

TERMS OF REFERENCE

**PROGRAMME MONITORING AND IMPLEMENTATION UNIT
School Education Department
Government of Punjab**

THIRD PUNJAB EDUCATION SECTOR PROJECT

TECHNICAL ASSISTANCE

TO THE

ISLAMIC REPUBLIC OF PAKISTAN

PUNJAB PROVINCE

FOR

**HIRING OF AN INDIVIDUAL CONSULTANT AS
MONITORING & EVALUATION SPECIALIST**

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 (GoPunjab) has received financing from the World Bank for the Third Punjab Education Sector Project (PESP-III), includes a Technical Assistance Component, which allows the School Education Department to hire consulting services to provide strategic support to the GoPunjab in achieving its Education Goals.

1.4. Hiring of a Consultant

Under the Third Punjab Education Sector Program the Government of the Punjab is seeking an experienced individual consultant as Monitoring & Evaluation Specialist to lead the implementation, working directly under the Programme Director, PMIU for properly devising a strategy and implementation thereon as enshrined in the Project Appraisal Document (PAD) agreed with the donor by Government of the Punjab.

2. SCOPE

2.1 Monitoring and Evaluation has been core function of PMIU-PESRP since its inception. There are more than 52,000 schools in the province. PMIU collects data from all these schools on monthly basis to monitor the performance of school education service delivery system on various indicators. The data so collected plays a critical role in informed-decision making. All the donors and other stakeholders linked with education frequently use the data maintained by PMIU. Further, to encourage a positive competition amongst the districts, a mechanism of district ranking has been put in place under which all 36 districts of the province are ranked against notified performance indicators. Continuous alignment of the evaluation indicators with changing dynamics in the sector is direly needed.

2.2 In addition, District Monitoring Officers and Monitoring & Evaluation Assistants are key players in the monitoring hierarchy of the PMIU. Structured evaluation of their performance on monthly basis is critical. Hence PMIU needs to review and institutionalize the performance management mechanisms both for DMOs as well MEAs.

2.3 For all the activities mentioned above, services of a M&E Specialist are required by PMIU. Since it is a continuous activity, the services are required to be hired by engaging the person on monthly basis at a lumpsum package as per the World Bank Guidelines.

3. KEY TASKS AND RESPONSIBILITIES

3.1 Key tasks and responsibilities of the consultant are outlined below:

- Finalize and implement Punjab Provincial Monitoring Framework

- Review the present indicators for district ranking and refine the mechanism in consultation with stakeholders including PMIU, School Education Department, CM Roadmap Team and Special Monitoring Unit;
- Review the mechanism of school monitoring with a view to minimize the element of predictability in the monitoring visits by MEAs;
- Suggest ways to improve quality of school data submitted by the Monitoring & Evaluation Assistants (MEAs);
- Suggest ways to improve conduct of annual census of the public schools;
- Assist School Education Department in developing and implementing a robust system for performance management of the Assistant Education Officers (AEOs)
- Provide technical input to PMIU, SED and donors as and when required
- Coordinate and liaise with the World Bank and other stakeholders for provision of information in the manner they require
- Make suggestions for improved decision making and implementation thereon
- Coordinate the process for updating policy and procedure documents in the areas of monitoring and evaluation, where required
- Any other task assigned by the Programme Director, PMIU.

4. PREFERRED QUALIFICATIONS & EXPERIENCE:

- Master Degree or above in any Social Science or equivalent qualification from HEC recognized National / International University
- Atleast 5 years relevant post qualification experience in Public Sector

Skills/Abilities:

- The candidate should be familiar with broader education issues in Pakistan and lead the Monitoring Agenda and priorities set by PMIU.
- The candidate should have a strong aptitude for research with a demonstrated ability to produce reports with quantitative analysis.
- 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 lead with minimal supervision
- Able to work well in a team environment
- Able to manage multiple tasks and meet deadlines

5. Selection Method:

The consultant will be selected in accordance with the procedures set out in Section V ‘Selection of Individual Consultants’ World Bank’s Guidelines; Selection and Employment of Consultants by World Bank Borrowers January 2011 (Revised July 2014).

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**

Identification No. Loan No 86200

Contact No.PMS/1/2018

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 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.

S.No	Name of Post	No. of Position	Qualification	Experience	Salary Package
1	Monitoring and Evaluation Specialist	1	Master Degree or above in any Social Science or equivalent qualification from HEC recognized National / International University	Atleast 5 years relevant post qualification experience in Public Sector	Market based remuneration on monthly basis

ToRs can be downloaded from: www.pesrp.edu.pk. Qualified female candidates are encouraged to apply. Consultant 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). Curriculum Vitae (CV), copies of educational degrees/certificates/experience certificates, and CNIC must be attached with CV. Above position is merit based and located at Lahore. Interested candidates should apply by October 22, 2018 till 3.00 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