

**Democracy Reporting International,  
Country Office,  
Islamabad, Pakistan**

**REQUEST FOR FINANCIAL PROPOSAL (RFP)**

**Individual Experts / Civil Society Organisations (CSO)**

**“Local Government Awareness Raising Sessions”  
Provincial and Local Levels**

**(25 March 2020 – 31 May 2020)**

Date: 28 February 2020

Subject: **Request for Financial Proposal (RFP)  
Local Government Awareness Raising Sessions  
Provincial & Local Levels**

Democracy Reporting International (DRI) is a nonpartisan, independent, not-for-profit international organization registered in Berlin, Germany, which promotes political participation of citizens, accountability of state bodies and the development of democratic institutions worldwide. DRI's Berlin, Germany contact details are: Prinzessinnenstraße 30, 10969 Berlin, Germany, phone +49 (030) 27877300. DRI Country Office Islamabad is located at 1st Floor, Ufone Tower, Jinnah Avenue, Blue Area, Islamabad, Pakistan. Tel: +92-51-2310575-76.

DRI is pleased to invite a Request for Financial Proposal (RFP) from Individual Experts or Civil Society Organizations (CSOs) for carrying out local government awareness raising sessions in Punjab, Sindh, Khyber Pakhtunkhwa and Balochistan. The sessions will focus on how the decentralised, multi-tiers system structures of local governance impact civil society actors and local citizens especially focusing on human rights issues.

Interested candidates / Civil Society Organizations may submit their CV / Organizational Profile and financial proposal as per attach Terms of Reference (**Annex-I**). Please submit your complete proposal with cover letter via courier or deliver in person at the given address. The deadline for submission of financial proposal is **Thursday, 12 March by 15:00 Hrs.**

For any further information and clarification, please contact undersign,

Thank you and best regards.

Sincerely,

Touseef Ahmad Jan  
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**Annex-I**  
**Terms of Reference**  
**Local Government Awareness Raising Sessions**  
**Provincial & Local Levels**

**Who can apply:**

- Local Government Experts with minimum 10 years' experience in the field of local government advocacy and reforms;
- Civil Society Organizations (CSOs) working in the area of local government advocacy and reforms;

**Type of Contract:**

It will be a deliverable based service contract, plan to be started from 25 March 2020 with target to complete all sessions by 31 May 2020.

**Background:**

Democracy Reporting International (DRI) is a non-partisan, independent, not-for-profit organisation registered in Berlin. DRI promotes political participation of citizens, accountability of state bodies and the development of democratic institutions world-wide. With support from the German Federal Foreign Office, DRI Pakistan is currently implementing a project entitled "Consolidating Democratic Stability in Pakistan". The overall objective of the project is to strengthen local constituencies, both on the governmental and non-governmental side, to consolidate the democratic transition process in Pakistan, specifically with a view to human rights protection and effective, decentralized governance.

DRI's work in reference to local government focuses on the following objectives: 1) Improve the understanding of the sub national legal framework through local government act assessments; and 2) Increase civic awareness of local government structures for efficient protection and protection of citizens' rights.

**Assignment & Deliverables:**

The Balochistan assembly passed its local government Act in 2010 while the assemblies of Punjab, Khyber Pakhtunkhwa and Sindh passed their local government acts in 2013. In 2019 the ruling party PTI made amendments to the KP local government act 2019 which is now known as the LG Amendment Act 2019 and in Punjab introduced a new law entitled "The Punjab Local Government Act 2019". Currently there are no local governments in all the provinces except Sindh and elections are expected to take place in KP and Punjab in 2020, however the process of delimitation and administrative and political issues are likely to cause further delay.

DRI's aim is to initiate the process of awareness raising of the different local government acts to inform the citizens and how the law is likely to impact local governance at the different tiers

and the rights of the citizens while especially integrating human rights information. For this purpose, DRI seeks the support of individual experts/ CSO's to identify minimum 5 districts in their respective province and deliver the following sessions:

- **(1 x Provincial Level Session = Total 4 Sessions, 1 in each province)** Provincial Level Awareness Raising Sessions for civil society actors on how the decentralised, multi-tiers system local government structures impact them as civil society actors and local citizens and specifically focusing on rights issues;
- **(5 x Local / Tehsil Level Sessions = Total 20 Sessions, 5 in each province)** Local Level / Tehsil level ( with participation from villages) awareness raising sessions for civil society actors on how the decentralised, multi-tiers system local government structures impact them as civil society actors and local citizens and specifically focusing on rights issues.

#### **Communication:**

Information for social media posts including photographic and meeting content from the provinces and villages.

#### **Target Audience of Activity**

Former and current Local Government Elected Representatives (where they are still in place); Selected Media and CSO representatives; General Public; Political stakeholders.

#### **What to Submit with your financial proposal!**

**Individual Expert:** Updated CV with three references; Methodology of Delivering the Sessions; Filled Budget (Ref. to Annex-II); Activity Work Workplan (Ref. to Annex-III);

**Civil Society Organizations:** Organizational Profile with detailed work experience in the area of local government; List of completed projects; CVs of Key Expert; Methodology of Delivering the Sessions; Filled Budget (Ref. to Annex-II); Activity Work Workplan (Ref. to Annex-III).

#### **Submission Deadline:**

Please submit your complete proposal with cover letter via courier or deliver in person at the given address. **The deadline for submission of financial proposal is Thursday, 12 March by 1500 Hrs.**

#### **Evaluation Criteria:**

<b>Area of Evaluation</b>	<b>Marks</b>
Relevant Work Experience	50 Marks
Methodology of Delivering Sessions	15 Marks
Financial Proposal (Best Value for Money) <i>Lowest Financial Proposal/ Proposal Under Review x 15</i>	15 Marks
Feed Back from Provincial Leads <i>DRI provincial leads will be part of DRI evaluation committee and their recommendations will be part of scoring card. The scoring will be based on relevant work experience, provincial presence and familiarity with provincial local government laws</i>	20 Marks

Total:	100 Marks

**Annex-II - Budget Format:**

**1 x Provincial Level Awareness Raising Session (Provincial Capital), (Average Participants 20-25 Per Session with representatives from 5 key districts in province)**

S #	Budget Head	Quoted Price (PKR)
1.	National Expert Fee ( <i>inclusive of with-holding tax</i> )	
	<b>Awareness Raising Session/ Event Related Cost</b> Following costs must be supported by Original Invoices:	<b>Quoted Price (PKR)</b>
2.	Accommodation	
3.	Local by Road Travel	
4.	Venue / Hall Rental	
5.	Multi-media with Screen	
6.	Stationary/ Banner	
7.	Meeting Refreshment (Tea / Lunches)	
8.	Banner/ Backdrop / Photography	
9.	Any other expenditures related to event.	

**5 x Local Level Awareness Raising Sessions (Tehsil Level with participation from villages) (Average Participants 35-40 Per Session) / Session in representative districts in province)**

S #	Budget Head	Quoted Price (PKR)
1.	National Expert Fee ( <i>inclusive of with-holding tax</i> )	
	<b>Awareness Raising Session/ Event Related Cost</b> Following costs must be supported by Original Invoices:	<b>Quoted Price (PKR)</b>
2.	Accommodation (if needed)	
3.	Local by Road Travel	
4.	Venue / Hall Rental	
5.	Multi-media with Screen (if needed)	
6.	Stationary/ Banner	
7.	Meeting Refreshment (Tea / Lunches)	
8.	Banner/ Backdrop / Photography	
9.	Any other expenditures related to event.	

**Important Note for Budgeting:**

1. All quoted prices should be in PKR;
2. National Expert fee should be inclusive of with-holding tax as per applicable tax laws;
3. Event related cost in awareness raising sessions will only be reimbursed on actuals and must be supported with original invoices and should not exceed from quoted price.

**Annex-III  
Activity-Plan Template  
Local Government Awareness Raising Sessions (Provincial & Local Levels)**

Activity #	Activity Description	March 2020				April 2020				May 2020			
		W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Activity-1	Provincial Level Session												
Activity-1	Local Level Awareness Session-1												
Activity-2	Local Level Awareness Session-2												
Activity-3	Local Level Awareness Session-3												
Activity-4	Local Level Awareness Session-4												
Activity-5	Local Level Awareness Session-5												

Legend:

Preparatory Phase: 

Implementation Phase: 