

Terms of Reference (TORs) for Consultant under the USAID-Citizen Engagement Program (CEP) ‘Hum Ahang’ to prepare Training Module on ‘Legislative System and Procedures of Provincial Assembly of Punjab’ for Civil Society Organizations (Objective 2.2)

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 ‘Legislative System and Procedures of the Provincial Assembly of Punjab’ customized for the specific training needs of the CSOs working on building peaceful and resilient communities in South Punjab. The Consultant will collect all relevant facts and figures; use his/her knowledge and understanding of the subject and provide a step-by-step description and analysis of the relevant topics about Punjab Provincial Assembly’s legislative system. The draft module, once developed, will be reviewed by PILDAT staff, leveraging presentations and focus group discussions after which the contents of the paper will be refined to meet institutional requirements. The module will be designed to facilitate capacity building among CSO community, equipping them with the necessary knowledge and skills to engage with the legislators and the Assembly standing committees in order to convey civil society’s point of view on policies, legislation and the annual budget among other initiatives to build resilient communities.

The Consultant will also present the paper at two (2) capacity building sessions of about four (4) hours duration each to be held in Multan and Muzaffargarh (the locations may be altered). Travel and accommodation expense of the consultant for the training sessions will be borne by PILDAT. The training sessions 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 the Legislative System of the Provincial Assembly of Punjab
- B. Law-making Process including the Role of the Civil Society
- C. Parliamentary Procedures and Legislative Oversight/Accountability
- D. Legal Framework on P/CVE on Federal and Provincial Level
- E. Identifying Opportunities for Legislative Engagement
- F. Crafting Effective Advocacy Campaign on P/CVE
- G. Entry Points for Engaging in the Legislative Process with stakeholders
- H. Techniques to Overcome Challenges faced during the Law-making process
- I. Monitoring, Accountability & Transparency process
- J. How to Ensure Sustainability and Continuity of the Advocacy Campaign
- K. Any other relevant point.

Key Deliverables

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

- One (1) module, in the form of paper and presentation, to serve as resource material for capacity building sessions at Multan and Muzaffargarh.
- The Training Module will be a concise document of around 4000 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 20 working days. The consultant will be paid a total sum of PKR 450,000. 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 modules, focusing on creating interactive, engaging content suitable for the target audience within the CSO community	April 29, 2024	May 17, 2024
PILDAT Review	May 20, 2024	May 24, 2024
Updation of module	May 27, 2024	May 31, 2024
Conduct 2 capacity building sessions for CSOs in the two districts.	Jun 03, 2024	June 14, 2024