

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

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**PROFESSIONAL REQUIRED**

Credit Identification No. IDA 5106-PK

Contact No.PMS/1/2016

The Government of Punjab is implementing the Education Sector Reform Programme (PESRP) with the assistance of the donors (World Bank, and DFID CIDA). 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 qualification/experience from recognized universities on contract basis initially till June 30, 2017 with possibility of extension under the programme as per detail given below:

S.No	Name of Post	No. of post	Eligibility	Preference
1	Communication Specialist	1	Master's degree in Public Relations or Mass Communication or equivalent qualification from HEC recognized National / International University	Should have 5-10 years post qualification experience in relevant field
2	Legal Expert for PEF	1	LLB or equivalent qualification from HEC Recognized National / International University	License to practice in High Courts, Should have 10 Years experience in Corporate matters, sound Knowledge of PPP Modalities etc.
3	IT Consultant for PEF	1	Master's degree in IT or Computer Science or equivalent qualification from HEC recognized National /International University	Should have 4-5 years post qualification in software development & databases
4	Engineer for Civil Works for PEF	1	BSc in Civil Engineering from HEC recognized National / International University	Should have 7 years experience preferably in public sector
5	Data Base Administrator	1	Master's degree in IT or Computer Science or equivalent qualification from HEC recognized National /International University	Should have 3-5 years post qualification experience preferably in public sector
6	Statistician	1	Master Degree in Statistics or equivalent qualification from HEC recognized national / International University	Should have 3-5 years post qualification experience preferably in Public Sector
7	Research Associates	2	Master Degree in Economics or Research Methodologies from recognized National / International University or equivalent qualification	Should have 1-2 years post qualification experience preferably in Public Sector

8	Data Analyst	2	Master Degree in Economics or Research Methodologies from recognized National / International University or equivalent qualification	Should have 1-2 years post qualification experience preferably in Public Sector
9	Internal Auditing Specialist	1	CIA/ACCA/CA/ACMA or MBA (Finance) Or MCom from HEC recognized national / International University or equivalent Qualification	Should have 3-5 years post qualification experience preferably in Public Sector

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. Interested candidates should apply with their complete CV showing qualification, experience in the relevant field, and copy of CNIC by June 06, 2016. Only shortlisted candidates will be called for interview by a Committee.

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

**SNo.1**

Government of Punjab  
School Education Department  
Punjab Education Sector Reforms Programme  
Programme Monitoring and Implementation Unit  
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The Government of Punjab is implementing the Education Sector Reforms Programme (PESRP) with the assistance of the World Bank to support and scale-up specific interventions to improve education system. 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 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) 5-10 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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## **SNO.2            TORs FOR HIRING OF INDIVIDUAL CONSULTANT AS LEGAL EXPERT**

Programme Monitoring & Implementation Unit intends to hire the services of individual legal consultant possessing enriched experience in dealing with the projects working in PPP mode and represent public sector organizations in various court of laws at the level of High Court for Punjab Education Foundation (PEF).

### **Objectives**

The legal consultant will provide consultancy on legal and corporate matters to the PSSP-Punjab Education Foundation.

### **Reporting Requirement**

The selected consultant would be responsible to submit reports/ opinion to PSSP-Punjab Education Foundation.

### **Responsibilities**

The scope of work of legal consultant shall be as follows:

- i) Assist PEF management regarding the modalities of PSSP in light of Punjab PPP Act 2014
- ii) Draft contract documents for PEF PSSP
- iii) Drafting of agreements, contract documents, MOUs, engagement letters, etc. for PSSP and support departments
- iv) Review and vet current agreements, contract documents, MOUs, engagement letters, etc.
- v) Legal opinions on different litigation cases and regulatory issues
- vi) Prepare para wise comments/ replies of litigations cases
- vii) Attending meetings
- viii) Any legal assignment or work relating to PSSP- PEF assigned by competent authority

### **Requirement**

- License to practice in High Courts
- Having at least ten years of experience in corporate matters
- Sound knowledge of public private partnership modalities, service law matters, civil, administrative, and contracts management
- Experience of rendering legal services to Government institute

### **Other Requirements**

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

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### **SNo3. TERMS OF REFERENCE REGARDING HIRING OF IT CONSULTANT**

Programme Monitoring & Implementation Unit intends to hire the services of individual IT consultant possessing enriched knowledge of IT development software for Punjab Education Foundation (PEF). IT Consultant will play a leading role in addressing institutional weakness in the area of IT infrastructural resources within the PSSP and will create a well functioning IT and application system to PSSP as per need of PSSP Directorate of PEF.

#### **Software Developer will be able to:**

- Analyze, design, code development and deployment of software applications using industry standard practices.
- Design and develop database components as per requirement of software applications.
- Design and develop UI interface as per requirement.
- Provide technical assistance throughout the software development lifecycle and manage technical risks.
- Document and demonstrates solution by developing requirement and functional specifications, reports, ERD, flowcharts, layouts, diagrams, charts, code comments and clear code.
- Design, develop and generate the reports as per requirement.
- Perform Quality Assurance and debugging of the developed system.
- Provide assistance for work process, procedures and suggest solution for system problems.
- Maintain confidentiality with regards to the information being processes, stored or accessed.
- Any other IT requirement of PSSP Directorate
- Able to manage tasks in given timelines efficiently
- Meet the targets and timelines as approved for PSSP

#### **Required Skills**

- In-depth knowledge and experience with core Microsoft. NET technologies including: Web, API, LINQ, Entity Framework.
- Must have strong skills in front end technologies like Angular JS.
- Extensive experience designing and developing enterprise grade software.
- Experience with source control management systems and continuous integration/deployment environments.
- Experience with multi-threading and concurrency.
- Experience with debussing, performance profiling and optimization.
- Comprehensive understanding of object oriented and service oriented application development techniques and theories.
- Self motivated a team player and having effective interpersonal skills.
- Understanding of statistical production and dissemination procedures and processes.
- Knowledge of statistical applications and databases
- Efficient time manager able to meet given timelines of PSSP

#### **Required Experience and Qualification**

- 16 Years of education or higher in CS/IT from any HEC recognized university.
- Minimum 4-5 years of experience in software development and databases.

**Other Requirements**

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

**Payment**

Professional charges shall be subject to applicable taxes and paid in monthly installments

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**SNo. 4                    TORs FOR HIRING OF INDIVIDUAL CONSULTANT AS ENGINEER FOR CIVIL WORKS**

Programme Monitoring & Implementation Unit intends to hire the services of individual consultant for civil works for Punjab Education Foundation (PEF) for under its Public School Support Program.

**Objectives**

The consultant will provide consultancy on civil work matters related to the PSSP-Schools of Punjab Education Foundation.

**Reporting Requirement**

The selected consultant would be responsible to submit reports/ opinion to PSSP-Punjab Education Foundation.

**Responsibilities**

The scope of work of Civil works consultant shall be as follows:

- ix) Assist PEF management regarding the modalities of forming rooms in PSSP Schools
- x) Design basic class room requirement/ infrastructure requirements
- xi) Costing of class room/missing facilities/infrastructure in PSSP schools
- xii) Assist in designing model for Resident supervision of construction activity in PSSP school as per design
- xiii) Assist in finding solutions to infrastructure issues of PSSP Schools
- xiv) Analyzing Private school/public school infrastructure solutions
- xv) Market based survey for finding good stop gap arrangements for infrastructure issues of PSSP schools
- xvi) Attending meetings
- xvii) Any assignment or work relating to PSSP- PEF assigned by competent authority

**Requirement**

- At least B.SC Civil Engineering from HEC recognized University
- Having at least seven years of experience of Public Sector

**Other Requirements**

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

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**SNo. 5      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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## **SNo. 6**

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PMIU intends to procure the services of Statistician 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 of Statistician:**

1. Statistician is expected to drive improvements in data production and its usage. The Statistician will be required to create a clear vision for statistics and be able to manage the change process required to achieve this vision.
2. The new post of Statistician is required to provide leadership, management and up-skilling to this Unit and also need to provide quality management of data and processes.
  - **Quality:** To improve the quality of statistics.
    - By reviewing all existing methodologies and providing recommendations, quality assuring data, minimizing inaccuracies and improving consistency.
  - **Range:** To enhance the range of statistics available at PMIU.
    - By increasing the range of relevant statistics available and by providing data at as granular level as possible.
  - **Users:** To improve support to data users.
    - By presenting data in a more user friendly and accessible format, improving the quality of back-up support to users, improving the timeliness and relevance of data.
  - **Structures:** To improve institutional arrangements supporting Statistics.
    - By strengthening the legal framework surrounding statistics and improving systems and processes.

### **Qualifications, Experience and Skills Required**

The successful candidate should have at least a Master Degree in Statistics from recognized university or related qualification and should have 3-5 years experience as a professional statistician.

- Skills:
  - Demonstrable leadership qualities and proven ability to work under pressure

- Computer literate, with extensive experience of working with a variety of software
- Strong written and verbal communication skills

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**SNo. 7**

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PMIU intends to procure the services of Research Associates 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:**

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 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 1-2 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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**SNo.8.**

### **TERMS OF REFERENCE REGARDING HIRING OF DATA ANALYSTS**

Programme Monitoring & Implementation Unit intends to hire the services of Data Analysts for its various activities including the Public School Support Program Punjab Education Foundation (PEF) being run by Punjab Education Foundation (PEF).

#### **Data Analyst (1) should be able to:**

- Analyze data of Punjab Schools Monitoring Data
- Analyze trends of enrolment & retention in public schools
- Analyze trends of teachers recruitment and rationalization
- Analyze various performance indicators
- Develop better reporting tools for formulation of policies etc.
- Analysis of MEAs reports
- Design better monitoring proforma for MEAs & Monitoring teams
- Analyze the PEC results
- Research methods for better analysis & comparison
- Design, develop and generate the reports as per requirement.
- Analysis of Teachers training data
- Perform Quality Assurance
- Able to manage tasks in given timelines efficiently
- Any other work to be assigned by PMIU

#### **Data Analyst (2)**

##### **Consultant will be able to:**

- Analyze data of PSSP
- Analyze and project trends of enrolment in PSSP schools
- Analyze and project trends of teachers in PSSP schools
- Analyze performance of PSSP licensees on various performance indicators
- Analyze the data and design system for checking fake enrolment
- Analyze LND data
- Coordination with PITB for designing better indicators for monitoring of PSSP schools
- Analysis and comparison of PSSP schools with Public and Private schools, PEF schools

- Develop better reporting tools for PSSP schools
- Develop better monitoring tools for PSSP schools
- Analysis of MEAs reports
- Design better monitoring proforma for MEAs & Monitoring teams for PSSP schools
- Analyze the QAT results
- Analyze the PEC results
- Research methods for better analysis & comparison regarding PSSP schools
- Document and demonstrates solution by developing requirement and functional specifications, reports, flowcharts, layouts, diagrams, charts, code comments and clear code.
- Design, develop and generate the reports as per requirement.
- Analysis of Teachers training data
- Perform Quality Assurance
- Provide assistance for work process, procedures and suggest solution for system problems.
- Maintain confidentiality with regards to the information being processes, stored or accessed.
- Any other requirement of PSSP Directorate
- Able to manage tasks in given timelines efficiently
- Meet the targets and timelines as approved for PSSP

### **Required Skills**

- In-depth knowledge and experience of quantitative and qualitative research
- In-depth knowledge and experience of SPSS, NVivo
- Must have strong skills in MS Excel, Power point, Project, Excess.
- Extensive experience designing and developing research methodologies
- Comprehensive understanding of educational activities in the province
- Self motivated a team player and having effective interpersonal skills.
- Understanding of statistical procedures and processes.
- Knowledge of statistical applications and databases
- Efficient time manager able to meet given timelines of PSSP

### **Required Experience and Qualification**

- 16 Years of education or higher in Research Method from any HEC recognized university.
- 1-2 years of experience preferably in public sector

### **Other Requirements**

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

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SNo. 9

Government of Punjab  
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PMIU intends to hire the services against the following position:

**Terms of Reference/ Job Responsibilities for the position of Internal Auditing Specialist (IAS)**

Primary responsibility of IAS would be to devise a road map, with time-bound milestones, towards establishing a sector wide internal audit function. He would be required to improve upon internal audit practices and control by utilizing knowledge-base available as external audit observation and the related follow up process. Based on casual analysis of audit observations, IAS would, on a top priority, address/develop strategy to prevent recurrence of audit observations. His mandate will also extend to regular district visits and capacity building activities both at provincial and district levels for any assigned job like as NSB. Thus Internal Auditing Specialist will carry out the following assignments:

- i. Identification, documentation and evaluation of financial and operational internal controls for improving quality, transparency and governance in education sector
- ii. Pinpoint flaws and weaknesses for better results and design internal controls for any segment of SED or attached department when required.
- iii. Analysis and alignment of upcoming five years Education Sector Plan including under Public Private Partnership and formulate recommendations/SOPs on the basis of the best practices in School education sector planning and management
- iv. Take ownership and accountability for the internal audit of allocated auditable areas
- v. Perform pre-audits of all TA Component cases before payments
- vi. Preparation of audit reports to management Head Programme Director, PMIU to report results of audit reviews and testing.
- vii. Assist in the development of a combined assurance approach and work with, and co-ordinate work with external audit, when required
- viii. Undertake other duties as required commensurate with the level of the position
- ix. Any other duty as assigned by PD, PMIU

**Qualification and Experience**

- Certified Internal Auditor /Chartered Accountant/ /ACMA/ACCA or equivalent qualification with at least 3-5 years experience preferably in public sector ;
- Demonstrated experience of managing the finance of the complex, high value projects;
- Experience of setting up an internal audit function in an organization or proven experience of being head of the internal audit function;
- Knowledge of information systems, audit software, security and controls etc;

- Operation knowledge of international and country financial and accounting management practices including MIS applications;

**Remuneration**

A market based salary depending on qualification, relevant experience and demonstrated competency shall be offered to the selected candidate.

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