



REFORM SUPPORT UNIT



SCHOOL EDUCATION AND LITERACY DEPARTMENT
GOVERNMENT OF SINDH

Terms of Reference

In order to strengthen the Project Coordination and enhance the overall efficacy of Various projects & programs in RSU, there is a need for increased human resource deployment (as consultants) on a short-term basis (consultants for initially one-year period) in order to effectively manage the extensive impact of the projects & Programs in question.

The recruitment will be made on Quality & Cost Based Selection (QCBS) criteria.

The candidates are required to submit their CVs, at following address.

Reform Support Unit, SE&LD (RSU)

FINANCIAL MANAGEMENT SPECIALIST

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing financial management through the hiring of the above referred Financial Management Specialist, given additional responsibilities to procure goods and services under different project/programs. The primary objective of this position will be to ensure oversight and control on the financial operations and requirements of the projects/programs. The consultant will ensure compliance with the rules, procedures, and government and World Bank guidelines in managing finances of the projects/Programs. This will require leading assignments involving moderate to high levels of risk with many variables and requiring constant review of deliverables and processes in-line with the Project/Program Design

The Financial Management Specialist will provide support to the RSU/ and will report on the project financial management to the Chief Program Manager (CPM), RSU.

1. Terms of References

The specialist will perform the following functions, duties, and tasks:

- Under the guidance and overall oversight of the RSU Chief Program Manager (CPM), and with inputs from and in close cooperation with other RSU staff, prepare annual budgets for project/Programs implementation based on projection for contract awards for different categories of expenditures;
- Establish project account(s) to manage and record utilization of program funds;
- Prepare regular project/Program reports, including interim financial reports (IFRs) and disbursement requests for replenishment of the advance account in

accordance with provisions of Financial rules, GoS and World Bank Loan/ Grant/ Disbursement Handbook;

- Prepare Annual Financial Statements as per International Public Sector Accounting Standards.
- Prepare management reports as and when required;
- Develop and maintain a financial database for program activities.
- Prepare monthly financial reports based on standard accounting principles with all necessary qualification documentation (invoice, bank drafts, bank reconciliations etc.);
- Process payments from the Designated Assignment Accounts as per Government applicable rules and procedures.
- Maintain payment records of all invoices received.
- Ensure that payments for all projects/Programs related expenditures are made in a timely manner.
- Ensure that adequate financial controls are in place to maintain transparency and proper accountability of expenditures.
- Arrange for annual external audit of program accounts in accordance with provision in the Financial rules, GoS & Loan / Grant/ agreement and World Bank requirements;
- Provide support to auditors by facilitating in the provision of information required to conduct internal/external audits.
- Follow-up on internal/external audit matters and ensuring the audit matters are resolved on timely basis;
- Coordinate and liaise with the P&D, Finance Bank and all other stakeholders for provision of information in the manner they require;
- Ensure adequate funds are allocated to the Government budget for program activities and timely releases in districts.
- Support Public Financial Management (PFM) reform activities planned under the project.
- Perform other related functions, duties, and tasks as may be requested by CPM-RSU.

2. Qualification and professional experience

- CA/ACCA/ CIMA or equivalent qualification. Preferred: a Master's Degree or equivalent (sixteen (16) years of education), in Public Financial Management/Finance/Accounting or related discipline, from an HEC-recognized university/ institute.
- Preferred: completion of articles from a registered audit firm.

Experience

- At least five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications in Public Financial Management. Preferred: eight (08) or more years of relevant experience.
- Experience of financial reporting based on international Public Sector Accounting Standards in government institutions.

Skills

- Ability to work on any accounting software or Enterprise Resource Planning Package like SAP/ Oracle/ Peoplesoft, etc.
- Knowledge and ability to work on FABS (Government Financial Accounting and Budgeting System).
- Ability to apply good judgement in the context of assignments given.
- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in Urdu/Sindhi and English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

PROCUREMENT SPECIALIST

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing procurement capacity through hiring of the above referred Procurement Specialist for procurement function under the projects/programs. The primary objective of this position will be to ensure timely and quality procurements under the projects/Programs. The consultant will ensure compliance with procurement regulations of the SPPRA & World Bank, and lead assignments involving moderate to high levels of risk requiring diligent review of transactions and processes in-line with the Projects/Programs. The Procurement Specialist will provide support to the RSU, and will report on the project procurement activities to the Chief Program Manager (CPM), RSU.

Terms of References

The specialist will perform the following functions, duties, and tasks:

- Under the guidance & overall oversight of the CPM RSU, and with inputs from and in close cooperation with other RSU staff, coordinate procurement activities for goods, works, consulting and non-consulting services under the project as specified in the procurement plan. Ensure compliance with: the SPPRA Rules & World Bank's Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services and, public procurement (i.e. GOS) rules and regulations;
- Lead the use of the Systematic Tracking of Exchanges in Procurement (STEP) system to plan, record and track all procurement transactions.
- Periodically revise and review the procurement plan and prepare detailed schedules for procurement of Goods, Services (Consulting and Non-Consulting)

and Works for implementation throughout the projects/Programs implementation period;

- Conforming to the SPPRA rules & World Bank's Procurement Regulations, prepare and issue various documents required at different stages of the procurement cycle, e.g., Expressions of Interest (EOIs), Invitations for Bidding (IFBs), Requests for Proposals (RFPs), bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making;
- Assist duly designated procurement and consultant selection committees to prepare all necessary documents for bidding of procurement packages for various procurement methods and procedures for various types of procurement [Civil Works, Goods, and Services (Non-consulting and consulting services)] and to convene public bid and proposal openings and draft minutes of these openings;
- Monitor receipt of proposals and bids to ensure their safekeeping until public opening;
- Ensure preparation of comprehensive evaluation reports according to SPPRA rules & World Bank Guidelines and timely transmission of evaluation reports for review;
- Operate and maintain procurement activities and procurement plan on STEP for all transactions under World Bank Financing.
- Maintain regular communication with CPM-RSU and Financial Management Specialist (FMS) to ensure that procurement tracking information is well-coordinated with other projects/ProgramRSU planning, project budgeting and other project financial reporting information;
- Coordinate with FMS to ensure that payments are made in a timely manner for contracts entered into by the RSU.
- Assist technical teams of the RSU with development of generic and policy compliant TORs and specifications for the projects/Programs
- Support project in organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members; (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distributing them to evaluation panel members; (iii) attending bid evaluation meetings as a note taker and keeping the minutes of the meetings; and (iv) providing other necessary technical supports to facilitate the procurements;
- Notify winning bidders in a timely fashion, and draw up contracts for approval and signature by those individuals authorized to sign on behalf of the Executing Agency, ensuring transmission to World Bank of draft contracts requiring prior approval;
- Monitor all procurement contracts for compliance with contractual terms and conditions, such as timely completion of works, delivery and quality of Goods/Equipment, and the delivery of outputs of consultancy contracts.
- Assist the Client/Employer/Purchaser in effective contract administration and manage and timely conclude Variations, Extension of Time and all associated contractual actions as and when required.

- Address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant RSU specialist;
- Design/ update and facilitate the management of the overall procurement management record and filing system;
- Capacity building of relevant staff to effectively undertake procurement functions as per SPPRA & World Bank and Government guidelines whichever is applicable; and
- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and providing complete track of procurement cycle.
- Respond adequately and timely to audit queries.
- Manage the process of procurement complaint resolution; and
- Perform other related functions, duties, and tasks as may be requested by CPM-RSU.

Qualification and professional experience

- At least, Master's degree or equivalent (sixteen (16) years of education) in Engineering / Economics/Business Administration or related discipline, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Preferred: additional qualification, Diplomas, and trainings in Procurement Management/ Supply Chain Management /Project Management.

Experience

- At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in the procurement of Goods, Works, & Consulting services. Preferred: eight (08) or more years of relevant experience.
- Hands on experience in convening procurement process for goods, works and consulting services and conducting evaluation of bids/proposals, contract award and management for government and donor funded projects.
- Preferred: knowledge and implementation experience of various international/national/subnational public procurement rules.
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- **Skills**
- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in Urdu/Sindhi and English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

ENVIRONMENTAL AND SOCIAL SAFEGUARD EXPERT

1. Background

The Reform Support Unit (RSU), School Education and Literacy Department, Govt of the Sindh In order to strengthen the Project Coordination and enhance the overall efficacy of Various projects & programs in RSU, there is a need for increased human resource deployment (as Experts) on a short-term basis (Experts for initially one-year period) in order to effectively manage the extensive impact of the projects & Programs in question.

Short term consultants shall be hired on the required qualification and experience mentioned below: Additionally, the interview of shortlisted candidates against the submitted CVs shall be conducted to finalize the hiring process.

The consultants' services mentioned in detail in terms of reference (TORs) for the subject assignments. The initial Tentative duration of assignment shall be "01" year.

2. Objectives of the Assignment

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing management through the placement of the Environmental and social safeguard Specialist, responsible for the implementation and supervision of all aspects related to Environment and Social safeguard of the programs and Project under Reform support Unit and ensuring that all related commitments are incorporated into programs and projects activities under RSU. The Environmental and social safeguard Specialist shall focus on social safety issues such as labour management and protection. He/ She shall assist RSU in implementation of Social Safeguards policies and procedures of the Government of Sindh.

The Environmental and social safeguard Specialist will provide support to the RSU, and will report on the Environmental Social safeguards related risks and mitigation measures to the Chief Program Manager (CPM), RSU.

3. Scope of Functions

The environmental risks and with Safeguards policies as well as Social Management Framework (SMF) Plan associated with the development activities under RSU and School Education Department are related to the rehabilitation, reconstruction and upgradation of education facilities, involving civil works that will lead to temporary, localized and reversible environmental impacts such as generation of dust, noise and construction waste which may affect workers and nearby communities. In particular, civil works for the upgrade of schools, which are likely to generate debris, and one of the key roles of the Specialist to propose mitigation measures for handling of construction-related waste. The Specialist will be responsible to ensure the preparation (if needed) and implementation of all the relevant social safeguard instruments including Social Management Frameworks (SMFs), Environmental and Social Impact Assessments (ESIAs) and Resettlement Action Plans (RAPs)/Abbreviated Resettlement Action Plan (ARAP), for the Programs and projects under RSU and SELD. TThe provision of potable water facility in the

schools is another important aspect. Since the quality of underground water in Sindh is not at par with the World Health Organization (WHO) standards, it is imperative that ways and means are found to maintain the quality of water in the schools. Additionally, in order to ensure sustainable developmental activities, the Specialist will work with the RSU team to ensure climate responsive approaches are adopted in the planned upgrade of selected schools both to mitigate climate-related risks and adopt energy-efficient and cost-effective adaptation measures.

Additionally, the different Projects are working for RSU and it shall undertake extensive civil works in the Different Districts of Sindh related to the rehabilitation and up gradation of schools. The rehabilitation work will create a risk of safety of the laborers and other individuals in the premises. Henceforth, it is required, a comprehensive Social Management Framework (SMF) be framed in order to effectively mitigate the risk associated with civil works in schools.

The Specialist will assist and advise the RSU in carrying out project-related functions in accordance with Environmental and Social Framework (ESF) policy as well as Government of Sindh policies regarding environment, and the Environmental and Social Management Framework (ESMF) Plan.

The specialist will perform the following functions, duties, and tasks:

- Under the guidance and overall oversight of the CPM RSU and with inputs from, and in close cooperation with, other RSU staff, serve as focal person for ensuring inclusion of various actors, mitigation of social risks, and ensuring compliance of Environmental and Social Management Framework (ESMF) and site-specific plans as applicable.
- Supervise of all environment aspects, social risk and conduct impact screening of all identified and selected school sites, subject to social and environmental impact screening requirements. Coordinate with the RSU team for review and endorsement of the screening decisions and recommendations and achieving their responsibilities as outlined in the ESMF and subsequent Checklists.
- Prepare Environment Social Management Framework and Plans (ESMFPs) and Checklists
- Assist in setting up and designing (as needed) Citizen Engagement processes to promote participation, strengthen local capacity to engage in monitoring, and establish robust mechanisms to collect, analyze, and respond to citizen feedback.
- Liase at the District level with the respective focal persons for the development, implementation, monitoring, and reporting of ESMFPs.
- Ensure adherence to, and monitoring of, the ESMF, ESAs, SSESMP and ARAP/RAP at field level.
- Prepare/update/implement a stakeholder engagement plan for the construction and operations phases of the program and project. Work with the RSU team to address impacts on climate change and consider the impacts of climate change on the selection, siting, planning, design and implementation and decommissioning of school sites.
- Provide assistance to RSU and advise the CPM RSU on the implementation of climate responsive mitigation activities, based on the varying needs of districts based on their climate, environment and energy efficiency considerations and vulnerabilities.
- Assess key potential labor risks based on available information due to civil work activities such as those due to hazardous work, likely incidents of child and/or forced labor. Support development, review and approval of Contractors' Code of Conduct.

- In consultation with the Procurement Specialist, provide details on contractual provisions to be put in place in the Contract for the Contractors to manage labor and social safeguard issues, and procedures for managing the performance of contractors.
- Contribute in preparation of periodic reports (monthly, quarterly and annual), for submission to RSU as defined in relevant Environment social safeguards frameworks and plans.
- Ensure that all schools are compliant with the Environment social safeguard guidelines of the Government of Sindh.
- Monitor programs and processes to ensure they are compliant with applicable rules and regulations.
- Support and maintain systems that are in place to ensure that Environment and social safeguards compliance requirements are properly managed.
- Ensure appropriate clauses on compliance with Environment and social safeguard law, rules, regulations, as per ESMF are included in the contracts awarded to external contractors under any program and project administrated and implemented under RSU-SELD.
- Supervising and supporting Technical Support Partners (TSP) (In case of Project) in achieving their responsibilities as outlined in the ESMF and subsequent ESMFPs and Checklists.
- Establish a fully functional and accessible Grievance Redressal Mechanism (GRM). The GRM will provide an avenue to SELD stakeholders and community to raise and resolve grievances related to the program and project including those related to Sexual Exploitation and Abuse (SEA)/ Sexual Harassment (SH) and Violence against Children (VAC).
- Ensure effective implementation of the GRM and monitor GRM progress and reports.
- Conduct capacity building sessions on the GRM for field-based staff.
- Carry out frequent field visits and conduct monitoring for effective ESMF implementation. Consult the project beneficiaries and take stock of their feedback on environmental compliance; and document the field findings in a “Back to Office Report (BTOR)” / “Note for Record” preferably for each visit.
- Support processes to ensure that Environment and social safeguards risks of all initiatives under the programs and projects are understood and mitigated and provides routine status updates.
- Provide orientation to contractors and workers on the application of safety guidelines and the protocols for construction and supervise compliance with those guidelines.
- Assist with updating of indicators by collecting data/information on safety elements related to civil works activities.
- Maintain documentation of required compliance records.
- Ensure provision of safe drinking water, find alternate sources of water wherever necessary and ensure lab testing of water samples at all the places is conducted as required in the ESMF/ESMPs.
- Develop social safeguard and gender sensitive IEC material for sensitization and general awareness of the staff/community.
- Help design citizens engagement strategy for RSU and ensure regular feedback by beneficiaries. Accordingly, report on the Beneficiaries Feedback Indicator for the RSU.
- Develop and implement a social safeguards capacity building plan for RSU. Provide ongoing training, awareness raising on Environment social safeguards policies, instruments and roles and responsibilities of the various team members and stakeholders, including field officers and contractors.

- Ensure alternate sources of energy having low environmental risks wherever possible, ensure that the tendering process have well covered environmental aspects.
- Coordinate closely with the RSU team, procurement team, engineering team members, and other Expert and Specialist working under RSU.
- Ensure that the approved milestones are achieved as per the agreed timelines.
- Work closely with key agencies including related line ministries, beneficiary agencies, environmental health, planning, and waste management.
- Keep the RSU updated on the progress of activities and flag any related issues.
- Provide overall policy and technical direction for the management of Environment social risks and impacts under the Environmental and Social Management Framework (ESMF and other such instruments prepared under the RSU).
- Perform other related functions, duties, and tasks as may be requested by CPM RSU
- Provide orientation to contractors and workers on the application of environmental health guidelines and the COVID-19 protocols for construction and supervise compliance with those guidelines
- Ensure consistency of environmental health documents and procedures with national and international guidelines such as World Bank WB EHS guidelines as well as WHO guidance related to COVID-19.
- Work with the M&E Specialist of the project to document best-practices for the roll-out of future school constructions and refurbishment.
- Conduct field visits and assist in the auditing/Third Party Monitoring (TPV) and assessment.

4. Qualification and professional experience

Qualifications

- At least, Master's degree or equivalent (sixteen (16) years of education) in environmental sciences or in International Development, Public Policy, Social Sciences or another relevant degree, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Preferred: additional qualification, Diplomas, and trainings in Environmental Studies/ Environmental Management or International Development/ Public Policy/ Social Sciences.

Experience

- At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in Environmental Impact Assessment, Environment Management Plan, Environment, Health & Safety, planning / designing, implementing, training, monitoring and evaluating activities or community engagement, planning, implementation and management of empowerment of local actors, and complaints resolution/grievance redress management. Preferred: eight (08) or more years of relevant experience.
- Track record in working across industry sectors in government and donor-funded projects to identify environmental health and develop mitigation and adaptation measures to ensure compliance with international best practices. Strong knowledge of social safeguard risks, requirements and procedures for government and donor-funded development projects.
- **Skills**
 - Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
 - Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.

- Ability to work independently on multiple tasks and willingness to travel extensively to project sites.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in Urdu/Sindhi and English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

COORDINATION AND IMPLEMENTATION SPECIALIST

The Coordination and Implementation Specialist will be responsible for preparation of project planning, and assist the Chief Programme Manager, Reform Support Unit in coordination and execution of project activities, while ensuring inclusivity and equitability. It will be hired on lump sum basis for initial period of one years (extendable).

The consultant is expected to, but not limited to , do work in accordance with the following TORs

TORs:

1. Oversee, coordinate, and provide guidance on implementation for projects & Programs currently being implemented by the Reform Support Unit.
2. Finalize project implementation documents and ensure timely delivery of outputs in consultation with experts from government and relevant stakeholders.
3. Coordinate with District Officers/Officials and provide necessary guidance for implementation of projects, including monitoring and reporting at provincial and school levels.
4. To provide assistance and guidance on necessary compliances, including monitoring and evaluation.
5. Assist RSU SELD in identification, planning, preparation and implementation of project on technical aspects, including social sustainability.
6. Liaise with all relevant stakeholders including, and the Donors to strengthen communication, coordination, and collaboration.
7. Prepare, in close coordination with RSU personnel, technical and administrative reports of the projects & programs for the relevant Stakeholders.
8. Ensure that work plans and costs are aligned with the activities and budget approved.
9. Identify and report on implementation bottlenecks and advice RSU personnel on how to overcome them.
10. Ensure all project & Programs activities are inclusive, equitable and gender responsive.
11. Provide strategic input RSU on strengthening procedures and institutional processes.
12. Having strong knowledge and expertise related to gender equality and social inclusion.
13. Undertake capacity building and awareness raising activities for the RSU/Other staff, District officials, school staff, contractors, students, and other stakeholders.
14. Other activities relevant for the fulfillment of the position's objectives.

Qualifications:

At Least Master's Degree from a HEC recognized university in social sciences, development studies, or public policy/administration and Management Sciences.

Experience and Skills:

- A minimum of five years' experience working in policy and development and/or public sector
- A thorough understanding of public sector processes and Donor i.e World Bank, European Union guidelines and instruments.
- Strong research and analysis skills
- Technical and applied knowledge of gender and social safeguard principles
- Knowledge of analytical frameworks and international education frameworks/best practices
- In-depth knowledge of Sindh education sector and policy environment
- Prior experience in project management, collaborating with international donors.
- Ability to manage diverse activities and to meet deadlines required.
- flexibility to changing situations and priorities desired.
- Proven track record of producing high quality strategy documents and coordinating with multiple stakeholders.
- Good facilitation skills for convening outcome-oriented discussions with stakeholders.
- Understanding of project management requirements, tools, responsibilities.

Preference will be given to candidates who exhibit the following:

- Strong organizational skills and attention to detail required
- Motivation to learn and adapt in a fast-paced work environment.
- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of international development issues
- Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet project needs.
- Excellent communication skills.
- Excellent organizational skills and ability to manage multiple tasks at the same time
- Excellent command over Microsoft Word, Excel, PowerPoint

EDUCATION EXPERT

Minimum Qualification Requirements

The candidate must have at least Masters qualification in Education with at least 10 years of relevant background and experience. Previous experience that aligns with objectives of education, curriculum, digital and distance learning, education techniques in emergencies, teacher pedagogy and content, school leadership training, master trainers' capacity building are preferred prior experiences. Candidates must have excellent communication and presentation (oral and written) skills in Sindhi or Urdu and English. Previous experience of working in World Bank and Government Education projects will be an advantage, experience with other donor funded projects/ programs is also important. Excellent interpersonal skills.

Duration

Initial duration of consulting service for the Education Training expert is one year. The contract may be renewed if need of services is deemed necessary and based on the performance of the expert.

TORs

Under the guidance of the CPM-RSU and SPM(Q) RSU, the Expert will be responsible for all aspects regarding the design and execution of trainings; ensuring that this is carried-out with transparency and efficacy and meets the objectives of the said activity. More specifically, the Consultant will:

1. Provide training on the curriculum and CPD MODEL 2022 SELD
2. Provide training to the FDE relevant staff (teachers and head-teachers) on tech-enabled pedagogy, digital and distance learning skills, school leadership, better classroom management, use of technology in classrooms,
3. Assist provincial staff in aspects at serial 2 to training master trainers for onward training of district machinery,
4. Plan and monitor skills gap analyses carried out by outsourced consultants in a timely manner for the project cycle, to ensure that the deliverables are to a high quality, reflect the needs of the targeted COVID-19 and flash floods education response, as well as learning for OOSC and at-risk students, and meet the objectives of the Project.
5. Draft the Terms of Reference for the Training Providers based on the Needs Assessment and provide technical input to the Procurement process.
6. Coordinating and supervising consultants in charge of the curricula design, and training provision in the areas of both technical and soft skill training.

7. Review the training methods proposed by the firms to ensure that these draw on the best possible international practices and are appropriate for the target population.
8. Work & Coordinate on the New GPE model of Funding and coordinate to carry out various Activities in accordance with the timelines.
9. Review the training methods proposed by the firms to ensure that these draw on the best possible international practices and are appropriate for the target population
10. Identify distance learning methods to ensure that the training is appropriate for vulnerable population within the scope of the project/Programs, including but not limited to gender and religious minorities.
11. Review the monitoring reports submitted by the training providers to ensure that these are complete and submitted according to the terms of the Contract
12. Coordinate the provision of the key deliverables within each of the project/Program Districts in close coordination with the Field Officers, so that said deliverables are provided according to the implementation plan.
13. Review and provide input to the M&E system, forms, data collection and analysis to ensure that it accurately tracks the activities within the Projects/Programs and assesses progress in implementation.
14. Liaise closely with external partners and outsource training providers,
15. Provide monthly written reports on activities to the Chief Program Manager, or as required.
16. Perform other duties emerging as per requirement of Projects & Programs in the context of Monitoring & Evaluation.

Preference will be given to candidates who exhibit the following:

- Strong organizational skills and attention to detail required
- Motivation to learn and adapt in a fast-paced work environment.
- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of international development issues
- Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet project needs.
- Excellent communication skills.
- Excellent organizational skills and ability to manage multiple tasks at the same time
- Excellent command over Microsoft Word, Excel, PowerPoint

MONITORING & EVALUATION (M&E) EXPERT

Minimum Qualification Requirements

The M&E Specialist will have a graduate qualification in development economics, social science or other related field (higher qualification is an advantage), with at least 5 years of relevant background and experience in monitoring and evaluation of government and donor assisted projects in Pakistan. Experience of World Bank funded projects will be an advantage. The candidate must have prior demonstrated experience in designing and implementing M&E systems in a multi- faceted Project. Candidate must have excellent communication and presentation (oral and written) skills in Urdu and English. First rated Reporting skills with ability to produce infographics and data analysis sheets. Excellent interpersonal skills.

Duration

Initial duration of consulting service for the M&E expert is One year, with an approximate beginning in early 2022. The contract may be renewed if need of services is deemed necessary and also based on the performance of the expert.

TORs

The M&E Expert will deliver the specific tasks as follows:

1. Develop methodologies, data collection instruments, and analytical procedures for monitoring and evaluation of the projects' economic, progressive and social impacts.
2. Assist with the establishment of relevant project benchmark data, and plan and supervise the collection and any additional benchmark data required through provincial situation analysis.
3. Prepare high quality project progress and monitoring reports for sharing with the Ministry and World Bank as per expected quality standards of reporting
4. Develop presentations of project key aspects as desired by the RSU and the Donors.
5. Train relevant Provincial and District Staff in data collection procedures as required during project implementation;
6. Plan and supervise the regular collection of data to monitor and evaluate the effects on poverty reduction and the economic benefits of the pre-established and provided educational ecosystem and the effects of COVID-19 and Flash Floods on the education milieu in question
7. Plan and supervise the regular collection of data to monitor and evaluate the level of direct enrollment of OOSC generated under the project, and the targeting of this enrollment on vulnerable communities in question, including but not limited to religious and gendered minorities.
8. Plan and manage the conduct of surveys and studies, to assess the impact of project investments on and targeted education response

9. Design and manage the conducting of special studies of the economic and social impacts as required, including preparation of terms of references.
10. Carry out the analysis of the data collected.
11. Prepare a reporting schedule that facilitates the progressive assessment of the project's development objectives; and
12. Prepare the reports according to the approved schedule, reporting progress and any issues of concern.

Preference will be given to candidates who exhibit the following:

- Strong organizational skills and attention to detail required
- Motivation to learn and adapt in a fast-paced work environment.
- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of international development issues
- Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet project needs.
- Excellent communication skills.
- Excellent organizational skills and ability to manage multiple tasks at the same time
- Excellent command over Microsoft Word, Excel, PowerPoint



REFORM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT
GOVERNMENT OF SINDH



NO:RSU/CPM/1480/2022

Dated:10-10-2022

To,

The Director Information,
Public Relation Advertisement,
Information Department,
Government of Sindh,
Karachi.

Subject: **PUBLICATION OF ADDITIONAL VACANCIES (ADDENDUM).**

Reference 1: *INF-KRY 3866/22 (Newspaper)*

Reference 2 : *EO1376-22-0001 (SPPRA)*

It is requested to publish addendum request for Expressions of Interest (EOI) for hiring individual Consultant in different projects and programs under Reform Support Unit (RSU), SE&LD. In this regard the seven copies of addendum of request for Expressions of Interest (EOI) are enclosed for publication in widely circulated daily newspaper Dawn, Jang and Kawish (English, Urdu & Sindhi language).

02. You are requested to publish addendum of request for Expressions for Interest (EOI) and furnish copies of the same to this office for official record, please.

(JUNAID HAMEED SAMO)
CHIEF PROGRAM MANAGER(RSU)

C.C. to:

1. The P.S to Secretary SE&LD, Government of Sindh, Karachi.
2. Office file.

(JUNAID HAMEED SAMO)
CHIEF PROGRAM MANAGER(RSU)



REFORM SUPPORT UNIT (RSU)
SCHOOL EDUCATION & LITERACY DEPARTMENT
GOVERNMENT OF SINDH



**ADDITION AND AMENDMENT IN CONSULTANT POSITION
(addendum)**

Project Name: Different Projects under Reform Support Unit (RSU), SE&LD
Administrative Department: School Education and Literacy Department, Govt. of Sindh, for different projects
Country: Pakistan
Assignment: Hiring of Individual Consultant Services

Assignment Title: **“HIRING OF INDIVIDUAL CONSULTANTS FOR DIFFERENT SERVICES AS MENTIONED BELOW IN DETAIL UNDER DIFFERENT PROJECT OF REFORM SUPPORT UNITS (RSU)”**

With reference to Reform Support Unit (RSU), School Education and Literacy Department, Govt of the Sindh advertisement title **“HIRING OF INDIVIDUAL CONSULTANTS FOR DIFFERENT SERVICES AS MENTIONED BELOW IN DETAIL UNDER DIFFERENT PROJECT OF REFORM SUPPORT UNITS (RSU)”** INF-KRY 3866/22 published in (Dawn, Jang & Kawish) on 11-10-2022 & uploaded on website of **SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY GOVT. OF SINDH (SPPRA) EO1376-22-0001**, Following positions are added, deleted and amended. The applicants can submit their application / CVs by October 27, 2022 through email at rsuconsultantrecruitment@gmail.com or at Reform Support Unit (RSU) office.

- i. Monitoring & Evaluation (M&E) Expert (added)
- ii. Social Safeguard Specialist (added)
- iii. Environmental Specialist (added)
- iv. Environmental & Social Safeguard Specialist (deleted)

The consultant is expected to, but not limited to, do work in accordance with the TORs can be downloaded from website address: <https://rsu-sindh.gov.pk/> or obtained from RSU office

The detail of the Required Qualification and Experience for different Individual Consultant are given below and the individual consulting services to be procured on a Contract basis are as follows:

No	Position	Required Qualification	Required Experience	No of Posts
01	Monitoring & Evaluation (M&E) Expert	The candidate must have at least Masters qualification in Education with at least 10 years of relevant background and experience. Previous experience that aligns with objectives of education, curriculum, digital and distance learning, education	<ul style="list-style-type: none">• Strong organizational skills and attention to detail required• Motivation to learn and adapt in a fast-paced work environment.• Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.• Demonstrate an understanding of international development issues• Demonstrate initiative and ability to work independently and as a member	01



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		<p>techniques in emergencies, teacher pedagogy and content, school leadership training, master trainers' capacity building are preferred prior experiences. Candidates must have excellent communication and presentation (oral and written) skills in Sindhi or Urdu and English. Previous experience of working in World Bank and Government Education projects will be an advantage, experience with other donor funded projects/ programs is also important. Excellent interpersonal skills.</p>	<p>of a team to coordinate and/or lead the efforts to effectively meet project needs.</p> <ul style="list-style-type: none">• Excellent communication skills.• Excellent organizational skills and ability to manage multiple tasks at the same time• Excellent command over Microsoft Word, Excel, PowerPoint	
02	Social Safeguard Specialist	<p>At least, Master's degree or equivalent (sixteen (16) years of education) in International Development, Public Policy, Social Sciences, and other related disciplines, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.</p> <p>Preferred: additional qualification, Diplomas, and trainings in International</p>	<p>At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in community engagement, planning, implementation and management of empowerment of local actors, and complaints resolution/grievance redress management. Preferred: eight (08) or more years of relevant experience.</p> <p>Strong knowledge of social safeguard risks, requirements and procedures for government and donor-funded development projects, preferably in multi-sectorial community-based projects/programs.</p>	01

Signature



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		Development/ Public Policy/ Social Sciences.		
03	Environmental Specialist	<p>At least, Master's degree or equivalent (sixteen (16) years of education) in environmental sciences or another relevant degree, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.</p> <p>Preferred: additional qualification, Diplomas, and trainings in Environmental Studies/ Environmental Management.</p>	<p>At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in Environmental Impact Assessment, Environment Management Plan, Environment, Health & Safety, planning / designing, implementing, training, monitoring and evaluating activities. Preferred: eight (08) or more years of relevant experience.</p> <p>Track record in working across industry sectors in government and donor-funded projects to identify environmental health and develop mitigation and adaptation measures to ensure compliance with international best practices.</p>	01

The other condition, information and details will remain same as given in advertisement for request for Expressions of Interest (EOI) INF-KRY 3866/22.

Reform Support Unit (RSU), SE&LD, Govt of Sindh
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REFORM SUPPORT UNIT (RSU)

SCHOOL EDUCATION & LITERACY DEPARTMENT
GOVERNMENT OF SINDH



Terms of Reference

In order to strengthen the Project Coordination and enhance the overall efficacy of Various projects & programs in RSU, there is a need for increased human resource deployment (as consultants) on a short-term basis (consultants for initially one-year period) in order to effectively manage the extensive impact of the projects & Programs in question.

The recruitment will be made on Quality & Cost Based Selection (QCBS) criteria.

The candidates are required to submit their CVs, at following address.

Reform Support Unit, SE&LD (RSU)

Social Safeguard Specialist

1. Background

The Reform Support Unit (RSU), School Education and Literacy Department, Govt of the Sindh (hereinafter called client) orders to strengthen the Project Coordination and enhance the overall efficiency of various projects & programs in Reform Support Unit, there is a need for increased human resource deployment (as consultants) on a short-term basis (consultants for initially one-year period) in order to effectively manage the extensive impact of the projects & programs in question.

Short term consultants shall be hired on the required qualification and experience mentioned below: Additionally, the interview of shortlisted candidates against the submitted CVs shall be conducted to finalize the hiring process.

The consultants' services mentioned in detail in terms of reference (TORs) for the subject assignments. The initial Tentative duration of assignment shall be "01" year.

2. Objectives of the Assignment

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing management through the placement of the above referred Social Safeguard Specialist, responsible for the implementation and supervision of all aspects related to social safeguards and social mobilization related to the Project and ensuring that all social safeguard commitments are incorporated into project activities and work processes. The Social Safeguard Specialist shall focus on social safety issues such as labour management and protection. The Social Safeguard Specialist shall assist RSU in implementation of Social Safeguards policies and procedures of the Government of Sindh.

The Social Safeguards Specialist will provide support to the RSU, and will report on the project social safeguards related risks and mitigation measures to the Chief Program Manager (CPM), RSU.

3. Scope of Functions

The Social Safeguards Specialist will assist and advise the RSU in carrying out project-related functions in accordance with Safeguards policies as well as Social Management Framework (SMF) Plan & the PC-1. The Social Safeguard Specialist will be responsible to ensure the preparation (if needed) and implementation of all the relevant social safeguard instruments including Social Management Frameworks (SMFs), Environmental and Social Impact Assessments (ESIAs) and Resettlement Action Plans (RAPs)/Abbreviated Resettlement Action Plan (ARAP), for the Project.

Additionally, the different Projects are working for RSU and it shall undertake extensive civil works in the Different Districts of Sindh related to the rehabilitation and up gradation of schools. The rehabilitation work will create a risk of safety of the laborers and other individuals in the premises. Henceforth, it is required, a comprehensive Social Management Framework (SMF) be framed in order to effectively mitigate the risk associated with civil works in schools.

The specialist will perform the following functions, duties, and tasks:

- Under the guidance & overall oversight of the CPM RSU/PC, and with inputs from, and in close cooperation with, other RSU staff, serve as focal person for ensuring inclusion of various actors, mitigation of social risks, and ensuring compliance of Social Management Framework (SMF) and site-specific plans as applicable.
- Conduct social risk and impact screening of all identified and selected subprojects, subject to social impact screening requirements. Coordinate with the RSU team for review and endorsement of the screening decisions and recommendations.
- Support the preparation of Social Management Framework and Plans (SMFPs) and Checklists
- Assist in setting up and designing project-level Citizen Engagement processes to promote participation, strengthen local capacity to engage in monitoring, and establish robust mechanisms to collect, analyze, and respond to citizen feedback.
- Liase at the District level with the respective social safety focal persons for the education implementing partners, for the development, implementation, monitoring, and reporting of SMFPs.
- Ensure adherence to, and monitoring of, the SMF, ESIAs, SSESMP and ARAP/RAP at field level.
- Prepare/update/implement a stakeholder engagement plan for the construction and operations phases of the project.
- Assess key potential labor risks based on available information due to project activities such as those due to hazardous work, likely incidents of child and/or forced labor. Support development, review and approval of Contractors' Code of Conduct.
- In consultation with the Procurement Specialist, provide details on contractual provisions to be put in place in the Contract for the Contractors to manage labor issues, and procedures for managing the performance of contractors.
- Contribute in preparation of periodic reports (monthly, quarterly and annual), for submission to RSU as defined in relevant social safeguards frameworks and plans.
- Ensure that all schools are compliant with the social safeguard guidelines of the Government of Sindh.
- Prepare periodic social safeguards monitoring and progress reports (monthly, quarterly and annual), and submit to the RSU

- Monitor programs and processes to ensure they are compliant with applicable rules and regulations.
- Support and maintain systems that are in place to ensure that social safeguards compliance requirements are properly managed.
- Ensure appropriate clauses on compliance with social safeguard law, rules, regulations, as per SMF are included in the contracts awarded to external contractors under the project.
- Supervising and supporting Technical Support Partners (TSP) in achieving their responsibilities as outlined in the SMF and subsequent SMFs and Checklists.
- Establish a fully functional and accessible Grievance Redressal Mechanism (GRM). The GRM will provide an avenue to project stakeholders to raise and resolve grievances related to the project including those related to Sexual Exploitation and Abuse (SEA)/ Sexual Harassment (SH) and Violence against Children (VAC).
- Ensure effective implementation of the GRM and monitor GRM progress and reports.
- Conduct capacity building sessions on the GRM for field-based staff.
- Carry out frequent field visits and conduct monitoring for effective SMF implementation.
- Support processes to ensure that social safeguards risks of all initiatives under the project are understood and mitigated and provides routine status updates.
- Provide orientation to contractors and workers on the application of safety guidelines and the protocols for construction and supervise compliance with those guidelines.
- Assist with updating of indicators by collecting data/information on safety elements related to civil works activities.
- Maintain documentation of required compliance records.
- Work with communication team/consultants to develop social safeguard and gender sensitive IEC material for sensitization and general awareness of the staff/community.
- Help design citizens engagement strategy for RSU and ensure regular feedback by beneficiaries. Accordingly, report on the Beneficiaries Feedback Indicator for the RSU.
- Develop and implement a social safeguards capacity building plan for RSU. Provide ongoing training, awareness raising on project's social safeguards policies, instruments and roles and responsibilities of the various team members and stakeholders, including field officers and contractors.
- Coordinate closely with the RSU team, procurement team, engineering team members, and Environment Safety Specialist.
- Ensure that the approved milestones are achieved as per the agreed timelines.
- Work closely with key agencies including related line ministries, beneficiary agencies, environmental health, planning, and waste management.
- Keep the RSU updated on the progress of activities and flag any related issues.
- Provide overall policy and technical direction for the management of social risks and impacts under the Environmental and Social Management Framework (ESMF and other such instruments prepared under the RSU).
- Perform other related functions, duties, and tasks as may be requested by CPM-RSU.

4. Qualification and professional experience

Qualifications

- At least, Master's degree or equivalent (sixteen (16) years of education) in International Development, Public Policy, Social Sciences, and other related disciplines, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.

- Preferred: additional qualification, Diplomas, and trainings in International Development/ Public Policy/ Social Sciences.

Experience

- At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in community engagement, planning, implementation and management of empowerment of local actors, and complaints resolution/grievance redress management. Preferred: eight (08) or more years of relevant experience.
- Strong knowledge of social safeguard risks, requirements and procedures for government and donor-funded development projects, preferably in multi-sectorial community-based projects/programs.

Skills

- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in Urdu/Sindhi and English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

5. Selection Process

The recruitment will be made on Quality & Cost Based Selection (QCBS) criteria

Environmental Specialist

6. Background

The Reform Support Unit (RSU), School Education and Literacy Department, Govt of the Sindh (hereinafter called client) orders to strengthen the Project Coordination and enhance the overall efficiency of various projects & programs in Reform Support Unit, there is a need for increased human resource deployment (as consultants) on a short-term basis (consultants for initially one-year period) in order to effectively manage the extensive impact of the projects & programs in question.

Short term consultants shall be hired on the required qualification and experience mentioned below: Additionally, the interview of shortlisted candidates against the submitted CVs shall be conducted to finalize the hiring process.

The consultants' services mentioned in detail in terms of reference (TORs) for the subject assignments. The initial Tentative duration of assignment shall be "01" year.

7. Objectives of the Assignment

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing management through the placement of the above referred Environmental Specialist, responsible for the implementation and supervision of all aspects related to Environment related to the Project and ensuring that all Environmental commitments are incorporated into project activities and work processes. The Environmental Specialist shall focus on social safety issues such as labour management and protection.

The Environmental Specialist will provide support to the RSU, and will report on the Environmental safeguards related risks and mitigation measures to the Chief Program Manager (CPM), RSU.

8. Scope of Functions

The environmental risks associated with the project activities are related to the rehabilitation and upgradation of education facilities, involving civil works that will lead to temporary, localized and reversible environmental impacts such as generation of dust, noise and construction waste which may affect workers and nearby communities. In particular, civil works for the upgrade of selected schools, which are likely to generate debris, and one of the key roles of the Environmental Specialist will be to propose mitigation measures for handling of construction-related waste. The provision of potable water facility in the schools is another important aspect. Since the quality of underground water in Sindh is not at par with the World Health Organization (WHO) standards, it is imperative that ways and means are found to maintain the quality of water in the schools. Additionally, in order to ensure sustainable developmental activities, the Specialist will work with the RSU team to ensure climate responsive approaches are adopted in the planned upgrade of selected schools both to mitigate climate-related risks and adopt energy-efficient and cost-effective adaptation measures.

The Environment Specialist will assist and advise the RSU in carrying out project-related functions in accordance with Environmental and Social Framework (ESF) policy as well as Government of Sindh policies regarding environment, and the Environmental and Social Management Framework (ESMF) Plan.

The specialist will perform the following functions, duties, and tasks:

- Under the guidance & overall oversight of the CPM RSU, and with inputs from and in close cooperation with other RSU staff, serve as focal person for environmental safeguards and ensure compliance of Environmental & Social Management Framework and site-specific plans as applicable.
- Supervise implementation of all environment aspects including environmental screening and filling the screening checklists for each sub-project to be undertaken under the project. Supervising and supporting the RSU in achieving their responsibilities as outlined in the ESMF and subsequent Checklists.
- Liaise at the district level with the respective environmental focal persons for the education implementing partners, for the development, implementation, monitoring, and reporting of Environmental and Social Management Plans (ESMPs).
- Oversee the planning, design, construction and operations ESMP protocols of the project with the green engineering aspects.
- Preparation of ESMPs school /taluka /district and region wise in close coordination with the consulting firm and other experts.
- Work with the RSU team to address project-level impacts on climate change and consider the impacts of climate change on the selection, siting, planning, design and implementation and decommissioning of sub-projects.
- Provide assistance to RSU and advise the CPM RSU on the implementation of climate responsive mitigation activities, based on the varying needs of districts based on their climate, environment and energy efficiency considerations and vulnerabilities.
- Ensure that all schools be designed as environmentally friendly, climate-responsive and energy efficient buildings, per the PAD and any other relevant and applicable guidelines and protocols.

- Ensure provision of safe drinking water, find alternate sources of water wherever necessary and ensure lab testing of water samples at all the places is conducted as required in the ESMF/ESMPs.
- Ensure alternate sources of energy having low environmental risks wherever possible, ensure that the tendering process have well covered environmental aspects.
- Prepare periodic environmental monitoring and progress reports (monthly, quarterly and annual), and submit to the CPM, RSU .
- Ensure environmental programs and processes are compliant with applicable rules and regulations.
- Support and maintain systems that are in place to ensure that environmental compliance requirements are properly managed.
- Ensure appropriate clauses on compliance with environmental law, rules, regulations, and safeguards as per ESMF are included in the bidding documents and contracts awarded to civil work contractors under the project.
- Develop training materials for ESMF trainings, with the support of the RSU team. Conduct/manage ESMF trainings for the Technical Support Partners (TSP), personnel and Districts Environmental and Social Focal Persons (ESFPs) in accordance with the Training Plan given in ESMF.
- Supervising and supporting Technical Support Partners (TSP) in achieving their responsibilities as outlined in the ESMF and subsequent ESMPs and Checklists.
- Carrying out frequent field visits and conduct monitoring for effective ESMF implementation. Consult the project beneficiaries and take stock of their feedback on environmental compliance; and document the field findings in a “Back to Office Report (BTOR)” / “Note for Record” preferably for each visit.
- Support processes to ensure that environmental risks of all initiatives under the project are understood and mitigated and provides routine status updates.
- Provide orientation to contractors and workers on the application of environmental health guidelines and the COVID-19 protocols for construction and supervise compliance with those guidelines
- Ensure consistency of environmental health documents and procedures with national and international guidelines such as World Bank WB EHS guidelines as well as WHO guidance related to COVID-19.
- Assist with updating indicators by collecting data/information on environmental elements related to civil works activities, in particular data relating to the climate-responsive indicator
- Work with the M&E Specialist of the project to document best-practices for the roll-out of future school constructions and refurbishment.
- Conduct field visits and assist in the environmental auditing/Third Party Monitoring (TPV) and assessment.
- Maintain documentation of required compliance records.
- Keep a regular track of mitigation measures taken at each project site through developing simple database/monitoring list(s) and adequately reflect in monthly/quarterly progress report(s).
- Review and revise, if needed, the safeguard and project implementation documents and ensure timely delivery of outputs.
- Coordinate closely with the RSU team, Project procurement team, engineering team members, and social safeguards specialist.
- Ensure that the approved milestones are achieved as per the agreed timelines.

- Work closely with key agencies including related line ministries, beneficiary agencies, environmental health, planning, and waste management
- Keep the RSU updated on the progress of activities and flag any related issues.
- Perform other related functions, duties, and tasks as may be requested by CPM-RSU.

9. Qualification and professional experience

Qualifications

- At least, Master's degree or equivalent (sixteen (16) years of education) in environmental sciences or another relevant degree, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Preferred: additional qualification, Diplomas, and trainings in Environmental Studies/ Environmental Management.

Experience

- At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in Environmental Impact Assessment, Environment Management Plan, Environment, Health & Safety, planning / designing, implementing, training, monitoring and evaluating activities. Preferred: eight (08) or more years of relevant experience.
- Track record in working across industry sectors in government and donor-funded projects to identify environmental health and develop mitigation and adaptation measures to ensure compliance with international best practices.

Skills

- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Ability to work independently on multiple tasks and willingness to travel extensively to project sites.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in Urdu/Sindhi and English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

10. Selection Process

The recruitment will be made on Quality & Cost Based Selection (QCBS) criteria

MONITORING & EVALUATION (M&E) EXPERT

Minimum Qualification Requirements

The M&E Specialist will have a graduate qualification in development economics, social science or other related field (higher qualification is an advantage), with at least 5 years of relevant background and experience in monitoring and evaluation of government and donor assisted projects in Pakistan. Experience of World Bank funded projects will be an advantage. The candidate must have prior demonstrated experience in designing and implementing M&E systems in a multi- faceted Project. Candidate must have excellent communication and presentation (oral and written) skills in Urdu and English. First rated Reporting skills with ability to produce infographics and data analysis sheets. Excellent interpersonal skills.

Duration

Initial duration of consulting service for the M&E expert is One year, with an approximate beginning in early 2022. The contract may be renewed if need of services is deemed necessary and also based on the performance of the expert.

TORs

The M&E Expert will deliver the specific tasks as follows:

1. Develop methodologies, data collection instruments, and analytical procedures for monitoring and evaluation of the projects' economic, progressive and social impacts.
2. Assist with the establishment of relevant project benchmark data, and plan and supervise the collection and any additional benchmark data required through provincial situation analysis.
3. Prepare high quality project progress and monitoring reports for sharing with the Ministry and World Bank as per expected quality standards of reporting
4. Develop presentations of project key aspects as desired by the RSU and the Donors.
5. Train relevant Provincial and District Staff in data collection procedures as required during project implementation;
6. Plan and supervise the regular collection of data to monitor and evaluate the effects on poverty reduction and the economic benefits of the pre-established and provided educational ecosystem and the effects of COVID-19 and Flash Floods on the education milieu in question
7. Plan and supervise the regular collection of data to monitor and evaluate the level of direct enrollment of OOSC generated under the project, and the targeting of this enrollment on vulnerable communities in question, including but not limited to religious and gendered minorities.
8. Plan and manage the conduct of surveys and studies, to assess the impact of project investments on and targeted education response
9. Design and manage the conducting of special studies of the economic and social impacts as required, including preparation of terms of references.
10. Carry out the analysis of the data collected.
11. Prepare a reporting schedule that facilitates the progressive assessment of the project's development objectives; and
12. Prepare the reports according to the approved schedule, reporting progress and any issues of concern.

Preference will be given to candidates who exhibit the following:

- Strong organizational skills and attention to detail required
- Motivation to learn and adapt in a fast-paced work environment.
- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of international development issues
- Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet project needs.
- Excellent communication skills.
- Excellent organizational skills and ability to manage multiple tasks at the same time
- Excellent command over Microsoft Word, Excel, PowerPoint

Recruitment Process

The recruitment will be made on Quality & Cost Based Selection (QCBS) criteria