

Government of the Punjab  
School Education Department  
Punjab Education Sector Reform Programme  
Programme Monitoring and Implementation Unit  
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**Re-Invitation of Expression of Interest  
for Hiring of Individual Consultants**

Credit Identification No. IDA 5106-PK

Contact No.PMS/2/2019

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. Further, the Programme Monitoring and Implementation Unit (PMIU) of School Education Department Punjab is in receipt of funding from DFID in the form of grant-in-aid for the purpose of helping school councils for infrastructure improvement and rehabilitation activities.

2. Under the above programmes, PMIU invites experienced individual consultants 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:

**Consultancy under PESP-III**

S.No	Area of Consultancy Services	Qualification & Experience
1	Communication Specialist	<ul style="list-style-type: none"><li>• Sixteen years education or above in relevant discipline or equivalent qualification from HEC recognized National / International University</li><li>• Atleast 5 years relevant post qualification experience in implementing communication programmes</li></ul>

**Consultancy under DFID Programme**

S.No	Area of Consultancy Services	Qualification & Experience
1	Accounting	<ul style="list-style-type: none"><li>• Atleast 16 years education in Accounting &amp; Finance/ACMA/ACCA/CA or equivalent qualification from International/National university recognized by HEC</li><li>• Minimum 2 years work experience. Preference will be given to experience with public sector</li></ul>

ToRs can be downloaded from: [www.pesrp.edu.pk](http://www.pesrp.edu.pk). Individual Consultants under PESP-III 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 August 05, 2019 till 4.00 PM. Only shortlisted candidates will be called for interview.

Programme Monitoring and Implementation Unit  
Punjab Education Sector Reform Programme  
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**HIRING OF INDIVIDUAL CONSULTANT AS COMMUNICATION SPECIALIST**

Credit Identification No. IDA 5106-PK  
Contact No.PMS/25/2019

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

2. PMIU as agreed with the donors is in the process of establishing a Communication Cell to provide outreach to stakeholders, particularly women and the poor, as well as to provide information about project activities and benefits. For the purpose, under this programme, PMIU invites experienced individual consultants having relevant experience /qualification from recognized universities to indicate their interest in providing the following services. Interested candidates should provide information indicating that they are qualified to perform the below mentioned services for a period of one year:

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

Communication Specialist will carry out the following assignments in close coordination with Deputy Director (Planning), PMIU and/or SED:

- i. To design, review and update a Communication Strategy for School Education Department
- ii. To devise an implementation plan for the communication strategy and oversee its execution
- iii. 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
- iv. To liaise with senior officers at SED and delivery partners in education, to ensure a regular flow of information and the development of consensus towards shared education reform goals
- v. To oversee the management and delivery of all information and communication activities relating to the education reform programme and PESP III, including managing a communication work programme, monitoring and evaluating communication activities and outputs against key indicators
- vi. 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
- vii. To manage and to support senior officers of SED in their liaison with its partners in the Attached Departments and Autonomous Bodies
- viii. 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
- ix. To review and revise the Information and Communication Strategy annually.
- x. To finalize, edit and format all reports produced by PMIU/SED
- xi. Collate relevant material and produce briefs and high quality presentations on various topics as needed by department

- xii. Improve design and layout of documents and other products as and when needed by department
- xiii. Publicize, market and produce Information, Education and Communication (IEC) material for various initiatives of PMIU/SED
- xiv. Explore various media forums which can be leveraged to PMIU/SED's benefit
- xv. Facilitate planning for any events/workshops hosted by PMIU/SED
- xvi. Suggest and implement a documentation process and protocol including record keeping of departmental documents, reports, events, media reports etc.
- xvii. Conceive and develop a regular newsletter
- xviii. Any other task as assigned by PMIU and SED

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

- a) Sixteen Years education or above in relevant discipline or equivalent qualification from HEC recognized National / International University
- b) Atleast Five year's relevant post qualification experience of implementing communications programmes
- c) Knowledge of the public sector environment, ideally with a focus on education
- d) Knowledge of how to develop and implement strategic communication activities
- e) Strong copywriting skills, a grasp of the key elements of effective visual design and the management of publications
- f) Excellent team work skills, interpersonal skills, including speaking and making presentations.

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The Programme Monitoring and Implementation Unit (PMIU) of School Education Department Punjab is in receipt of funding from DFID in the form of grant-in-aid for the purpose of helping school councils for infrastructure improvement and rehabilitation activities. For this purpose, PMIU invites qualified individuals 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:

Terms of Reference/ Job Descriptions for Individual Consultant for Accounting

- Prepare budget, process and approve appropriate documents.
- Develop financial reports for various and projects as and when required
- Provide financial advice to PD, PMIU
- Prepare utilization reports as and when required preferably on monthly basis
- Establish a financial reporting system for the programme that ensures robust financial tracking of existing expenditures and adequately informs about future cash flow requirements.
- Liaise with DFID and schools, if required.
- Advising on financial matters and implementing sound financial management practices, including providing support in prioritizing payments and financial obligations to manage cash flows.
- Any other duties assigned by the organization.

**Qualifications**

- Atleast 16 years education in Accounting & Finance/ACMA/ACCA/CA or equivalent qualification from International/National university recognized by HEC
- Minimum 2 years relevant work experience. Preference will be given to experience with public sector
- Strong analytical skills to evaluate and analyze data
- Excellent English written and communication skills for coordination with donors, stakeholders.

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