

Terms of Reference (TORs) for Consultant under the USAID- Citizen Engagement Program (CEP) ‘Ham Ahang’ to prepare Briefing Paper on Role, Functions and Performance of South Punjab Secretariat (SPS) (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 produce one (1) briefing paper under the title ‘Role, Functions and Performance of South Punjab Secretariat’. The paper will be used as backgrounder for Consultative Sessions to be held with stakeholders of SPS in Multan and Muzaffargarh. 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 South Punjab Secretariat. The draft paper, once developed, will be reviewed by PILDAT, the senior staff of the Secretariat, and used for leveraging presentations and focus group discussions after which the contents of the paper will be refined to meet institutional requirements. The paper will be designed to facilitate understanding of stakeholders of SPS about the roles and functions of the Secretariat, its performance since it was established and also to help in understanding the capacity building and organizational development needs of the SPS.

The Consultant will also present the paper at two consultative sessions of about four (4) hours duration each, to be held in Multan & Muzaffargarh (the locations may be altered). Travel and accommodation expense of the consultant for the consultative sessions will be borne by PILDAT. The consultative sessions will be interactive, featuring lectures and discussion. A dynamic approach to content delivery will be employed in order to engage participants actively, allowing them to learn and apply given suggestions to practical situations.

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

- A. Introduction and evolution of the South Punjab Secretariat
- B. Context and Rationale for the South Punjab Secretariat

- C. Overview of the legal basis of the SPS
- D. Role and Functions of the South Punjab Secretariat
- E. Performance of the Secretariat since its establishment
- F. Progress and Developments
- G. Issues and Challenges
- H. Key Recommendations for Improvement of SPS working

Key Deliverables

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

- One (1) briefing paper, to serve as background material for consultative sessions in Multan & Muzaffargarh.
- The paper will be a concise document of around 4,000 words and it will be translated in Urdu as well. (The Urdu translation is not included in the scope of this assignment)

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 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 paper, focusing on creating interactive, engaging content suitable for the target audience	April 29, 2024	May 14, 2024
PILDAT Review	May 15, 2024	May 17, 2024
Updation of module	May 20, 2024	May 24, 2024
Present the refined paper to the participants of the 2 consultative sessions in 2 districts of South Punjab.	May 27, 2024	June 30, 2024