

Government of Punjab  
School Education Department  
Punjab Education Sector Reform Programme  
Programme Monitoring and Implementation Unit  
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**PROFESSIONALS REQUIRED**

Credit Identification No. IDA 5106-PK

Contact No.PMS/1/2016

The Government of the Punjab is implementing the Education Sector Reform Programme (PESRP) with the assistance of the donors (World Bank & DFID). The credit includes a Technical Assistance (TA) component of US\$ 10.00 million for the institutional capacity building of Punjab School Education Sector.

Under this programme, PMIU intends to procure the services of experienced professionals having relevant experience /qualification from recognized universities on contract basis initially for one year with possibility of extension under the programme as per detail given below:

S.No	Name of Post	No. of posts	Qualification	Experience	Salary Package
1	Head of Research, Analysis & Policy Wing	1	PhD in Social Sciences or equivalent qualification from HEC recognized National / International University OR	2 years relevant post qualification experience in Public Sector	Market based pay package commensurate with qualification and experience
			MPhil in Social Sciences or equivalent qualification from HEC recognized National / International University OR	4 years relevant post qualification experience in Public Sector	
			MA/MSc in Social Sciences or equivalent qualification from HEC recognized National / International University	7 years relevant post qualification experience in Public Sector	
2	Communication Specialist	1	Master's degree in Public Relations or Mass Communication or equivalent qualification from HEC recognized National / International University	5-10 years post qualification experience in relevant field	Market based pay package commensurate with qualification and experience
3	Data Base Administrator	1	Master's degree in IT or Computer Science or equivalent qualification from HEC recognized National /International University	3-5 years post qualification experience preferably in public sector	Market based pay package commensurate with qualification and experience
4	Web Management Consultant	1	Master's degree in Information Technology or Computer Science from HEC recognized National / International University	3-5 years post qualification hands on experience in web management	Market based pay package commensurate with qualification and experience

5	Research Associates/Data Analysts	2	Master Degree in Economics/Statistics or Research Methodologies from HEC recognized National / International University or equivalent qualification	2-3 years post qualification hands-on experience with Statistical Software Packages with certification	Market based pay package commensurate with qualification and experience
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Detailed Job description/TORs for the above positions can be downloaded from the PMIUs' Website: [www.pesrp.edu.pk](http://www.pesrp.edu.pk). Above positions are merit based and located at Lahore. For position at serial No. 5, the candidates who applied in response to advertisement appeared in Nawa-i-Waqat dated May 21, 2016 and Dawn dated May 22, 2016 are required to send their applications again alongwith the copies of experience and relevant certifications. Interested candidates should apply with their complete CV showing qualification, experience in the relevant field, and copy of CNIC by 2.00 PM on August 15, 2016. Only shortlisted candidates will be called for interview.

Programme Monitoring and Implementation Unit  
Punjab Education Sector Reform Programme  
8-A, Ali Block, New Garden Town  
Lahore  
Tel: 042-99232190

## TORs/Job Description of Head of Research, Analysis and Policy Wing

### Objective

The main objective of Research Analysis and Policy wing is to Provide leading research and analytical services and value-added information, studies, and solutions to School Education Department (SED) in Punjab and other users such as World Bank (WB), donor organizations, NGO's, others etc. in a manner that broadens and strengthens the knowledge base on school education in Punjab and maximizes the effectiveness of Punjab Education Sector Reform Programme.

### Scope

1. Identify the data needs and requirements through consultations with the different stakeholder organizations, key officials, school administrators, and other potential data users to ensure that the data requirements and needs of the policy and decision-makers and other key users are taken care of at the time of establishment/development of EMIS.
2. Responsible for **setting up a research unit** at PMIU to manage the development of a database environment for data planning, identification of data sources, collection of data, and data processing, analysis, and reporting for planning and decision making purposes.
3. Design, develop and maintain **school education research and analysis databases** and infrastructure and ensuring the accuracy and comprehensiveness of research data and analysis, findings, and recommendations.
4. **Continuous evaluation and review** of school education reform interventions, Programme/Project details and documents, SED/PMIU systems, processes, activities and reports, and third party (consultants, auditors etc.) interventions for developing, proposing and implementing advanced approaches, benchmarks, and best practices in education planning, management, and development.
5. Develop a detailed analysis of the views of key beneficiaries of education reforms (students, parents, communities and teachers) obtained through a **Knowledge Attitudes and Practices** (KAP) Survey collected at District level and collated centrally, making recommendations for Redressal and improvements.

6. Engage with SED/PMIU staff, **DMO's and other field staff to help/train** them to devise innovative strategies to implement Programme/Project activities, to obtain school data, and to integrate research findings and recommendations in Programme/Project implementation, monitoring, and evaluation.
7. **Write and publish** technical and non-technical research papers, reports, and other useful informational material, participating in Programme/Project wide events and discussions
8. **Liaise with other sub departments** and entities within SED to effectively pursue the research and database management activities of the Unit.
9. **Liaise with all the other cells in PMIU** to fulfill their research and analysis needs and to provide them with well researched solutions and recommendations for process, performance, and quality improvements.
10. Assist the PD in ensuring that appropriate, **systematic assessments** (internal and external) of the research and database management activities are carried out on a regular basis and findings are fed back to improve the effectiveness and efficiency of the activities.

## **QUALIFICATIONS**

- i. PhD in Social Sciences with 2 years relevant experience preferably in Public Sector OR
  - ii. M.Phil Social Sciences with 4 years relevant experience preferably in Public Sector OR
  - iii. MA/MSc in Social Sciences with 7 years relevant experience preferably in Public Sector
- Familiarity with statistical software packages (SQL, MS Access, SPSS, and Stata) is a plus.
  - The candidate should have a strong aptitude for research with a demonstrated ability to produce reports with quantitative analysis.
  - The candidate should be familiar with broader education issues in Pakistan and lead the research agenda of Go Punjab for Education Sector Reforms according to the priorities set by PMIU.
  - Strong communication and inter-personal skills are highly valued.

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Under this programme, PMIU intends to procure the services of cutting edge professional having relevant qualification/experience from recognized universities on contract basis initially for a period of one year with possibility of extension for the newly created Communication Unit under the programme as per detail given below:

**TORs of Communication Specialist, Information and Communication Unit**

Communication Specialist will carry out the following assignments in close coordination with Deputy Director (M&E), PMIU:

- i. To produce and prepare all key outputs of the Punjab Education Sector Reform Programme Information and Communication Strategy, including guides and materials, presentations and reports
- ii. To liaise with senior officers at PMIU and delivery partners in education, working to the Deputy Director Coordination in this regard, to ensure a regular flow of information and the development of consensus towards shared education reform goals
- iii. To oversee the management and delivery of all information and communication activities relating to the education reform programme and PESP II, including managing a communication work programme, monitoring and evaluating communication activities and outputs against key indicators
- iv. To devise innovative and engaging communications products and campaigns that inform, interest and inspire support, changed behaviour and action among beneficiaries and stakeholders towards improving education at all levels of the sector, improving governance, quality and access<sup>4</sup>
- v. To manage all staff in the Unit, and to support senior officers of PMIU in their liaison with its partners in the Attached Departments and Autonomous Bodies
- vi. To assess a range of evidence of education performance and stakeholder views and produce regular update reports on activities, communication gaps, and proposals for further action to address these gaps, scale up best practice and address reform priorities
- vii. To review and revise the Information and Communication Strategy annually.

**Key Skills, Qualification and Experience required:**

- a) Degree in public relations, mass communication or related discipline
- b) 3-5 years experience of managing communications programmes within a project environment
- c) Knowledge of the public sector environment, ideally with a focus on education
- d) Experience of managing a team of a minimum of two staff
- e) Experience of project planning, managing workloads and evaluation of communication activities
- f) Knowledge of how to develop and revise strategic communication activities
- g) Experience of managing high profile public campaigns, including media liaison
- h) Experience of working with and managing external contractors
- i) Strong copywriting skills, a grasp of the key elements of effective visual design and the management of publications
- j) Excellent team work skills, interpersonal skills, including speaking and making presentations.
- k) Excellent computing skills including MS Word, Power point etc.

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## **TORs FOR HIRING OF INDIVIDUAL CONSULTANT AS DATA BASE ADMINISTRATOR**

PMIU intends to procure the services of cutting edge professional having relevant qualification/experience from recognized universities on contract basis initially for a period of one year with possibility of extension under the programme as per detail given below:

### **TORs of Data Base Administrator**

- 1- Ability to understand large datasets particularly PMIU data base in a short time frame
- 2- Excellent troubleshooting and analytical skills
- 3- Data coordination, interpretation and data handling skills
- 4- Facilitate requests for transferring, movement and transformation of data.
- 5- Data extraction, reporting and analysis tools
- 6- Designing of data modeling and database architecture
- 7- Good understanding of databases, procedures and administration
- 8- Data maintenance (backup and disaster recovery)
- 9- Database tuning and conversion
- 10- Data cleaning, merging, verification & validation
- 11- Software Development/Programming

### **Requirement**

- At least Master Degree in IT/MCS or equivalent qualification from HEC recognized University
- Should have at least 3-5 years of experience of Public Sector

### **Other Requirements**

- Excellent skills and ability to coordinate the work within strict deadlines and handle multiple concurrent activities
- Excellent interpersonal skills

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The Government of Punjab is implementing an Education Sector Reforms Programme (PESRP) with the assistance of donors i.e. the World Bank to support and scale-up specific interventions to improve education system. The programme includes an essential Technical Assistance (TA) component that is designed to support various activities including financial management, research and data base. Thus to enhance and strengthen the Web Management on scientific lines, PMIU intends to hire the services of individual consultant as per detail given below:

**Terms of Reference for the position of Web Management Consultant**

Web Management Consultant will mainly be responsible for providing substantive support for development and efficient functioning of PMIU Website in close coordination with Deputy Director (M&E), PMIU:

- Development of website and its maintenance
- Establishment of required infrastructure for online information and communication services
- Assist in procuring appropriate cell-phones, SIMs, data plans and web hosting necessary to the satisfactory execution of the work
- Maintenance of local area network
- Internet connectivity besides introducing modern information technology tools to improve communication amongst different implementing arms of PESP-II
- Train web and data management staff at PMIU on developing further data capturing forms and extending views in the online dashboard
- Train PMIU staff and key field staff in the use of Android cell phones and the data capturing application, and train key field managers in the use of the online dashboard, and help PMIU staff provide troubleshooting support to field workers and managers
- Anticipate future network needs and identify proactive solutions
- Any other work as assigned by PD
  
- **Qualification & Experience**

The consultant must have:

- At least a bachelors degree in Information Technology or Computer Science from a reputable local or foreign university
- At least 3-5 years of relevant experience/hands on experience preferably in the public sector
- Should have expertise in computer programming, web development, net work management and distributed database development.



- Should have strong communication skills
- A lumpsum market based pay package commensurate with better qualification and experience will be offered

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PMIU intends to procure the services of Research Associates/Data Analysts having relevant qualification/experience from recognized universities on contract basis initially for a period of one year with possibility of extension for the newly created Research and Data Analysis Unit under the programme as per detail given below:

**TORs/Main responsibilities for Research Associates/Data Analysts:**

1. Build and maintain relationships with key subdepartments and entities in SED as well as other partner departments (e.g, FD, AG) for regularly obtaining clean and complete data in prescribed formats.
2. Manage the integration, processing, and management of databases.
3. Manage and monitor the Unit's performance against performance benchmarks/criteria and progress against deliverables.
4. Set research agenda in alignment with priorities of SED/PMIU.
5. Set and oversee compliance with research integrity protocols and standards and quality control measures.
6. Seek and work with research partners (including Development Partners), as relevant, to carry out research activities.
7. Liaise with other subdepartments and entities within SED to effectively pursue the research and database management activities of the Unit.
8. Assist the PD in ensuring that appropriate, systematic assessments (internal and external) of the research and database management activities are carried out on a regular basis and findings are fed back to improve the effectiveness and efficiency of the activities.
9. Produce reports on research and database management activities and submit to SED/PMIU management.
10. Develop appropriate products on research findings by using SPSS or SQL and data outputs and share with a wide set of stakeholders through appropriate modes of communications and dissemination.
11. Develop and maintain webpages under PMIU's website with access (as appropriate) to research products and data outputs.
12. Undertake any other duties as directed by the PD.

**Qualification & Experience:** MSc Economics/Education Research or relevant qualification with at least 2-3 years of relevant experience in analysis, processing and research fields. The candidate should have a strong aptitude for research with a demonstrated ability to produce reports with quantitative analysis. Strong communication and intra-personal team skills are highly valued.

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