GOVERNMENT OF THE PUNJAB
PUNJAB RESOURCE MANAGEMENT & POLICY UNIT
PLANNING & DEVELOPMENT BOARD
Phone: 042-99200508

TERMS OF REFERENCE

Short Term Individual Consultant for Tanning Need Analysis

A. Objectives & Goals of Project/Consultancy

Planning & Development Board, Government of Punjab under the scheme titled "Institutional Strengthening of P&D Board and Capacity Building of Public Sector Employees" has taken an initiative to equip officers of Government of the Punjab with suitable professional knowledge, skills, and competencies.

Capacity Building of Provincial officers has remained a core policy area in the reform agenda of Punjab Resource Management & Policy Unit (PRMPU). In order to complement reform interventions and to raise the absorptive capacity of the available Human Resource, numerous capacity building initiatives have been introduced by PRMPU to enhance the efficiency of Provincial Government under the scheme 'Punjab Capacity Building Program (PCBP)'. These initiatives also included collaboration with both local and foreign institutes and universities. As a result of these initiatives, PRMPU was able to train number of officers in masters and short training programs.

B. Scope of Services

Training Need Analysis of certain public sector departments and development of Information and communication material (brochures, pamphlets, booklet (4-5 pages)

C. Expected Deliverables

S#	Task	Timeline
1.	Training Need Analysis of School Education Department, Law Department, Irrigation Department, HUD & PHE Department etc., on the following steps: ➢ Letter to Secretary of each targeted Department from Managing Director, Punjab Resource Management & Policy Unit (PRMPU). ➢ Initial meeting for approval and orientation.	15 days for each department (Total 10 Department)

	➢ Identification of relevant stakeholders. ➢ Interviews / Focus Group Discussion with key stakeholders. ➢ Identification of core problematic areas and training needs. ➢ Compilation of Training Need Analysis along with training institutions.	
2.	Brochures, Pamphlets, Booklet (4-5 pages)	20 days for each department (Total 10 Department)
3.	Final Report	10 Days

D. Payment Schedule

Total Cost: Below 2 Million

Punjab Resource Management & Policy Unit (PRMPU) will pay remuneration on monthly basis, upon achieving certain deliverables and submission of monthly progress report.

E. Respective Roles and responsibilities of Client & Consultant

- Timely payments to consultants linked with satisfactory completion of deliverables.
- PRMU will review all deliverables submitted by the Consultant in a timely manner.
- The Consultant shall be fully responsible for completion of his/her assignment in a timely manner with high quality of output to the satisfaction of the key stakeholders.

F. How to Apply

Apply at pdprmp@punjab.gov.pk, infoprmp@punjab.gov.pk or hard copy at below mentioned address:

Managing Director
Punjab Resource Management & Policy Unit,
184-A Upper Mall Scheme, Behind NIPA,
Scotch Corner, Lahore.
Ph: 99200508