

# TERMS OF REFERENCE

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



## JOB PURPOSE:

The Technical Officer / Researcher shall report to Technical Expert in the implementation of the project activities. S/he shall support and assist Technical Expert 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, developing plan, linkages development, preparing reports, and ensuring that project deadlines are met in timely and effective manner.

## ROLES AND RESPONSIBILITIES:

- S/he shall be responsible for effective and timely implementation of project intervention in accordance with project agreement.
- S/he shall be responsible to assist 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 Councillors
- Assist in developing and executing 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.
- Assist to organize events / round tables / convention, among stakeholders for deliberations and present policy analysis, asks and recommendations.
- Provide necessary reporting inputs as per the standard monitoring formats on regular basis. Prepare monthly and quarterly reports on standard, monthly reporting formats.

- 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 10 years of extensive hands experience in the Social Sector specifically relevant experience and understanding on Local Government System and laws.**

To be a successful Technical Officer / Researcher, 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.