



**REFROM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT
GOVERNMENT OF SINDH**



Karachi, dated the 23rd May, 2023

Terms of Reference

In order to strengthen the Project Implementation and enhance the overall efficacy of DEEP Program , there is a need for increased human resource deployment on a short-term basis (for initially one-year period or extendable) in order to effectively manage the extensive impact of the project 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)

1. PROJECT ENGINEER – (LGS Expert)

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing technical capabilities (civil, Electrical and Plumbing) through the hiring of the above referred, given responsibilities for the conventional or non-conventional steel structural school buildings and its implementation and the Rehabilitation of Damaged Schools due to flood ,Restoration Program in Sindh. This project having many various assignments are being implemented through the Deep Project/Program in the RSU School Education Literacy Department, Government of Sindh.

The consultant will ensure compliance with the rules, procedures, and government & Foreign Funded guidelines in managing 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.

The Project Engineer will report on the project to the Chief Program Manager (CPM), RSU SE&LD Government of Sindh.



Terms of References

The Project Engineer (LGS Expert) will perform the following functions, duties, and tasks:

1. Provide & review project plans, designs, and specifications to ensure compliance with relevant regulations, standards, and guidelines.
2. Collaborate with the Project Management Implementation Unit to develop detailed project implementation plans, including timelines, resource allocation, and budgeting.
3. Monitor the progress of construction and restoration activities, ensuring that they are executed according to the approved plans and specifications:
4. Conduct regular site visits to assess the quality of work, identify any issues or challenges, and provide recommendations for improvement.
5. Coordinate with contractors, suppliers, and consulting Firm involved in the project, ensuring effective communication and timely resolution of any conflicts or concerns.
6. Prepare regular progress reports, including updates on project milestones, budget utilization, and any deviations from the original plans.
7. Assist in conducting technical evaluations of completed projects, ensuring that all necessary documentation and certifications are in place.
8. Provide technical training and capacity-building support to project staff and other stakeholders as required.
9. Stay updated with the latest developments, best practices, and innovations in the field of school infrastructure development and construction.
10. Maintain accurate project records, including drawings, specifications, reports, and correspondence.
11. Ensure compliance with health, safety, and environmental regulations throughout the project implementation.



12. Coordinate with The consultant firm and experts to stay updated on the latest developments and best practices in the field of light gauge construction.

13. Any other duties assigned by the Chief Program Manager (CPM) or other relevant authorities.

Note: The specific responsibilities and tasks may vary depending on the needs and requirements of the various other assignments under DEEP Project/program in Sindh.

2. Qualifications and Experience

The Project Engineer - LGS Expert should possess the following qualifications and experience:

- At least, Master degree or equivalent (sixteen (16) years of education) in civil Engineering or related discipline, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.

3. Experience

- At least Eight (08) years' experience in project implementation, contracts & monitoring in construction of non-conventional school buildings.

4. 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).
- In-depth knowledge of light gauge materials, conventional techniques, and their applications & Contracts in construction.
- Familiarity with relevant codes, standards, and regulations governing light gauge construction.



- Strong project management skills, procurement including the ability to plan, coordinate, and monitor construction activities effectively.
- Excellent communication and interpersonal skills to collaborate with The consulting Firm, contractors, and construction teams.
- Ability to work independently and solve technical issues related to school buildings construction or etc.

5. Duration and Remuneration

The duration of the contract for the Project Engineer - LGS Expert will be for a period of one year or extendable subject to renewal based on performance and project requirements. The remuneration and benefits will be in accordance with the policies and guidelines under DEEP PROGRAM of the RSU School Education Literacy Department, Government of Sindh.



2. Assistant Project Engineer - LGS Expert

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing technical capabilities (civil, Electrical and Plumbing) through the hiring of the above referred, given responsibilities for the conventional or non-conventional steel structural school buildings and its implementation and, the Rehabilitation of Damaged Schools due to flood, Restoration Program in Sindh. This project having many various assignments are being implemented through the Deep Project/Program in the RSU School Education Literacy Department, Government of Sindh.

The Assistant Project Engineer LGS EXPERT will ensure compliance with the rules, procedures, and government and World Bank guidelines in managing the projects/Programs.

Terms of References

The Assistant Project Engineer (LGS Expert) will perform the following functions, duties, and tasks:

1. Provide technical expertise and guidance in the field of light gauge structures (LGS) to ensure compliance with engineering standards and specifications.
2. Assist in the preparation of project designs, specifications, and cost estimates related to light gauge structures.
3. Conduct feasibility studies and site assessments to determine the suitability of light gauge structures for various project requirements.
4. Review and evaluate contractor proposals, technical specifications, and construction drawings related to light gauge structures.
5. Monitor and supervise the construction activities of light gauge structures to ensure compliance with design plans and specifications.
6. Conduct quality control inspections and tests during the construction process to ensure that the work meets the required standards.
7. Provide technical support and guidance to project staff and contractors on issues related to light gauge structures.



8. Identify and address any design or construction-related issues or challenges that may arise during the project implementation.
9. Assist in the preparation of progress reports, project documentation, and presentations related to light gauge structures.
10. Coordinate with other project team members, stakeholders, and government agencies to ensure effective project implementation.
11. Stay updated with the latest developments, research, and best practices in the field of light gauge structures and incorporate them into project activities when appropriate.
12. Comply with all safety regulations and promote a safe working environment during project implementation.
13. Participate in meetings, workshops, and training sessions related to the project as required.
14. Any other duties assigned by the Chief Program Manager (CPM) or the Project Management Implementation Unit.

Note: The specific tasks and responsibilities may vary depending on the requirements of the project and the directives of the CPM RSU School Education and Literacy Department.

3. Qualifications and Experience:

The Assistant Project Engineer should possess the following qualifications and experience:

A degree in civil Engineering or related discipline, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.



4. EXPERIENCE:

- a. At least, Eight (08) years of documentary verifiable relevant experience in the design and implementation of light gauge construction of schools, particularly in the context of school construction & restoration.
- b. Some experience or knowledge in the design and implementation of light gauge construction projects, particularly in the context of school restoration (prior experience is desirable but not mandatory).

5. 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).
- Basic knowledge of light gauge materials, techniques, and their applications in construction.
- Familiarity with relevant codes, standards, and regulations governing light gauge construction.
- Strong organizational and coordination skills to work effectively as part of a project team.
- Good communication and interpersonal skills to collaborate with stakeholders, contractors, and construction teams.
- Ability to work under the guidance of the Project Engineer and assist in solving technical issues related to light gauge construction.
-



6. Duration and Remuneration:

The duration of the contract for the Assistant Project Engineer - Light Gauge Expert will be for a period of one year or extendable subject to renewal based on performance and project requirements. The remuneration and benefits will be in accordance with the policies and guidelines under DEEP PROJECT /PROGRAM of the RSU School Education Literacy Department, Government of Sindh.



3. Electrical Engineer

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing Engineering, civil, Electrical & Plumbing capabilities through the hiring of the above referred, given responsibilities to the conventional or non-conventional structural Buildings and rehabilitation or repair of school buildings damaged during flood ,the various other works are being implemented through the **Deep Project**, under the supervision of the Project Management Implementation Unit in the RSU School Education Literacy Department, Government of Sindh.

The Electrical Engineer will ensure compliance with the rules, procedures, and government and foreign funded guidelines in managing the projects/Programs. Moreover the Electrical Engineer will provide support to the PMU and will report on the DEEP project to the Chief Program Manager (CPM), RSU.

Terms of References

The Electrical Engineer will perform the following functions, duties, and tasks:

1. The Electrical Engineer will be responsible for managing the implementation of engineering projects related to electrical systems. This includes planning, designing, and supervising the installation, operation, and maintenance of electrical infrastructure within the assigned projects.
2. Ensure strict compliance with the established rules, procedures, and guidelines provided by the Sindh government. The Electrical Engineer should be familiar with the relevant regulations and standards in order to ensure that all electrical projects adhere to the required specifications.
3. Provide technical expertise and support to the project management unit team and other stakeholders involved in the projects. This includes offering guidance on electrical engineering matters, addressing technical issues, and resolving any challenges that may arise during the project implementation phase.
4. Prepare regular reports on the progress, status, and outcomes of the electrical engineering projects under DEEP Program. These reports will be submitted to the Chief Program Manager (CPM) of the RSU. Additionally,



maintain accurate and up-to-date documentation of all project-related activities, including technical drawings, specifications, and other relevant records.

5. Collaborate with other members of the Project Management Implementation Unit to ensure effective coordination and integration of electrical engineering activities with other disciplines such as civil engineering and plumbing. This involves regular communication, participation in project meetings, and coordination of work schedules.
6. Quality Assurance: Ensure that all electrical works meet the required quality standards. Conduct regular inspections, supervise testing procedures, and evaluate the performance of electrical systems to ensure they function optimally and comply with safety regulations.
7. Assist in the development and management of project budgets related to electrical engineering activities. Monitor expenditures, assess resource requirements, and provide recommendations for cost-effective measures without compromising quality and project objectives.
8. Contribute to the enhancement of the engineering capabilities within the RSU by providing technical training and guidance to junior engineers and other staff members. Share knowledge and best practices to foster professional growth and development.

Note: The above terms of reference outline the general functions and duties of an Electrical Engineer within the described context. Additional specific tasks and responsibilities may be assigned based on the project requirements and organizational needs.

2. Qualifications and Experience:

The Electrical Engineer should possess the following qualifications and experience:

A degree in Electrical Engineering or related discipline, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.



4. Experience:

At least, Eight (08) years of documentary verifiable relevant experience in the design and implementation of light gauge construction of schools, particularly in the context of school construction & restoration

- a. Proven experience in electrical system design and implementation, preferably in the context of construction projects involving light gauge materials.
- b. In-depth knowledge of electrical systems, including power distribution, lighting, grounding, and safety regulations.
- c. Familiarity with relevant codes, standards, and regulations governing electrical systems and light gauge construction.
- d. Strong project management skills, including the ability to plan, coordinate, and monitor electrical activities effectively.
- f. Excellent communication and interpersonal skills to collaborate with stakeholders, contractors, and construction teams.
- g. Ability to work independently and solve technical issues related to electrical systems and light gauge construction.
- h. Experience in preparing technical reports and documentation related to electrical systems.

5. **Duration and Remuneration:** The duration of the contract for the Electrical Engineer will be for a period of one year or extendable subject to renewal based on performance and project requirements. The remuneration and benefits will be in accordance with the policies and guidelines under DEEP Program of the RSU School Education Literacy Department, Government of Sindh.



4. Chief Quantity Surveyor LGS Expert

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing civil, Electrical and plumbing capabilities to hiring of the above referred chief quality surveyor, given responsibilities to the conventional or non-conventional steel structural buildings and the Rehabilitation of Damaged Schools ,Restoration Program in Sindh. This is a project aimed at new construction or repairing and restoring schools that have been damaged due to Flood. The project and various other works are being implemented through the **Deep Project/Program**, under the supervision in the RSU School Education Literacy Department, Government of Sindh.

The Chief quality surveyor will ensure compliance with the rules, procedures, and Sindh government & foreign funded in managing the projects/Programs.

The Chief Quality surveyor will provide support to the PMIU and will report on the project to the Chief Program Manager (CPM), RSU.

Terms of References

The Chief Quality surveyor (LGS Expert) will perform the following functions, duties, and tasks:

1. Provide technical expertise and guidance in the field of Conventional or non-conventional structural technology for the new construction of buildings or Rehabilitation of Damaged Schools Restoration Program.
2. Conduct assessments and surveys of damaged school structures to determine the scope of repair or reconstruction required.
3. Develop detailed project plans, including cost estimates, timelines, and resource requirements for the construction of conventional or non-conventional structures.
4. Prepare and review technical specifications, drawings, and designs for light gauge structure construction or repair projects.



5. Coordinate with architects, engineers, and other relevant stakeholders to ensure compliance with design standards, building codes, and safety regulations.
6. Supervise and monitor the construction or repair activities of LGS structures to ensure quality workmanship and adherence to project specifications.
7. Conduct regular site inspections and provide technical guidance to contractors and construction teams.
8. Manage project documentation, including progress reports, material specifications, and quality control records.
9. Review and evaluate contractor bids and proposals for light gauge structure construction or repair projects.
10. Ensure compliance with project budgetary constraints and provide cost control measures throughout the project implementation.
11. Liaise with government authorities, World Bank representatives, and other stakeholders to address project-related issues and facilitate effective communication.
12. Provide technical assistance and capacity building to project staff and contractors involved in Conventional or non-conventional structure construction or repair activities.
13. Identify and mitigate project risks and challenges related to LGS structure construction or repair.
14. Prepare and submit periodic project progress reports to the Chief Program Manager (CPM), RSU.
15. Collaborate with the project team to ensure timely and successful completion of the Rehabilitation of Damaged Schools Restoration Program.
16. Prepare and review bills of quantities as per cost estimates, and tender documents.
17. Monitor and control the progress of the rehabilitation project, ensuring adherence to quality standards and timelines.



18. Conduct regular inspections and quality control checks on construction work
19. Identify and resolve any technical issues or challenges related to quantity surveying and light gauge structures.
- 20.. Prepare progress reports and provide updates to the Project Manager

Note: The above terms of reference outline the general functions, duties, and tasks expected from a Chief Quantity Surveyor Light Gauge Structure Expert for the Rehabilitation of Damaged Schools Restoration Program. Additional responsibilities may be assigned as per the project's requirements and the direction of the Chief Program Manager.

1. Qualifications and Experience:

A degree In civil Engineering or DAE Civil Engineering , from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan

2. EXPERIENCE

- a . At least Fifteen 15 years of relevant professional experience in quantity surveying of light gauge structures.
- b.. Proven experience in managing and overseeing School construction projects, preferably in the education sector.
- c. Sound knowledge of quantity surveying techniques, cost estimation, and tendering processes.
- d.. Familiarity with light gauge structures, including their design, construction, and quality control.
- e. Proficiency in using relevant software and tools for quantity surveying and project management.
- f. Excellent communication and interpersonal skills to effectively collaborate with project team members, contractors, and stakeholders.
- g. Strong organizational and problem-solving abilities.



h..Ability to work under pressure and meet tight deadlines. j. Demonstrated commitment to quality and attention to detail.

3. Duration and Remuneration: The initial contract will be for a period of one year or extendable], subject to renewal based on performance and project requirements.

b. The remuneration and benefits will be commensurate with qualifications and experience.

c. The Chief Quantity Surveyor and Light Gauge Structure Expert will report directly under DEEP Program to the Project Engineer of the Flood Restoration Program.



5. Coordinator and Implementation Officer

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 works under DEEP project/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.

The coordinator and Implementation officer .will ensure compliance with the rules, procedures, and government and World Bank guidelines in managing the projects/Programs under DEEP project/Program.

The Coordinator and Implementation Officer will provide support to the PMIU, consulting firm, stack holders and technical individuals, will assist /report on the project to the Chief Program Manager (CPM), RSU.

Terms of References

The Coordinator and Implementation Officer will perform the following functions, duties, and tasks:

1. The Coordinator and Implementation Officer will be responsible for coordinating all activities related to the DEEP project/programs. This includes ensuring effective communication and collaboration among stakeholders, organizing meetings and workshops, and facilitating project planning and implementation.
2. The Coordinator and Implementation Officer will ensure strict adherence to the rules, procedures, and guidelines set forth by the government and the foreign funded for managing the projects/programs. He will regularly review project activities to ensure compliance and address any deviations or issues that may arise.
3. The Coordinator and Implementation Officer will establish a robust monitoring and evaluation framework for the DEEP project/programs. They



will design and implement monitoring mechanisms to track project progress, identify bottlenecks, and propose remedial actions. Regular reporting on project outcomes and impact will be a key responsibility.

4. The Coordinator and Implementation Officer will actively engage with stakeholders involved in the DEEP project/programs. This includes liaising with government officials, consulting firms, technical experts, and other relevant parties. They will coordinate stakeholder consultations, gather feedback, and incorporate inputs into project planning and implementation.
5. The Coordinator and Implementation Officer will prepare comprehensive reports on the DEEP project/programs' progress, challenges, and achievements. They will maintain accurate project documentation, including project plans, budgetary information, contracts, and correspondence. Timely and accurate reporting to the Chief Program Manager (CPM), RSU, will be essential.
6. The Coordinator and Implementation Officer will identify capacity gaps within the project team and stakeholders and develop capacity-building initiatives accordingly. They will organize training sessions, workshops, and knowledge-sharing events to enhance the skills and knowledge of project personnel.
7. The Coordinator and Implementation Officer will proactively identify project risks and develop risk mitigation strategies. They will monitor and manage risks throughout the project lifecycle, ensuring that appropriate measures are in place to address potential challenges or disruptions.
8. The Coordinator and Implementation Officer will oversee the quality of project deliverables and outputs. They will establish quality control mechanisms, conduct regular assessments, and ensure that project activities are aligned with established standards and best practices.
9. The Coordinator and Implementation Officer will assist in budget planning, monitoring, and expenditure control for the DEEP project/programs. They will work closely with the finance team to ensure proper utilization of funds and adherence to financial regulations.



10. Collaboration and Teamwork: The Coordinator and Implementation Officer will foster a collaborative and inclusive working environment within the project team and with external stakeholders. They will promote effective teamwork, knowledge sharing, and communication to achieve project objectives.

Note: The above terms of references provide a general outline of the functions and responsibilities of a Coordinator and Implementation Officer for the DEEP project/programs in the Reform Support Unit (RSU). The specific tasks and duties may vary based on the project requirements and organizational context.

2. Qualifications and Experience:

- At least Master of Arts in Leadership in Education from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.
- At Least Minimum 05 years' experience in project lead in education program of foreign funded as coordination and Implementation project/program or Provided strategic advice and technical support, Formulation of quality project proposals in strategic areas, Prepared donor proposals and reports to ensure quality compliance with requirements as per established rules, regulations, including the commitments under relevant global strategic plans.
- To contribute valuable insights and strategies to enhance educational programs and initiatives.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal skills.
- Ability to work effectively in a team and coordinate multiple stakeholders.
- Proficiency in project management software and tools.
- Knowledge of coordination & techniques, materials, and quality control.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and effectively under pressure.



- Good written and verbal communication skills.
- Familiarity with relevant software and tools for project documentation and reporting.

3. Duration and Remuneration:

- The initial contract will be for a period of [one year or extendable], subject to renewal based on performance and project requirements.
- The remuneration and benefits will be commensurate with qualifications and experience.

