



GROUP DEVELOPMENT PAKISTAN

TERMS OF REFERENCE

Consultant – Parliamentary Development Unit (PDU) Provincial Assembly of Punjab

Vacancy Code: GDP-PDU-01

Location: Lahore

Duration: July 1, 2025 – December 31, 2025

Expected Salary: PKR 300,000-350,000

1. Organisational Context

Group Development Pakistan (GDP) is a leading non-governmental organization dedicated to promoting and protecting child rights in Pakistan since 2012. To create sustainable social change, GDP engages in child-sensitive, culturally and gender-sensitive, eco-friendly, creative, participatory, and evidence-based initiatives, including legal and policy reform, stakeholder engagement, technical support, capacity building, research, and service delivery.

2. Background

Under Chapter XVII (Rules 148 to 188) of the Rules of Procedure of the Provincial Assembly of Punjab, 1997, the Assembly has constituted various Parliamentary Committees, envisioned as the eyes and ears of the legislature. To further support the functioning and effectiveness of the Assembly, the Punjab Assembly established the Parliamentary Development Unit (PDU). The PDU is mandated to enhance the legislative, oversight, and representational capacities of Members of the Assembly by providing technical support in areas such as legislative research, policy analysis, legislative drafting, and capacity-building. It plays a pivotal role in strengthening the Assembly's institutional framework by supporting parliamentary forums, driving legislative reforms, and promoting procedural improvements. The mandates of the two (02) Committees and two (02) Caucuses are closely aligned with the areas where UNFPA Pakistan is providing technical assistance at the provincial level.

- Law Reforms & Delegated Legislation
- Punjab Women's Parliamentary Caucus
- Standing Committee on Gender Mainstreaming
- Parliamentary Caucus for Persons with Disabilities.

3. Role Summary

To strengthen and support the mandates of these Committees and Caucuses, the Parliamentary Development Unit (PDU) seeks to engage a consultant to provide technical expertise in legislative research, policy development, and capacity-building initiatives. The Consultant will play a key role in ensuring that the Assembly's legislative processes are aligned with best parliamentary

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practices. In addition, the Consultant will advocate for the establishment of a Parliamentary Forum on Population, fostering dialogue and commitment on population-related issues within the legislative framework.

4. Scope of Work

1. Legislative Research & Analysis

- Conduct targeted research and comparative reviews of principal and delegated legislation to inform the Assembly's law-making, oversight, and representation roles.
- Identify gaps, outdated provisions, and reform priorities by applying objective criteria and integrating gender- and minority-inclusion lenses.

2. Drafting & Technical Advice

- Provide expert legal and administrative guidance to Committee Members.
- Prepare draft bills, reports, resolutions, and formal recommendations for the Assembly and Government.

3. Capacity Building & Best-Practice Institutionalization

- Design and deliver concise training sessions, workshops, and briefing materials for Members, caucuses, committees, and Secretariat staff.
- Embed evidence-based methods and quality templates to standardize legislative development and policy analysis.

4. Stakeholder Engagement & Coordination

- Enhance links between the Assembly and external actors, including academia, civil society, think tanks and development partners.
- Plan and facilitate consultations, expert meetings, and public hearings to gather inputs for reforms.

5. Parliamentary Forum on Population Support

- Organize and service Forum meetings (agendas, minutes, follow-ups) to ensure population and demographic considerations inform the legislative agenda.

5. PLACE WHERE SERVICES ARE DELIVERED

The Consultant will be based in Lahore, with work primarily carried out at the Provincial Assembly of Punjab.

6. MONITORING & PROGRESS CONTROL INCLUDING REPORTING REQUIREMENTS

The consultant to prepare a monthly progress report and to submit the Parliamentary Development Unit (PDU) and the Speaker Punjab Assembly and PDU will submit approved reports to Group Development Pakistan.



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The deliverables will be reviewed by the PDU. The Group Development Pakistan will process the payment upon satisfactory completion of deliverables vetted by PDU.

All deliverables will be subject to quality assurance.

7. SUPERVISORY MANAGEMENT

The Consultant will report to the Parliamentary Development Unit (PDU) and the Speaker or the person designated by the Speaker of Punjab Assembly.

8. EXPECTED TRAVEL

Periodic travel within the province may be required for stakeholder engagement and consultations. Please note that travel expenses will only be charged or approved with prior authorization and clearance from UNFPA.

9. REQUIRED EXPERTISE, QUALIFICATION AND COMPETENCIES

Qualifications:

Advanced degree in Constitutional Law/ Master's degree in law, political science, public policy, governance, or a related field. In exceptional cases, a person with an undergraduate degree in the relevant field could also be considered

Experience:

- Minimum 5-9 years of experience in law, legislative research, policy analysis, or parliamentary development.
- Strong understanding of Pakistan's parliamentary and governance structures.
- Experience working with governmental committees, legislatures, development organizations, or research institutions is an asset.
- Strong analytical, communication, and stakeholder engagement skills
- Need someone driven who can achieve targets within tight deadlines

Language:

Fluency in English, Urdu, and Punjabi is required.

10. Inputs/services to be provided (e.g., support services, office space, equipment), if applicable

The Individual Consultant will use their personal computer; office space will be provided by the Parliamentary Development Unit (PDU), and logistical support



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for events and meetings, where pre-approved by UNFPA, will be provided by GDP.

11. How to apply?

Interested candidates should send their CVs and cover letters to hr@gdpakistan.org by **June 15, 2025**, mentioning only the **vacancy code (GDP-PDU-01)** in the email's subject line. Women, gender-variant persons, minorities, and differently abled persons who meet the criteria are strongly encouraged to apply.