

REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT

OPPORTUNITY FOR CONSULTANCY SERVICES

The Reform Support Unit (RSU), School Education & Literacy Department (SE&LD), Government of Sindh, in collaboration with UNICEF Sindh and funded by the Global Partnership for Education (GPE), invites Expressions of Interest (EOI) from qualified and eligible professionals domiciled in Sindh for the following individual consultancy positions under the Technical Assistance component of the Sindh Learning Programme (SLP) Project.

All positions are purely contractual and will be based in the following SLP Target Districts: Dadu, Tando Allahyar, Umerkot, Tharparkar and Karachi

Sr. #	Position	No of Positions	Qualification	Experience & Skill
1	Field Coordinators <u>District</u> Dadu Tando Allahyar Umarkot Tharparkar	4 Position (1 for each District)	Completion of master's degree preferably in education or in a related field, from HEC-recognized university	<ul style="list-style-type: none">• Minimum 6-7 years' professional experience with NGOs/ Government/ other related entities in educational project planning, implementation, management, quality assurance, reporting.• Excellent report writing, Coordination, Communication, IT systems, data systems skills• Fluency in English language is required. Fluency in Sindhi language will be considered as asset.
2	Assistant Finance Officer	1 Position for Karachi	Bachelor's degree in business/ public administration or related field from HEC-recognized university	<ul style="list-style-type: none">• Minimum 3 years' professional experience in the areas of accounting/ finance/audit.• Knowledge of government procedures• Experience in reports, budgeting, drafting, and documentation• Strong, communication, writing and IT skills.

Important Note:

REFORM SUPPORT UNIT
SCHOOL EDUCATION& LITERACY DEPARTMENT

- a) The positions are offered on a contract basis, extendable based on performance and project requirements.
- b) Interested candidates should send their updated resume along with all the relevant academic and professional documents before 25-04-2026 to the given postal and/or email address.
- c) Preference shall be given to candidates belonging to the concerned district (i.e., Dadu, Tando Allahyar, Umerkot, Tharparkar) against each respective position.
- d) The position applied for must be clearly mentioned on the top right corner of the envelope.
- e) In case Resumes are sent through email, candidates should email academic and professional documents through a scan PDF version.
- f) Only shortlisted candidates will be called for test/interview.
- g) No TA/DA shall be admissible for appearing in test/interview.
- h) Reform Support Unit, School Education & Literacy Department reserves the right to cancel any of the positions at any stage without assigning any reason.

Selection Method (SPPRA Rules)

Selection of Individual Consultants shall be carried out in accordance with Rule 72(1) of Sindh Public Procurement Rules, 2010 (Amended to Date)

The selection shall be based on:

- 1) Qualifications, 2) Relevant experience, 3) Demonstrated capability, 4) Domicile, 5) Followed by test/ interview

Reform Support Unit
SESP&R/ MYWP 2025-27 Portfolio
47-E/1, 48th Street, PECHS, Block # 06, Near Nursery, Karachi.
Ph: 021-33517962 Email: hr-mrwp@rsusindh.gov.pk

REFORM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT

Detailed Terms & Conditions as under.

Position :	Consultant Field Coordinators (for District Dadu, Tando Allahyar, Umarnot & Tharparkar)
<ul style="list-style-type: none">• Provide support to District/Taluka Education Officers, NGO Partners, LSU Coordinators, UNICEF (and other related stakeholders) in planning, coordination, quality implementation, oversight and monitoring & evaluation of UNICEF assisted interventions related to MYWP including STG and SCG.• Develop Monthly Activity Plan in collaboration with UNICEF and RSU to support effective and timely implementation of UNICEF assisted interventions related to MYWP including STG & SCG and submit “monthly reports” on the activity plan.• Develop Monthly Field Monitoring Plan (as an annex to Monthly Activity Plan) and carry out robust monitoring including financial spot-checks related to the on-going activities, examine availability and quality of MOVs and others as guided by RSU and UNICEF. Submit trip report on each field monitoring visit within 3 working days of the visit. Also, prepare a concise summary of trip reports and annex to monthly report• Coordinate with relevant forums including District Education Working Groups (and others related) and provide briefing on UNICEF assisted interventions, strengthen collaboration, obtain required support including ensuring mitigation measures to resolve any challenges• Develop high-level working relations with DCO, Divisional Directors, DEOs, TEOs/others related to ensure knowledge management, collaboration, sustainability and mainstreaming of project interventions• Support and coordinate for effective planning and implementation of UNICEF assisted Third-Party Field Monitors, Technical/Evaluation/Institutional Firms/Consultants, conduct of program monitoring visits and others related.• Liaise with stakeholders and carry out tasks related to knowledge management including development of Human-Interest Stories, video documentaries, IEC/BCC materials and others related outputs.• Support and coordinate visits of UNICEF staff, UNICEF assisted Missions etc. to target schools and communities in the field.• Collect and provide sex disaggregated data related to UNICEF assisted projects/ interventions, carry out data analysis and provide quantitative and qualitative reports.• Carry out supply needs assessment and preparation of supply distribution plan, support safe storage, liaison with vendors/beneficiaries for timely distribution of supplies and carry out pre- and post-delivery supply inspection.	

REFORM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT

- Support event management including but not limited to preparation of agenda/programs, list of invitees, arrangement of venues, logistics management, technical facilitation of the events.
- Prepare reports, project/intervention briefs, presentations, concept notes, background documents, brief on the project sites, minutes of meetings and maintain records/ archives of related documentations/reports/others.
- Review suitability of financial rates related to interventions planned in the field and validate expenditures/disbursement. Flag financial or administrative risks, gaps, or irregularities observed.
- Organize monthly progress review meeting with RSU and UNICEF
- Undertake new assignments as guided and agreed by CPM (RSU), SPM-SESP&R/ MYWP and UNICEF.

Position : **Temporary Consultant Assistant Finance Officer for Karachi Office**

- Support in ensuring financial planning, expenditure, monitoring reporting related to UNICEF funds in line with Harmonized Approach to Cash Transfer (HACT), SPPRA rule and other financial guidelines of UNICEF and the Government
- Support effective implementation of micro-assessment, spot-checks, audits
- Support financial, administrative, operational, events, supply and logistics management.
- Deposit cheques in bank and coordinate routine banking transactions.
- Collect, submit, and track verified bills, invoices, and supporting documents.
- Receive documents from vendors/suppliers and forward for processing.
- Manage dispatch and receipt of official documents, letters, and parcels.
- Perform external errands including bank visits, tax challan submissions, and official submissions.
- Provide logistical support in payment processing and documentation movement.
- Assist in arrangements for meetings, workshops, and internal/external official events.
- Support physical record management including filing, photocopying, scanning, and archiving.
- Provide coordination and documentation support during field visits.
- Organize field monitoring visits and carry out financial checks related to financial disbursements.
- Coordinate with Field Coordinators in SLP Districts and LSU Coordinators/ SELD officials in all 30 Districts on financial managers related to UNICEF assisted projects.
- Undertake any other assignment assigned by Supervisors