

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

**Request for Expression of Interest
for Hiring of Individual Consultant**

Credit Identification No. IDA 5106-PK

Contact No.PMS/4/2019

The Government of the Punjab is implementing the Education Sector Reform Programme (PESRP) with the assistance of the World Bank. The credit includes a Technical Assistance (TA) component of US\$ 9.36 million to help achieve the objectives of PESP-III.

2. Under this programme, PMIU invites experienced individual consultant having relevant experience /qualification from recognized universities to indicate their interest in providing the services. Interested candidates should provide information indicating that they are qualified to perform the below mentioned services for a period of one year:

S.No	Area for which Consultancy Services are Required
1	Programme Officer (Research and Projects)
2	Programme Officer (Innovation Management)

3. TORs can be downloaded from: www.pesrp.edu.pk. Individual Consultants will be selected in accordance with the procedures set out in Section V of the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers January 2011 (Consultant Guidelines, Revised 2014). Interested candidates should submit the Expression of Interest with Curriculum Vitae (CV), copies of educational degrees/certificates/experience certificates, and CNIC by July 22, 2019 till 4.00 PM. 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

TERMS OF REFERENCE

**PROGRAMME MONITORING AND IMPLEMENTATION UNIT
School Education Department**



Government of the Punjab

THIRD PUNJAB EDUCATION SECTOR PROJECT

TECHNICAL ASSISTANCE

**TO THE
ISLAMIC REPUBLIC OF PAKISTAN**

PUNJAB PROVINCE

FOR

**HIRING OF AN INDIVIDUAL CONSULTANT AS
PROGRAMME OFFICER INNOVATION MANAGEMENT
FOR RESEARCH, ANALYSIS AND POLICY WING**

Terms of Reference for Programme Officer Innovation Management

1. BACKGROUND INFORMATION

1.1. Beneficiary Country and Province

Islamic Republic of Pakistan, Punjab Province

1.2. Contracting Authority

Under the Third Punjab Education Sector Project and in agreement with the World Bank, the Programme Monitoring and Implementation Unit (PMIU), School Education Department (SED), Government of the Punjab is the contracting authority.

1.3 Objective

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

1.4 Scope

The duties and responsibilities of Programme Officer Innovative Management will include but are not limited to the following:

1. Devise innovative strategies to implement Programme/Project activities, obtain data, and to integrate research findings and recommendations in Programme/Project implementation, monitoring, and evaluation.
2. Design and develop strategies to innovate and revamp different processes and programs including Cash Transfer Programs
3. Develop strategies to link different cross-functional activities to Disbursement Linked Indicators (DLIs) in order to achieve desired outcomes

4. 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.
5. Support PMIU in creating an enabling environment for evidence-based decision making by assisting in data planning, data collection, data processing and data analysis.
6. Liaise with all the other cells within PMIU to innovate the process of data collection and analysis to ensure the accuracy and comprehensiveness of research data and analysis.
7. Design, develop and maintain school education research and analysis databases and infrastructure
8. Undertake continuous evaluation and review of performance indicators for developing, proposing and implementing advanced approaches, benchmarks and best practices in education planning, management, and development.
9. Ensure quality assurance of different interventions currently implemented and overseen by PMIU. Develop quality assurance indicators for consistent monitoring of the data.
10. Document methodologies and procedures used in the compilation and analysis of data.
11. Conduct data quality assessments & data audits to ensure that the collected data is accurate and maintain the integrity of the project.
12. 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.
13. Assist the Programme Director 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.
14. Conduct field work (e.g., interviews, focus groups, site visits, surveys, data collection) and review documents as required in support of evaluations.

QUALIFICATION & EXPERIENCE

- PhD in Social Sciences with 01 year relevant experience preferably in Public Sector OR
- M.Phil in Social Sciences with 02 years relevant experience preferably in Public Sector OR
- MA/MSc in Social Sciences with 03 years relevant experience preferably in public sector
- In-depth knowledge and experience of quantitative and qualitative research
- Strong skills in MS Excel, Power point, Project, Excess
- Experience in designing and developing research methodologies
- Proficiency with statistical software packages (SQL, MS Access, SPSS, and Stata).
- Must have a strong aptitude for research with a demonstrated ability to prepare reports with quantitative analysis
- Comprehensive understanding of broader educational issues in Pakistan
- Self-motivated team player having effective communication interpersonal skills

TERMS OF REFERENCE

**PROGRAMME MONITORING AND IMPLEMENTATION UNIT
School Education Department**



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**HIRING OF AN INDIVIDUAL CONSULTANT AS
PROGRAMME OFFICER RESEARCH AND PROJECTS
FOR RESEARCH, ANALYSIS AND POLICY WING**

Terms of Reference for Programme Officer Research and Projects (PO-RP)

1. BACKGROUND INFORMATION

1.3. Beneficiary Country and Province

Islamic Republic of Pakistan, Punjab Province

1.4. Contracting Authority

Under the Third Punjab Education Sector Project and in agreement with the World Bank, the Programme Monitoring and Implementation Unit (PMIU), School Education Department (SED), Government of the Punjab is the contracting authority.

1.3 Objective

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

1.4 Scope

The duties and responsibilities of Programme Officer (R&P) will include but are not limited to the following:

15. 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.
16. 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.

17. Support PMIU in creating an enabling environment for evidence-based decision making by assisting in data planning, data collection, data processing and data analysis.
18. 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.
19. Engage with SED/PMIU 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.
20. Write and publish technical and non-technical research papers, reports, and participation in Programme/Project wide events and discussions.
21. Liaise with other sub departments and entities within SED to effectively pursue the research activities of the SED/PMIU.
22. Liaise with all the other cells in PMIU to fulfill their research needs and to provide them with well researched solutions and recommendations for process, performance, and quality improvements.
23. Assist the Programme Director in ensuring that appropriate, systematic assessments (internal and external) of the research activities are carried out on a regular basis and findings are fed back to improve the effectiveness and efficiency of the activities.

QUALIFICATION & EXPERIENCE

- PhD in Social Sciences with 01 year relevant experience preferably in Public sector
OR
- M.Phil in Social Sciences with 02 years relevant experience preferably in Public sector OR
- MA/MSc in Social Sciences with 03 years relevant experience preferably in Public sector
- Strong aptitude for research with a demonstrated ability to produce reports with quantitative analysis

- Ability to lead the research agenda of Government of Punjab for Education Sector Reforms according to the priorities set by PMIU/SED.
- Strong communication and inter-personal skills
- Comprehensive understanding of broader educational issues in Pakistan
- Familiarity with statistical software packages (SQL, MS Access, SPSS, and Stata) is a plus
