

Job Description and Requirements for Training Coordinator PHCIP

Background

The Government of Punjab (GoPb) is implementing the **Punjab Human Capital Investment Project** (PHCIP) with the assistance of the World Bank to increase the utilization of quality health services, and economic and social inclusion programs, among poor and vulnerable households in select districts in Punjab.

The project has the following components:

Component 1: Health services quality and utilization (approximately US\$115 million equivalent):

This component aims to improve the availability and utilization of high impact, cost efficient health services by pregnant and lactating women (PLWs), as well as children living in poverty, through improvements in healthcare service delivery and a nutrition-sensitive CCT program.

Component 2: Economic and social inclusion (approximately US\$65 million equivalent):

- a. **Economic Inclusion:** This sub-component aims to support income-generating activities of young parents (ages 18 to 29) from poor and vulnerable households who have children under the age of 5, through: (i) a labor market (LM) readiness package providing training on basic literacy, numeracy, financial literacy and business skills, (ii) livelihood support through asset transfer (cash or in-kind), and (iii) intensive coaching.
- b. **Social Inclusion for Education:** This sub-component aims to strengthen select education initiatives in Punjab to support the inclusion of poor and vulnerable households and help ensure their children build a strong foundation.

Component 3: Efficiency and sustainability through social protection services delivery systems and project management (approximately US\$20 million equivalent). This component will involve modernizing and improving coordination and interoperability of Punjab's SP systems and programs by strengthening the administrative, operational, policy and planning functions and capabilities of the Punjab Social Protection Authority (PSPA), including establishing a SP service delivery platform.

Role of Foundational Learning Cell

The Foundational Learning Cell will be instituted at the PMIU Lahore to provide oversight on the monitoring and implementation of the PHCIP in Punjab. The unit will be responsible for key functions of service delivery under PHCIP, including project planning, implementation, staff development, quality assurance and monitoring and evaluation (M&E). It will be responsible for preparing and executing a detailed implementation plan for PHCIP, including key activities like strengthening the quality of ECE classrooms in the PHCIP districts, establishment of reading corners in pre-primary to Grade 3, teacher training, and budget and planning. The unit will also be responsible for coordinating with apex educational institutions and district governments and extend implementation support to SED stakeholders involved in the PHCIP.

Objective

The main objective of the Training Coordinator is to plan, coordinate, manage, execute, analyze and assure quality trainings for ECE and Early Years Interventions under PHCIP. The trainings may held in Lahore, South Punjab Secretariat or Project districts (Bahawalnagar, Bahawalpur, Bhakkar, Dera Ghazi Khan, Khushab, Layyah, Lodhran, Mianwali, Muzaffargarh, Rahim Yar Khan, Rajanpur) in the Punjab. Foundational Learning Cell, PMIU is situated in Lahore.

Job Description

1. Should customize and contextualize understanding of the different PHCIP modes of trainings, e.g., Face to face , online and Internship
2. Conduct Training evaluations;
3. Check the effectiveness of the training and verify the training services provided by consulting firms;
4. Assist in overall management of outsourced training events
5. Monitoring and evaluation of trainings;
6. Maintain training record of all districts /participants of the training;
7. Coordinate with the consulting firms selected for training;
8. Coordinate with QAED, District Education Authorities and all concerned;
9. Support trainers and facilitators in designing and developing training agendas and materials;
10. Contribute to the choosing of appropriate training methods and materials;
11. Design and develop concept notes of training sessions and TOR of trainers, facilitators and other consultants engaged for the training programmes;
12. Manage all the logistics for the training sessions and support trainers in the delivery of training sessions through organisation of necessary materials, facilities, equipment and refreshments;
13. Maintain training attendance, rosters, records, and facilitator/attendee training materials;
14. Assist in Finalizing the detailed design of the practical training courses;
15. Ensure that each training is well-prepared and is of high training standards, reflecting current thinking on effective training methods, and makes use of technological innovations for interaction, data sharing and conducting assignments and lecture sessions.
16. Support, monitor and supervise each training, trouble shoot and assist where needed and ensure each training is of high standards and well evaluated to assess the skills gained by participants and obtain their feedback. Explore the idea of conducting a pilot for each training. Distil lessons learned and identify follow-up steps.
17. Record keeping for future use, and made available for all participants and other staff through relevant database;
18. Prepare quarterly and annual progress reports;

19. Concept notes that spell out the details of each training, including the exact training objective, targeted audience and selection criteria for participation, training modalities including online and face-to-face mix, training logistics, required training material, datasets to be used and prepared, uploading of software packages.
20. Develop proposals for follow-up steps including trainings and or other technical support where needed to address remaining issues and shortcomings to make sure participants will be well able to apply the skills into their day-to-day work.
21. Any other relevant task assigned and by the Competent Authority

Qualification and Experience

Qualifications

- At least Master's degree or equivalent (sixteen years of education in Education / Teacher Education or a relevant discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Certification in Teacher Training/ Teacher professional development or relevant area shall be accorded due weightage.

Experience

- At least eight (8) years of documentary verifiable relevant experience in the public or private sector at national/International organizations preferably in Human Resource/Professional Development.
- Experience in development, coordinating, managing and conducting both small-scale and large-scale trainings for relevant interventions.
- Should preferably have experience of teaching / training in child-centered pedagogy

Skills Required

- Excellent verbal and written communication skills.
- Demonstrated report-writing skills.
- Proficient in using MS Office (Word, Excel, & Power Point).

Selection Method

The appointment of staff shall be made as per applicable rules/policy of the Government.