Terms of Reference (ToRs)

1. Provincial Coordinator (01 Position)
- Location: PMIU-PESRP, Lahore
- Reports to: Programme Director, PMIU-PESRP

Role Summary
The Provincial Coordinator will be responsible for coordinating School Meal Program across districts, ensuring effective implementation, reporting, and communication between the PMIU, district level DEA offices and all the stakeholders.

Key Responsibilities
- Coordinate with District and Tehsil Coordinators for smooth execution of project activities.
- Monitor implementation progress and identify bottlenecks for resolution.
- Liaise with relevant government departments, Monitoring Agencies and stakeholders for approvals and updates.
- Consolidate district level data and provide regular reports to PD- PMIU.
- Lead in planning, budgeting, and documentation of School Meal Program.
- Ensure alignment of field activities with project goals and timelines.
- Any other task assigned by PD PMIU.

Qualifications & Experience
- Minimum 16 years of education in Management Sciences, Public Administration, Social Sciences, Humanities or a related field.
- At least 5 years of relevant experience, including 3 years in the public sector.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other IT tools essential for data management, reporting, and communication.

Skills Required
- Strong coordination and communication skills.
- Excellent documentation and report writing abilities.
- Familiarity with government procedures and project implementation frameworks.
- Proficiency in MS Office tools.

2. Data Analyst (01 Position)
- Location: PMIU-PESRP, Lahore
- Reports to: Provincial Coordinator

Role Summary

The Data Analyst will manage, analyze, and visualize project data to support evidence-based decision making for School Meal Programs.

Key Responsibilities

- Analyze large datasets to identify trends, gaps, and insights.
- Develop dashboards and visualizations using tools like Power BI or Tableau.
- Support monitoring and evaluation of key project indicators.
- Clean and validate incoming data for accuracy.
- Collaborate with field teams to ensure timely and quality data reporting.
- Any other task assigned by PD PMIU.

Qualifications & Experience

- Minimum: 16 years of education in Computer Science, Data Science, Statistics, or related fields
- At least 2 years of relevant and verifiable experience in data analysis.
- Proficiency in Excel, SQL,Python/R,

Skills Required

- Strong analytical and statistical skills.
- Proficiency in MS Excel, SQL, R/Python, and visualization tools.
- Experience with education datasets preferred.
- Ability to work independently under tight deadlines.

3. Data Engineer (01 Position)

- Location: PMIU-PESRP, Lahore
- Reports to:Provincial Coordinator

Role Summary

The Data Engineer will design, manage, and maintain robust data infrastructure for storing and accessing School Meal Program data efficiently.

Key Responsibilities

- Develop and manage data pipelines and ETL processes.
- Ensure data security, backup, and integrity.
- Automate regular data extraction and transformation tasks.
- Collaborate with data analyst and M&E/ Field teams.
- Any other task assigned by PD-PMIU.

Qualifications & Experience

- Minimum: 16 years of education in Computer Science, Data Science, Statistics, or related fields
- At least 2 years of relevant and verifiable experience.
- Proficiency in Excel, SQL,Python/R,

Skills Required
- Proficiency in SQL, Python, and database management systems (e.g., PostgreSQL, MySQL).
- Familiarity with data governance and security protocols.

4. Divisional Coordinator5 (04 Positions)
- Location: PMIU-PESRP, Lahore
- Reports to: Provincial Coordinator

Role Summary
Divisional Coordinator will support the planning, execution, and reporting of the division assigned to them.

Key Responsibilities
- Assist Provincial Coordinator in preparing reports, presentations, and documentation.
- Support monitoring visits, field coordination, and stakeholder communication.
- Conduct data entry, analysis, and ensure record-keeping.
- Coordinate logistics and administrative tasks for project activities.
- Any other task assigned by PD-PMIU.

Qualifications
- Minimum 16 years of education
- 2 years of relevant and verifiable experience
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other IT tools essential for data management, reporting, and communication.

Skills Required
- Strong organizational and multitasking abilities.
- Good verbal and written communication skills.
- Proficiency in MS Office.

5. District Coordinators (08 Positions)
- Location: CEO (DEA) Offices across selected districts
- Reports to: Provincial Coordinator

Role Summary
District Coordinators will oversee and support project implementation at the district level, ensuring alignment with provincial directives.

Key Responsibilities
- Coordinate with Tehsil Coordinators and district education officials.
- Monitor school-level interventions and collect implementation data.
- Submit regular progress updates and flag operational challenges.
- Organize training, awareness, and review sessions in the district.

- Remove any bottleneck at the District level.
- Any other task assigned by PD-PMIU.

Qualifications & Experience
- Minimum 16 years of education
- 2 years of relevant and verifiable experience
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other IT tools essential for data management, reporting, and communication.

Skills Required
- Strong interpersonal and communication skills.
- Ability to work with district officials and manage field teams.
- Good command of data reporting tools (Excel, email, etc.)

6. Tehsil Coordinators (30 Positions)
- Location: Various Tehsils across Project Districts
- Reports to: District Coordinator

Role Summary
Tehsil Coordinators will serve as frontline implementation support officers, working closely with schools to ensure delivery of initiatives.

Key Responsibilities
- Visit schools to monitor implementation of assigned interventions.
- Provide logistical support for field activities.
- Collect, verify, and report data to District Coordinators.
- Facilitate communication between schools, the district office and other stakeholders.

Qualifications & Experience
- Minimum 16 years of education
- 2 years of relevant and verifiable experience
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other IT tools essential for data management, reporting, and communication.

Skills Required
- Willingness to travel within the tehsil regularly.
- Basic data collection and reporting skills.
- Strong interpersonal and coordination abilities.