



GOVERNMENT OF KHYBER PAKHTUNKHWA
LOCAL GOVERNMENT, ELECTIONS & RURAL
DEVELOPMENT DEPARTMENT

Dated the Peshawar 06th March 2024

NOTIFICATION

No.SO(E-II)/LG/2-331/LCRCs/2024/744. WHEREAS the Government of Khyber Pakhtunkhwa, Local Government, Elections and Rural Development Department has established Local Council Resource Centers (here in after referred to as Centers) in Peshawar, Mardan, Mansehra, Malakand, Dera Ismail Khan and Bannu;

AND WHEREAS these Centers are established as a dedicated window for providing institutional arrangements at regional level to address training and capacity building requirements of Local Governments and attend emerging issues in local governance.

AND WHEREAS section (110) of the Khyber Pakhtunkhwa Local Government Act, 2013 obligates all the chairmen, presiding officers, and all members of the local councils and functionaries in Local Governments to attend training courses for such periods and in such manner and at such places as may be prescribed by the Government of Khyber Pakhtunkhwa.

AND WHEREAS there is a need to provide focus and direction to the working and management of these Centers for strengthening local governance system in the province.

NOW THEREFORE, the Secretary to the Government of Khyber Pakhtunkhwa Local Government Elections and Rural Development Departments is pleased to notify as under:

1. **Core functions of the Centers:** Following shall be the core areas of focus for these Centers:
 - a) Assuming lead role in delivery of capacity building initiatives for the chairmen, members and secretaries of Village and Neighbourhood Councils at regional level;
 - b) Developing as vibrant resource centre for enhancing the working capacity of Village and Neighbourhood Councils and improving delivery of social and municipal services to the people;
 - c) Providing support to Village and Neighbourhood Councils in preparation of their budgets and development plans; and
 - d) Streamlining the committee system of the Village and Neighbourhood Councils in the respective region.
2. **Management and Organizational Structure of the Centers:** The Centers shall work with the following management structures:
 - a) **Strategic Management Committee of the Centers:** The following committee is constituted for strategic oversight of the Centers:

#	Name and Designation	Status
1	Secretary LGER&DD	Chairman
2	Director General LG&RDD	Deputy Chairperson/member
3	Secretary, Local Council Board	Member
4	Representative of PARD, Peshawar	Member
5	Director (Technical) Dte General LG&RDD	Member
6	Director Operations & Policy	Member/Secretary

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Functions of the Strategic Management Committee: The Committee shall be responsible for:

- a) Strategic leadership, policy prescription and approval of medium-term and long-term business plans of the Centers;
- b) Providing guidance in matters submitted for its advice;
- c) Approval of the annual working plans of the Centers including their budgets; and
- d) Annual review and performance evaluation of the Centers.

b) **Operational Management of the Centers:** Operational management, maintenance, repair and upkeep of the Centers shall be the responsibility of the Directorate General, Local Government and Rural Development.

c) **Provincial Coordination:** Director (Operations and Policy) in the Directorate General of Local Government and Rural Development is designated as Provincial Coordinator and entrusted with the following responsibilities:

- i) Working as Departmental Focal Person for the Centers and developing operational organizational framework to strengthen the internal human resources capacity of the Centers;
- ii) Preparation of draft instruments, notifications, circulars, standard operating procedures and guidelines to create statutory base and regulatory regime for the working of the Centers;
- iii) Preparation of training & capacity building plans for different categories of functionaries in local governments with particular attention to Rural Development;
- iv) Approval of annual training calendars and roll out plans for the Centers;
- v) Review of training material including reading material, handouts, workouts, reference material and presentations for ensuring uniformity and quality of training material and manuals;
- vi) Developing or adopting training modules and training calendars for target groups
- vii) Selection and nomination of officers and officials as master trainers and resource persons for the training of trainers in different Centers;
- viii) Determining fee, remunerations and honoraria for resource persons, trainers and trainees;
- ix) Arrangement of resources to meet requirements of the Centers including accessing funds allocated under section {32 (1) (d)} of the Local Government Act and resources made available by development partners working with the Government of Khyber Pakhtunkhwa;
- x) Identification of fiscal needs and dissemination of information to partners for channelizing and optimizing technical assistance;
- xi) Coordination with training partners & technical assistance programmes for creating synergy and optimizing impact of capacity building efforts;
- xii) Developing networks and maintaining linkages for pooling resources to address emerging needs of local governments and execution of Memorandum of Understanding (MoU) or agreements related to Centers;

- xiii) Dissemination of best practices and sharing of success stories, lessons learned and experience through circulars, periodicals and special supplements;
- xiv) Periodical performance review of the Centers and preparation of working papers and briefs for the Strategic Management Committee;
- xv) Conducting literature review and suggesting improvements, additions, alterations, deletions and sequencing of training modules and manuals;
- xvi) Collection, analysis and interpretation of data and its development into reports to assist instructors, resource persons and trainees; and
- xvii) Follow-up on required actions for timely implementation, remedial interventions, course correction and prompt reporting on directions from the Strategic Management Committee.

d) **Regional Coordination:** Following officers of the Directorate General of Local Government and Rural Development, posted in different districts, are designated as Regional Coordinators for the Centers mentioned against their name:

#	Officer	Center	Coverage
1	Deputy Director/Assistant Director (Senior/District HQ) Peshawar	Chamkani, Peshawar	Peshawar Division
2	Deputy Director/Assistant Director (Sr) Mardan	Mardan	Mardan Division
3	Deputy Director/ Assistant Director (Sr) Mansehra	Mansehra	Hazara Division
4	Deputy Director/ Assistant Director (Sr) Malakand	Batkhela	Malakand Division
5	Deputy Director/Assistant Director (Sr) DIK	DI Khan	DIKhan Division
6	Deputy Director/ Assistant Director (Sr) Bannu	Bannu	Bannu Division

Responsibilities of the Regional Coordinator: The Regional Coordinator shall be responsible for the following functions:

- a) Providing leadership to the Center and positioning it as an institution of technical guidance in local governance, human resource development, institution building, transition, financial management and communication;
- b) Assessing most urgently needed critical human, financial and infrastructure resources to support the Centers;
- c) Effective management of human and material resources of the Center and optimal utilization of the space, logistics and resources in the Center for capacity development of local government functionaries;
- d) Undertaking assessments to define immediate and emerging capacity building needs of local governments in the region including the elected cohort and public functionaries;
- e) Maintenance, repair and upkeep of the Center;

- f) Preparation of annual work plan, budget and training calendar of the Center and submission to Provincial Coordinator;
- g) Organizing and delivery of approved work plan and capacity building programmes;
- h) Preparation, presentation and publication of periodical reports on training needs and monthly performance reports of the Center;
- i) Organizing seminars, workshops, Focus Group Discussion on topics relevant to local governance, leadership, representation, community & rural development, environment, gender mainstreaming, and SDG's etc.
- j) Safe custody of the training aid materials, resources, books, modules and manuals etc;
- k) Perform as Drawing & Disbursing Officer for the Center; and
- l) Perform any other function assigned by the Strategic Management Committee.


Note: - The Directorate General LG&RDD shall devise an alternative capacity building arrangement to cover the districts, falling in Kohat Division till establishment of purpose-built LCRC in Kohat.

**Secretary to the Government of Khyber Pakhtunkhwa
Local Government, Elections & Rural
Development Department**

Endst: No & date even

Copy forwarded for information to the:

1. Director General, Pakistan Academy for Rural Development, Peshawar.
2. Director General, LG&RDD, Khyber Pakhtunkhwa.
3. Secretary, Local Council Board, Khyber Pakhtunkhwa.
4. Director, Local Governance School, LCB, Phase-VII, Hayatabad.
5. Chief Planning Officer, LGE&RDD, Khyber Pakhtunkhwa.
6. All Directors in Directorate General Local Government & Rural Development, KP
7. All Assistant Directors Local Government & Rural Development in KP.
8. Team leaders of Development Partners and Technical Assistance Programmes of Local Government Department, Khyber Pakhtunkhwa.
9. PS to Secretary Local Government, Elections and Rural Dev: Deptt:, KP.


Section Officer (Est-II)
LGE&RDD, Khyber Pakhtunkhwa

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