

REFORM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT

OPPORTUNITY FOR CONSULTANCY SERVICES

Reform Support Unit, School Education & Literacy Department in collaboration with UNICEF-Sindh, invites application from qualified & eligible professionals domiciled in Sindh for the following Individual Consultancy under the Technical Assistance (UNICEF Funded Project), Positions are purely on a contractual basis and located at Karachi.

S. No	Consultant Position Termed As	No of Position	Duration	Qualification	Experience
1	Temporary Consultant IT & MIS Officer	01	03 Months Contract basis (extendable on the basis performance and availability of budget)	Bachelor in Computer Science	<ul style="list-style-type: none">• Minimum of 03 years' experience in areas related to communication, media, public relations.• High level of computer literacy and report writing communication and reports skill.• Excellent interpersonal, communication, reporting skills.• Having sufficient knowledge to use update / latest IT-Software/applications.
2	Temporary Consultant M&E Officer	01	03 Months Contract basis (extendable on the basis performance and availability of budget)	Master preference MBA/MS /MPA	<ul style="list-style-type: none">• Minimum 03 years relevant field.• Excellent data analysis skill and handle Computerized integrated database.• Excellent IT Graphic, data management, writing reporting skills including Content Creators.• Excellent interpersonal, communication, reporting and IT skills.• Fluency Speaking in English and local language

Important Note:

- Interested candidates should send their updated resume along with all the relevant academic and professional documents on before 06-09-2024 at given postal and/or email address.
- Preference given female candidate.
- In case Resumes are sent through email, candidates should email academic and professional documents through a scan PDF version.
- Reform Support Unit, School Education & Literacy Department reserves the right to cancel any of the positions at any stage without assigning any reason.

Reform Support Unit
SESP&R/ RWP 2023-24
47-E/1, 48th Street, PECHS Block # 06, Karachi Ph:
021-33517962
Email: hr-rwp@rsu-sindh.gov.pk

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Detailed Terms & Conditions and Deliverable as under.

Position : Temporary Consultant IT & MIS Officer

- Follow-up with IM-SESP Focal Persons to rigorously update IM-SESP Dashboard Enrollment and Retention Dashboard. Ensure timely and accurate updates to the IM-SESP Dashboard by closely coordinating with focal persons, addressing any data discrepancies, and maintaining the integrity of information.
- Provide technical support to update IM-SESP and related dashboard based on the School Education Sector Plan & Roadmap 20219-24 for Sindh. Align the IM-SESP and associated dashboards with the goals and requirements outlined in the School Education Sector Plan & Roadmap for Sindh, ensuring the latest data and strategic objectives are accurately reflected.
- Expertise in report writing and analysis to assist in generating related reports from IM-SESP and support in conduct of quality reviews with the Focal Persons (FPs) of related SELD wings along with organizing related orientation/training session for FPs.
- Organize monthly meetings with Focal Persons (including SELD and external key partners) to obtain and updated IM-SESP, ensuring alignment with current data and strategic priorities.
- Support to develop related materials, user guides and provide training to officials at provincial and districts level on effective use of all software, to enhance their skills in using relevant software effectively.
- Assist in developing RSU's social media website pages and update RSU-SELD Web as per the advice of management of RSU. Designing and updating social media handles and creating engaging online content on posts and updates.
- Expertise in graphic design involves proficiency with a variety of modern tools and software that enable the creation of visually compelling and professionally polished designs.
- Coordinate and work further with Third party firm for upgrading IM-SESP and support in roll out of activities related to integrated dashboard/ database.
- Provide support related to SELD /UNICEF Digital Learning Initiatives, ensuring their effective execution and integration into broader educational strategies.
- Provide related support in troubleshooting of day to day issues related to IT (hardware and software) ensuring minimal disruption to operations and maintaining smooth functionality of IT systems.
- Maintain accurate and up-to-date office records, ensuring that all documentation is current and reflects the latest information and developments.
- Organize bi-weekly meetings with UNICEF on IM-SESPs, Dashboard on Enrollment & Retention Drive to discuss updates and strategies regarding the IM-SESP and the Dashboard focused on enrollment and retention efforts.
- Extract analysis of IM-SESP and share with LEG Members through WhatsApp through SPM SESP&R/RWP, to keep stakeholders informed and engaged.

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Position : Temporary Consultant M&E Officer

- Follow-up with IM-SESP Focal Persons to rigorously update IM-SESP Dashboard Enrollment and Retention Dashboard. Updating accurately and promptly, reflecting the most recent data and trends.
- Provide technical support to update IM-SESP and related dashboard based on the School Education Sector Plan & Roadmap 20219-24 for Sindh, ensuring all updates are consistent with strategic goals and requirements.
- Provide support to the new and existing training modules and provide feedback, offering constructive feedback to enhance their effectiveness and relevance for users.
- Technical support for strengthening SEMIS, M&E, HRMIS, School Clustering system along with continuity of the data literacy component while ensuring ongoing support for data literacy initiatives.
- Coordination with SE&LD relevant officials to identify needs for technical support to identify and address their technical support needs, ensuring alignment with their objectives and challenges.
- Monitoring visits to the districts and meetings with district officials to assess their needs and challenges, providing tailored support based on these assessments.
- Prepare need base Capacity building session plan for ED official with approval of SPM RWP and CPM-RSU.
- Create or review training modules focused on data analysis and decision-making, ensuring they provide comprehensive and practical guidance for users to make informed decisions based on data.
- Technical support for supporting the newly launched SEMIS system to rollout at District and School Level, ensuring smooth implementation and user adoption.
- Technical training to district, Taluka and School level users on how to effectively operate and utilize the SEMIS systems.
- Prepare / review integrated information systems management handbook including usage plan along with SOPs and rules of business for effective system management.
- Provide IT support for the event launching and managing, ensuring all technological aspects are handled efficiently to meet event requirements.
- Prepare Training Modules for SELD staff with the development of MIS to integrate Training and Capacity building component of SELD staff in Integrated EMIS.
- Provide technical support to generate reports using I-EMIS.
- Provide technical support to incorporate school clustering data into the I-EMIS, enhancing the system's capability to manage and analyze educational data effectively.
- Extract analysis of IM-SESP dashboard and share with LEG Members and prepared analysis reports against SESP&R through SPM SESP&R/RWP and CPM-RSU.
- System Analyze, Develop and maintain newly dashboard from scratch, ensuring they meet user needs and operational standards.

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- Collecting and cleaning data: Gathering data from various sources and ensuring the data is accurate and consistent and free from errors through thorough cleaning processes.
- Analyzing and interpreting data: Analyzing data using statistical methods to identify trends and patterns and interpreting the results to provide actionable insights.
- Creating visualizations and reports: Creating visualizations such as charts, graphs, and dashboards to help communicate findings to stakeholders.
- Collaborating with stakeholders: Working with various teams such as marketing, sales, and product development to understand their data needs and provide data-driven insights to support decision-making.
- Maintaining databases and systems: Ensuring that data is stored securely and in compliance with relevant regulations and maintaining data systems and databases to support ongoing operations.