

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

Request for Expression of Interest for Selection of Individual Consultants

Identification No. Loan No 86200

Contact No.PMS/1/2017

The Government of the Punjab is implementing the Education Sector Reform Programme (PESRP) with the assistance of the donors (World Bank & DFID).

Under this programme, PMIU invites experienced professionals 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 indicated services on contract basis initially for one year with possibility of extension under the programme:

FOR PMIU

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	01 year 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	02 years relevant post qualification experience in Public Sector	
			MA/MSc in Social Sciences or equivalent qualification from HEC recognized National / International University	03 years relevant post qualification experience in Public Sector	

For SDU, SED

1	Head of Research for Secretary's Delivery Unit	1	PhD in Social Sciences or equivalent qualification from HEC recognized National / International University OR	01 years relevant post qualification experience in Public Sector or private Sector on challenging positions	Market based pay package commensurate with qualification and experience
			MPhil in Social Sciences or equivalent qualification from HEC recognized National / International University OR	02 years relevant post qualification experience in Public Sector or private Sector on challenging positions	

			MA/MSc in Social Sciences or equivalent qualification from HEC recognized National / International University	03 years relevant post qualification experience in Public Sector or private Sector on challenging Positions or donor organizations' experience (desirable)	
3	Research Associates/Data Analysts	2	Master Degree in Economics/Statistics or Research Methodologies from HEC recognized National / International University or equivalent qualification	01 year post qualification hands-on experience with Statistical Software Packages with certification. Experience in donor organization would be highly desirable	Market based pay package commensurate with qualification and experience

Detailed Job description/TORs for the above positions can be downloaded from the PMIUs' Website: 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 3.00 PM on September 07, 2017. 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 for PMIU

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 01 year relevant experience preferably in Public Sector OR
 - ii. M.Phil Social Sciences with 02 years relevant experience preferably in Public Sector OR
 - iii. MA/MSc in Social Sciences with 03 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.

TORs/Job Description of Head of Research, Analysis and Policy Wing for PMIU for SDU, SED

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- Familiarity with statistical software packages (SQL, MS Access, SPSS, and Stata) is a plus.
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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 for SDU, SED:

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 01 year of relevant experience in analysis, processing and research fields. Experience in donor organization is highly desirable. 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.
