

Terms of Reference (TORs) for Consultant under the USAID-Citizen Engagement Program (CEP) ‘Hum Ahang’ to prepare Module on ‘Citizen Engagement for Local Governments’ for LGs in Punjab (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 ‘Citizen Engagement for Local Governments’ customized for the specific orientation needs of the Elected Local Government Officials in Punjab. 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 topic about local governments. The draft module, once developed, will be reviewed by the PILDAT staff, leveraging presentations and focus group discussions after which the contents of the module will be refined to meet institutional requirements.

The module is designed to facilitate capacity building among elected local government officials such as Mayors/Nazims, Deputy Mayors/Naib Nazims, Councillors etc., equipping them with the necessary knowledge and skills to effectively engage with their citizens. The module has to highlight the responsibilities of local government officials, providing them with tailored guidance and strategies for effective citizen engagement within their governance roles.

The Consultant will also present the module at two orientation 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 orientation sessions will be borne by PILDAT. The orientation 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 Local Governments in Pakistan with specific focus on the latest version of the Punjab Local Govt Act/Ordinance
- B. Key Concepts in Local Government & Citizen Engagement
- C. Understanding the Importance of Citizen Engagement in Local Governance
- D. Types/Levels of Citizen Engagement
- E. Strategies of Citizen Engagement in Local Governance
- F. Identifying & Understanding Challenges in Engaging Citizens
- G. Case studies and best practices in Citizen Engagement
- H. How should engagement with citizens promote prevention and countering of violent extremism?

Key Deliverables

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

One (1) module, in the form of a paper and presentation, to serve as resource material for orientation sessions in Multan and Muzaffargarh.

- The Module will be concise documents of around 2000 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 500,000. 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 local governments	April 29, 2024	May 17, 2024
PILDAT Review	May 20, 2024	May 31, 2024
Updation of module	June 03, 2024	June 07, 2024
Conduct 2 orientation sessions for local government officials in 2 districts.	July 01, 2024	July 12, 2024