

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 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 for a period of one year:

Consultancies under PESP-III

S.No	Area of Consultancy Services	Qualification & Experience
1	Communication Specialist	<ul style="list-style-type: none"> • Sixteen years education or above in relevant discipline or equivalent qualification from HEC recognized National / International University • Atleast 5 years relevant post qualification experience in implementing communication programmes
2	Programme Officer (Monitoring)	<ul style="list-style-type: none"> • Atleast 16 years education in Social Sciences or equivalent qualification from International/National university recognized by HEC • Minimum 2 years work experience
3	Contract Management Specialist	<ul style="list-style-type: none"> • MBA, Master's Degree in Economics/Finance /Accounting/ ACCA / CA/Engineering (sixteen years of education). Contract management and project management related qualification/certifications will be accorded due weightage • At least 5 years of relevant experience

Consultancies under DFID Programme

S.No	Area of Consultancy Services	Qualification & Experience
1	Monitoring & Evaluation	<ul style="list-style-type: none"> • Atleast 16 years education in any Social Science or equivalent qualification from HEC recognized National / International University • Atleast 2 years relevant post qualification experience

2	Accounting	<ul style="list-style-type: none"> • Atleast 16 years education in Accounting & Finance/ACMA/ACCA/CA or equivalent qualification from International/National university recognized by HEC • Minimum 2 years work experience. Preference will be given to experience with public sector
3	Science Education Specialist	<ul style="list-style-type: none"> • Atleast 16 year's education in the subject of education or equivalent qualification from HEC recognized National / International University. Preference will be given to candidates with a background in science. • Minimum 2 years experience

ToRs can be downloaded from: 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 June 03, 2019 till 3.00 PM. Only shortlisted candidates will be called for interview.

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

Consultancies under PESP-III

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 in 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.

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 (MONITORING)

Terms of Reference for the Position of Programme Officer (Monitoring)

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 Background and Objective

The Government of the Punjab (GoPb) has received financing from the World Bank for the Third Punjab Education Sector Project (PESP III) with the objective of improving school participation and student achievement in the Punjab. PESP III includes a Technical Assistance Component, which allows the School Education Department to hire consulting services to provide strategic support to the GoPb in achieving its Education Goals.

1.4 Project Context & Description

1.4.1 Third Punjab Education Support Project (PESP III) is the third in the series of reform projects supporting the Government of Punjab's larger education reform program. The project focuses on increasing access and improving the quality of education in Punjab with a particular focus on the ten least performing districts (in terms of enrollment and numbers of out of school children). The Project has 9 reform areas which are within the GoPunjab's larger Education Goals 2018. These include: (i) vouchers for children to attend low cost private schools; (ii) public private partnerships in education; (iii) stipends to girls in secondary school; (iv) early childhood education; (v) improved teaching and learning; (vi) support to non-salary budgets to schools; (vii) merit based recruitment and teacher rationalization; (viii) support to student assessment systems; (ix) data management strengthening.

1.5 Objective of the Assignment:

We are hiring the services of Programme Officer (Monitoring) to monitor the implementation of the Third Punjab Education Sector Project (PESP III).

1.6 Scope of Work:

The key tasks and responsibilities to be accomplished by the Programme Officer (Monitoring) are as follows:

Specific Tasks:

1. Develop a strong understanding of the school education system in Punjab in terms of past progress, challenges and interventions being implemented.
2. Review literature relevant to the Third Punjab Education Support Project (PESP III).
3. Monitor progress on PESP III DLIs
4. Review of TA firm deliverables & ensure quality output
5. Monitor the progress against targets for specific research assignments including the design development and piloting of survey instruments and data collection methodologies/instruments
6. Coordinate with other stakeholders involved in education sector reforms in arranging meetings & presentations and monitor their achievements
7. Leverage data to gain insights and drive delivery
8. Monitor the progress against targets for tasks and activities of PMIU
9. Develop and maintain an education evidence database using internal documents and literature
10. Any other work as assigned by the Programme Director.

1.7. Qualifications

- At least 16 years education in Social Sciences or equivalent qualification from International/National university recognized by HEC
- Minimum 2 years work experience
- Strong analytical skills to evaluate and analyze data
- Excellent English written and communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality reports for the PMIU.

**Terms of Reference for Hiring the Services of Individual Consultant as
Contract Management Specialist**

PMIU intends to procure the services of Contract Management Specialist with following responsibilities:

Deliverables/Specific Outputs Expected

- Oversee the verification of invoices received against goods receipts and contracted prices prior to approving the processing of such invoices for payment;
- Administer contract performance, including delivery, receipt, warranty, damages and insurance;
- Monitor the progress of contracts signed with suppliers / consultants ensuring that all policies/procedures and requirements are fully complied with by them as per the terms of the contracts
- Review, revise, and clear purchase orders and contracts prior to forwarding them for approval to appropriate official / forum;
- Supervise the maintenance of relevant internal databases and files, monitor contractual agreements, direct provisioning contracts and inform users affected of contractual rights and obligations;
- Provide support to PMIU in matters of audit, litigation and dispute resolution related with all kinds of procurement;

Profile /Qualifications

- MBA, Master's Degree in Economics/Finance /Accounting/ ACCA / CA/Engineering (sixteen years of education). Contract management and project management related qualification/certifications will be accorded due weightage
- At least 5 years of experience; after acquiring stipulated qualification, with demonstrative effectiveness, in providing technical support on contract administration issues.
- Experience on donor funded projects would be accorded more weightage.
- Very good understanding of government functioning and protocols as evidenced in the past experience of candidate.
- Ability to correctly understand and interpret Procurement/ Contract Laws, Rules and Regulations
- The individual should have extensive knowledge of national / provincial rules and regulation.
- Should be fluent in the language for communication defined in the Contract and should have expertise in the interpretation of contractual documents.
- Excellent IT skills including MS Office applications such as Word, Excel, power point and Outlook
- Good English verbal & written communication skills, knowledge of local language and familiarity with project area is essential

Consultancies under DFID Programme

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

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 For Monitoring and Evaluation

Key tasks and responsibilities of the consultant are outlined below:

- Prepare and implement a Monitoring & Evaluation Framework of the activities
- Provide technical input to PMIU, SED and donors as and when required
- Coordinate and liaise with the stakeholders for provision of information in the manner they require
- Make suggestions for improved decision making and implementation thereon
- Any other task assigned by the Programme Director, PMIU.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Atleast 16 years education in any Social Science or equivalent qualification from HEC recognized National / International University
- Atleast 2 years relevant post qualification experience

Skills/Abilities:

- The candidate should be familiar with broader education issues in Pakistan and lead the Monitoring Agenda and priorities set by PMIU.
- Strong communication, presentation and inter-personal skills are highly valued.
- Good Computer skills with excellent knowledge of excel
- Understanding of procedures and functioning of the Government
- Able to work well in a team environment
- Able to manage multiple tasks and meet deadlines

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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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The Programme Monitoring and Implementation Unit (PMIU) of School Education Department, Government of the Punjab is in receipt of funding from DFID in the form of grant-in-aid for the purpose of helping schools to rehabilitate its education infrastructure including science and computer laboratories and libraries. For this purpose, PMIU requires services of a qualified consultant / expert having relevant qualification and experience for a period of ten months.

Terms of Reference (ToRs) for Education Specialist

- i. The consultant will be part of the Project Implementation Team (PIT) hired solely for the purpose of implementing school construction and rehabilitation activities under DFID funding at PMIU. The PIT will work directly under the supervision of the Programme Director.
- ii. All the activities have to be completed by March 2020.
- iii. The consultant will lead the activities for the rehabilitation and revitalization of science labs, computer labs and libraries in selected public schools. In this task, he will be supported by other members of PIT.
- iv. The consultant will show high level of expertise and skills in coordinating and leading the activities.
- v. The consultant will have to skillfully lead the consultant firm(s) hired for the purpose of designing, planning and implementing the activities.
- vi. The consultant will take necessary steps to ensure regular and effective monitoring, evaluation and reporting of all the relevant activities.
- vii. The consultant will coordinate with all the stakeholders for timely project completion within specified time and budget.

Required Qualification and Experience:

- At least sixteen years education in the field of education or equivalent from an international or national university (recognized by HEC). Preference will be given to candidates with a background in science.
- Minimum two years relevant work experience
- Strong drafting and analytical skills
