

TERMS OF REFERENCE

Position Title:	Technical Expert
Reporting to:	Director Programs
Duty Station:	Lahore
Duration:	5 Months
Project Title:	Empowering under-represented population groups including women, youth, and minorities to improve citizens' voice within union councils



JOB PURPOSE:

The Technical Expert shall, review and analysis of the outcomes, literature review, policy analysis, gap analysis, recommendations, draft reform policy drafts for each outcome, drafting of guide/manual/booklet for review and finalization, as well as participate in stakeholder meetings, and ensuring that project deadlines are met in timely and effective manner.

ROLES AND RESPONSIBILITIES:

- S/he shall be responsible for managing and implementation of the grant in accordance and compliance with agreement
- S/he shall be responsible to arrive at the Policy level analysis, gap analysis, policy asks, recommendations, and/or draft reform policy drafts for each outcome of the advocacy agenda listed below:
 - 1- Advocacy Outcome 1: Local Government ACT finalization and demand generation for local government elections in Punjab
 - 2- Advocacy Outcome 2: Institutionalizing Trained Local Government Officials as a resource pool for training Councillors and local government/other Officials (some advocacy if training component can be included in LG ACT that every elected/nominated councillors will have to complete a training/orientation. Specific focus on training women and minorities for better inclusion)
 - 3- Advocacy Outcome 3: Campaign for Inclusion of Women Councillors in Development Initiatives decision making forums
 - 4- Advocacy Outcome 4: Establishment of Women Desks in LG Offices
 - 5- Advocacy Outcome 5: Development and Institutionalization of Reference Guide / Manual for CouncillorsOutline of the guide / manual / booklet for the local councillors, draft and design through consultation and approval.
- Develop and execute the advocacy action plans for each outcome, engage and meet with the stakeholders, consult on the advocacy outcomes, utilize PAA forum and keep stakeholders informed of the on-going research analysis based policy analysis, gap analysis, recommendations, asks etc.
- Organize events / round tables / convention, among stakeholders for deliberations and present policy analysis, asks and recommendations.
- Advocacy agenda outcome specific progress, achievements and outcome level impact and reforms produced, through research work based engagements, policy reforms and legislations.

- S/he shall be responsible for the Advocacy engagements with stakeholders on the above-mentioned outcomes
- S/he shall ensuring projects activities adhere to frameworks and all documentation is maintained appropriately for each project strand.
- Prepare and submit documentation, progress reports and other reports as per agreement and requirements of the donor.
- Comply with the safeguarding standards in planning, implementation and monitoring of activities.

ELIGIBILITY CRITERIA:

This role requires a Master's degree in Development Studies, Economics, Social Sciences, Business Administration or project management will be given an advantage and 15 years of extensive hands experience in the relevant sector especially experience and understanding on Local Government System and laws.

To be a successful Technical Expert, you will have exceptional verbal, written and presentation skills; ability to work effectively both independently and as part of a team; competency in Microsoft applications including Word, Excel, and Outlook; knowledge of files management, transcription, and other administrative procedures; and ability and manage to work under tight deadlines.