Districts	All Districts of Khyber Pakhtunkhwa (Except Kohistan)
Department	Local Government and Rural Development Department, KP
Focal point	Local Governance School, Hayatabad Peshawar
Funding Source	Provincial ADP 2015-16

1. Background

The Governments of Khyber Pakhtunkhwa is committed to make local government system a success. In this regards the Local Government, Elections and Rural Development Department in Khyber Pakhtunkhwa (LGE&RDD) is in process to build the capacity of newly elected representatives of the local governments. After developing an inception report on capacity building of elected representatives, the training manual for training of trainers in English and a manual for councillors in Urdu have been developed. The 25 master trainers and 170 regional trainers have trained at Local Government School, Peshawar. The next major step will be the training of trainers of all three tiers of the local governments, which will lay the foundation of prosperous local governments in the province

The developed material will be the foundation to train all newly elected councillors from all three tiers of local government. The taught content has to bring councillors in a position to understand and fulfil their roles and responsibilities under the Local Government Act 2013 as well as other relevant laws and by-laws. The focus shall also include the divide of work between councils and administration, Nazims and Heads of Administration (District Chief Officer, Tehsil Municipal Officer, and Secretary Village/Neighbourhood Council) as well as different tiers of (local) government.

2. Purpose:

The overall purpose of this assignment is to conduct the training of newly about 40,000 elected members of Village and Neighbourhood Councils (VCs/NCs), Tehsil/Town Councils and District Councils/City District Council on the contents of the developed manual. So that after getting training the councillors may understand the system, their role and responsibilities in planning and development and effectively public representation in the meetings of councils.

3. Deliverables:

The training curriculum shall provide the following documents:

- 1) A detailed plan for the training of the members of all three tiers of local councils at district level including:
 - a) arranging Venues for trainings;
 - b) printing and dissemination of training material
 - c) chalking out training implementation methodology;
 - d) arrangement for alternative power and
 - e) logistics including provision of food and tea to participants
 - f) trainee bags & stationery

Note: The proposed training schedule is attached

- 2) A 3-Day detailed training schedules
- 3) A list of all steps and preparations that have to be taken by the organization to ensure a smooth implementation of trainings.
- 4) A detailed report on the 3 days training conducted according to the developed trainer's manual and preparation of reports on daily Pre and Post evaluation of trainees and trainers.

The organization will be responsible for the following:

- Developing the documents mentioned above. The language used during training is Urdu and elaborations, if needed, shall be in the local language.
- All training sessions have to be delivered as planned in the training manual including a training method that is not lecture but comprising of group work, individual exercises, case studies, or brainstorming sessions.
- Usage of charts and visuals for a ready friendly and easy understandable training.
- Close cooperation with coordinator training of LGE&RDD/contact person identified by the department.
- Legal changes in the Khyber Pakhtunkhwa Local Government Act 2013 which are passed by the provincial assembly during the conduct of this assignment have to be duly incorporated in the training sessions.
- Management and hiring of trainers for the training.
- The consultancy shall bear the cost of meal, beverage and tea provided during the training along with TA/DA/Honoraria as per provision.
- The consultancy shall cover the costs for training material, stationary and training bags.
- The consultancy does not have to cover the costs of training conducted at LGS, Peshawar, provincial government and or district buildings

4. Work Plan:

No.	Activities	Start date	End date
1	Preparation of training		
2	Training of members of VCs/NCs		
3	Training of members of Tehsil Councils		
4	Training of members of District Council/City District Council		
5	Report of each training conducted	_____	

5. Required Competencies:

The organization should at least have:

- Team Leader of the consultancy or organization must have a master's degree in the Public Administration, Business Administration, Economics, Law or other relevant Social Sciences from a reputable national or foreign institution.
- Minimum ten to fifteen years relevant working experience and proven track record of conducting similar nature of trainings of the elected councillors
- In-depth knowledge of the local government system (incl. LGOs 1979 and 2001 as well as Khyber Pakhtunkhwa Local Government Act 2013).
- Excellent communication skills in English, Urdu and Pushto.
- Excellent computer skills in MS Word, Excel and Power Point.
- Excellent management skills and resources to start trainings simultaneously at each tier of each district.

6. Reporting line:

The organization will report to Mr.Riaz Ahmad (Training Coordinator LGS)/ Mr. Naseer Ahmad Khan (Training Officer LGS) under the overall supervision and guidance of Mr. Said Rahman (Director LGS) Peshawar.

Report on completion of training including training evaluation report.

7. Timeframe of the consultancy:

The services of consultant (s) will be provided from **1st October 2015 to December 2016.**

1. Shortlisted organizations to submit Technical and Financial Proposals (Single stage two envelope procurement system of KPPRA) by -----, 2015 in hard and soft copies to:
2. Successful bidders will be informed of decision by the government evaluation committee.

8. Confidentiality:

The organization shall adhere to the principle of confidentiality during the conduct of the consultancy.

9. Remuneration:

Consultant (s) will be eligible to claim

- Upfront 20% of the total payment for upcoming expenses
- 2nd payment of 30% will be released upon completion of training of 30% of the target group.
- 3rd payment of 30% will be released upon completion of 80% of the target group.
- Final payment of 10% will be released upon submission and approval of project completion reports and non-encumbrance certificates.
- Taxes will be deducted as per Government approved policy.

Note: All payments will be made through crossed cheques and subject to approval from the competent authority.

10. Place of assignment:

The place of assignment will be Local Governance School Peshawar with frequent and purpose built visits to district concerned where the training will be conducted.

Contact details

Director Local Governance School, Phase VII, Hayatabad
Address, Building No.33, Street No.13, Sector E-8, Phase VII, Hayatabad Peshawar
Phone# 091-9217915
Fax # 0919217916
E-mail id- naseer.lgs@gmail.com