

Terms of Reference (TORs) for Consultant under the USAID-Citizen Engagement Program (CEP) ‘Hum Ahang’ to prepare Module for Capacity Building of some Public Information Officers of Punjab on ‘Effective Implementation of Right to Information Laws’ (Objective 2.1)

Introduction of the Project: Citizen Engagement Program

The HumAhang project is a five-year program, implemented by a consortium including the Centre of Peace and Development Initiatives (CPDI), the Pakistan Institute of Legislative Development and Transparency (PILDAT), and Blumont Pakistan. The purpose of the HumAhang is to enhance the engagement between citizens and local, provincial, and federal state institutions. Under HumAhang, interventions will focus on promoting dialogue among key stakeholders, engaging youth for civic education and action in program districts, facilitating citizens’ access to information, engaging public and private university faculties and students on conflict resolution and mediation, capacity building of journalists to more effectively and ethically report on conflicts, and engaging the National Counter Terrorism Authority (NACTA) for interfacing with communities. Similarly, HumAhang will engage provincial secretariats, local governments, and provincial assemblies in Punjab and Sindh for activities aimed at strengthening institutional bodies, and advocate for the formation of parliamentary committees, sub-committees, and caucuses to further program objectives.

Scope of Work and Methodology

The Consultant will develop one (1) module under the title ‘Effective Implementation of Right to Information Law’ customized for the specific training needs of Public Information Officers from South Punjab. The module will be based on the latest version of the provincial law on RTI (Punjab Transparency and Right to Information Act, 2013). The Consultant will collect all relevant facts and figures; use his/her knowledge and understanding of the subject and provide an analysis of the relevant topics about RTI and its linkage to Prevention and Countering of Violent Extremism (P/CVE). The draft module, once developed, will be reviewed by PILDAT, the staff of the Information Commission, leveraging presentations and focus group discussions after which the contents of the module will be refined to meet the institutional requirements.

The module will be designed to facilitate capacity building of Public Information Officers on effective implementation of RTI Law with a focus on equipping them with the necessary background knowledge about preventing and countering violent extremism (P/CVE) and how to address them in RTI cases/requests. The module has to highlight how access to information can support P/CVE initiatives, such as identifying risk factors, monitoring extremist activities, and evaluating government responses. With the delivery of the training module, PIOs will be empowered to utilize transparency mechanisms in advancing security and prevention / countering violent extremism in the region.

The Consultant will also present the paper in the form of presentation at a training session of about four (4) hours duration to be held in Multan (the location may be altered). Travel and accommodation expense of the consultant for the training session will be borne by PILDAT. The training session will be interactive, featuring lectures, discussions, and, where feasible, simulation exercises to simulate real-life scenarios. This dynamic approach to content delivery is aimed at engaging participants actively, allowing them to apply learned concepts to practical situations. The module will also propose the most suitable structure of training including lecture, Question-Answer Session, Group Work etc. whichever is appropriate for training of the target group.

The module may shed light on the above topic in the following manner:

- A. Introduction to Right to Information
- B. Key Concepts in RTI & P/CVE
- C. Right to Information in the Constitution of Pakistan
- D. Overview of latest version of the Punjab Transparency and Right to Information Act, 2013
- E. Understanding Violent Extremism and Pakistan's P/CVE Response Strategy
- F. Understanding the importance of transparency and accountability in P/CVE strategies
- G. Practical Applications of how access to information can support P/CVE initiatives

Key Deliverables

The following will be expected from the Consultant as Output of the assignment:

- One (1) Training Modules, in the form of paper and presentation, to serve as resource material for training session in Multan.
- The paper will be a concise document of around 2,000 words but explanatory notes and recommended reading material may be additional

Payment, Timing and Conduct of Work

The assignment or contract duration will be spread over a period of 3 months. It is estimated that the consultant will need to allocate the effort equivalent to about 25 working days. The consultant will be paid a total sum of PKR 300,000 The consultant will be expected to prepare a detailed work plan with clear timelines for the implementation of the assignment. Below is the timeline for the work applicable to the consultant:

Milestone	Start	End
Draft the module, focusing on creating interactive, engaging content suitable for the target audience within government institutions	April 29, 2024	May 17, 2024
PILDAT Review	May 20, 2024	May 24, 2024
Updation	May 27, 2024	May 31, 2024
Conduct training of PIOs of Punjab.	June 17, 2024	June 28, 2024