



**Terms of Reference (ToR)
Co Trainer (Consultancy)
Political Cadre Development Program (PCDP)**

Title:	District level trainings for young and lower cadre of political workers
Project Area:	Strengthening Constitutional Structures: The democratic competences of politicians, especially young and newly elected ones, are strengthened.
Time frame:	15.06.2022-31.08.2022
Requirement:	Consultant: A junior expert on good governance and democratic devolution (federal constitutional structures) as Co Trainer
Location:	Four districts in the Punjab Province

1. CONTEXT

As a part of political education of lower and middle cadre of political parties, The Shoor Foundation for Education and Awareness (SFEA) and Hanns Seidel Foundation Pakistan (HSF) have jointly conducted trainings related to democratic devolution, 18th amendment provincial subjects, devolution / local government system in Multan, Sahiwal and Okara districts for Punjab political office bearers. In the next step, this project is being expanded to more districts in the provinces of Punjab and Khyber Pakhtunkhwa.

The proposed activities will equip the lower cadre of political parties and political influencers with essential concepts of democratic devolution, 18th Constitutional Amendment devolved matters, local government system, and other relevant subjects including governance issues, identification and resolution techniques.

2. OBJECTIVES

To strengthen the capacity of the district level local political influencers/party members through divisional training on democratic devolution, provincial autonomy, and local government in the context of the 18th constitutional amendment to better understand local governance issues and play an effective role for their resolution at the grass-root level.

3. ACTIVITY DETAILS

The three-day training plan includes learning material pertaining to democratic devolution and other related subjects. It would comprise the combination of the academic with the pragmatic

skills/perspective, to enable the participants to get sensitized to the training topics, accumulate learnings on the topic, and acquire skills to be able to understand and educate themselves regarding the subject.

A Draft Program of the training is attached as **Annex-I**.

4. TIMELINE

Services of the Co-Trainer are required for the following five trainings in 2022. The services are subject to the feasibility of these trainings.

The dates for each training will be finalized by HSF and SFEA at least two weeks before it takes place, considering factors such as the COVID-19 related SOPs, hotel availability, participants availability or similar in the selected district(s). The districts and tentative timelines are the following:

- I. Lahore, June 2022
- II. Faisalabad, June 2022
- III. Sargodha, July 2022
- IV. Bahawalpur, July-Aug 2022

5. QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Masters degree in social sciences, LLB or any other related field
- At least five years of demonstrated training experience
- Knowledge of Pakistan's political system
- Excellent communication and training skills
- Solid knowledge and understanding of Pakistan's Constitution and political system
- Working experience with political stakeholders including office bearers and law makers

6. RESPONSIBILITIES AND EXPECTATIONS

For each training, the Consultant's work (three (3) working days, five (5) hours per day) will comprise of: moderating the sessions and supporting the lead trainer in training one (1) hour per day, facilitation in group work (1.5 hours per day), leading the sessions assigned (one (1) hour per day), report (0.5 hours per day), assist in pre and post assessment and other evaluations (one (1) hour) and necessary practical event preparations and wrapping-up (one (1) hour per day).

This work will include:

- I. Main moderation and supporting the lead trainer: The consultant will support the lead trainer in each training session by moderating the sessions, the time includes one (1) hour per day.
- II. Facilitation in group activities: The consultant will be responsible to conduct group activities of the training sessions. The time includes 1.5 hours per day spread over multiple sessions.
- III. Delivery of assigned training content: The consultant will be required to conduct the assigned training sessions as per agenda of the training. This includes lectures/presentations/group work

and any other forms of content delivery assigned by lead consultant and/or organizers. The time for this deliverable will be one (1) hour per day spread across multiple sessions.

- IV. Immediately after assigned content delivery session, an interactive session for at least 15 minutes (including questions and answers) with the audience. The time for this deliverable will be 0.5 hour per day spread across multiple sessions.
- V. The Consultant shall report in writing after training highlighting the major proceedings and outcome of the training. This will need a 0.5 hours' time period per day in average for each training.
- VI. The consultant shall assist in pre-and post-assessment of the training and necessary practical event preparations and wrapping-up (0.5 hour per day).
- VII. At the end of the consultancy period the Consultant shall submit a final report in writing to the HSF in a report format template shared by HSF. This task is based on the event feedback of V and covered by the time calculation of IV.

7. APPLICATION FORMAT

Individual applications:

- (i) Proposal
- (ii) CV
- (iii) Daily rate
- (iv) Geographical preference, time period preference

Annex I – PCDP Training Draft Program

PCDP Training 2022

Agenda: Three- Day training for Facilitating Political Cadre Development Process through Democratic Education

Training Themes: Democratic Devolution, 18th Constitutional Amendment and Provincial Autonomy, Local Government System and Citizen’s Role in Good Governance and Improving Local Service Delivery

Organized by:

Hanns Seidel Foundation (HSF) Pakistan

and

Shaor Foundation for Education and Awareness (SFEA)

Day 1 Democratic Devolution in Pakistan

S#	Title	Duration	Timing
1.	Welcome and Introduction	10 min	10:00 – 10:45
	Opening Remarks and Project Introduction	10 min	
	Overview of the training course	10 min	
	Trainers’ and Participants’ Introduction	15 min	
2.	Norms Setting	10 min	10:45-10:55
3.	Expectations	15 min	10:55-11:10
4.	Workshop Objectives	20 min	11:10-11:30
Tea Break		15 min	11:30-11:45
5.	State of democracy in Pakistan	25 min	11:45-12:10
6.	Understanding devolution: theory and practices <ul style="list-style-type: none">• Concepts	60 min	12:10-1:10

	<ul style="list-style-type: none"> History of devolution in Pakistan: Key focus on devolution in 18th amendment Democratic devolution: Institutional, administrative and fiscal aspect 		
7.	Question answer/Open discussion	20 min	1:10-1:30
Lunch		40 min	1:30-2:10
8.	SWOT analysis of Democracy Group work and presentations /Discussion/feedback	60 min	2:10-3:10
9.	Understanding role of Council of common interests: as a conflict resolution mechanism Q/A and open discussion	50 min	3:10-4:00
10.	Provincial autonomy and related conflicts Q/A and open discussion	30 min	4:00-4:30
11.	Closing: Overview of the day 2 sessions & Tea	15 min	4:30-4:45

Day 2 18th Constitutional Amendment and Provincial Autonomy

S#	Title	Duration	Timing
1.	Opening (Recap of Day 1 by Volunteers from participants)	30 min	9:30-10:00
2.	Understanding 18 th Constitutional amendment: Context and content Q/A and open discussion	60 min	10:00-11:00
Tea Break		15 min	11:00-11:15
3.	Democratic Devolution in Pakistan (SWOT analysis) Group work and presentations /Discussion/feedback	60 min	11:15-12:15
4.	Documentary on diversity and federalism Q/A and open discussion	60 min	12:15-1:15

Lunch Break		45 min	1:15-2:00
5.	<p>Orientation and discussion on</p> <ul style="list-style-type: none"> Political parties' understanding on 18th constitutional amendment Federal and provincial roles and responsibilities <p>Q/A and open discussion</p>	60 min	2:00-3:00
6.	<p>Impact of 18th constitutional amendment (Fiscal/NFC award, legal, administrative and policies etc)</p> <p>Implications of 18th amendment: Institutional, fiscal and service delivery</p> <p>Q/A and open discussion</p>	75 min	3:00-4:15
7.	<p>Way forward:</p> <p>Potential and Pitfalls</p> <p>Implementation and challenges</p> <p>Q/A and open discussion</p>	30 min	4:15-4:45
8	Closing and Tea		

Day 3 Understanding Local Government system

S#	Title	Duration	Timing
1.	Opening (Recap of Day 2)	30 min	9:30-10:00
2.	<p>Local Government system: introduction and legal status</p> <p>Q/A and open discussion</p>	60 min	10:00-11:00
Tea Break		15 min	11:00-11:15

3.	<p>Orientation on</p> <ul style="list-style-type: none"> • Legislation in the provinces • Structure of the L G system • Financial and administrative aspect • Service delivery <p>Q/A and open discussion</p>	60 min	11:15-12:15
4.	<p>Group Discussion in small groups</p> <ul style="list-style-type: none"> • Challenges and opportunities • Citizens role in good governance and improving local service delivery 	60 min	12:15-1:15
5.	Presentations, Q/A and open discussion	15 min	1:15- 1:30
6.	Lunch and Prey Break	60 min	1:30-2:30
6.	<p>What is active Citizenship in self-rule?</p> <p>Q/A and open discussion</p>	30 min	2:30-3:00
7.	<p>Elements of good governance and identification of local government issues</p> <p>Role of civil society and political parties</p> <p>Q/A and open discussion</p>	30 min	3:00-3:30
Closing and Certificate Distribution		30 min	3:30-4:00