

## **TORs for Short-term Consultants under ASPIRE**

In order to strengthen the Project Coordination Unit (PCU) and enhance the overall efficacy of the ASPIRE programme, there is a need for increased human resource deployment (as consultants) on a short-term basis (consultants for initially six months' period) in order to effectively manage the extensive impact of the project in question.

The recruitment will be made on Quality Based Selection (QBS) criteria based on single stage two envelop.

The candidates are required to submit their Technical Proposals, at following address, to identify how they will complete their respective TORs along with separate Financial Proposals.

**Project Coordination Unit (PCU)  
Ministry of Federal Education & Professional Training  
Pakistan Manpower Institute Building  
Shahrah-e-Suhrwardy, near Zero Point  
Sector G-7/1  
Islamabad.**

The Technical Proposals will be opened on 21<sup>st</sup> March, 2022 at 10:30 am. Once the highest-ranked technical proposal is determined, the corresponding financial proposal would then be opened.

For guidance the Project Appraisal Document (PAD) and a brief presentation of the ASPIRE project are uploaded on Ministry's website at <http://www.mofept.gov.pk>

### **1. Coordination and Implementation Specialist**

The Coordination and Implementation Specialist will be responsible for preparation of project planning, and assist Project Director in coordination and execution of project activities, while ensuring inclusivity and equitability. It will be hired on lump sum basis for initial period of two years (extendable).

#### **TORs:**

1. Oversee, coordinate, and provide guidance on implementation for ASPIRE project currently being implemented by the MoFEPT.
2. Finalize project implementation documents and ensure timely delivery of outputs in consultation with experts from government and relevant stakeholders.
3. Coordinate with provincial governments and provide necessary guidance for implementation of projects, including monitoring and reporting at provincial and school levels.
4. To provide assistance and guidance on necessary compliances, including monitoring and evaluation, social Work under ASPIRE for the World Bank.
5. Assist MoFEPT in identification, planning, preparation and implementation of project on technical aspects, including social sustainability.
6. Liaise with all relevant stakeholders including provincial governments, MoFEPT, and the World Bank to strengthen communication, coordination, and collaboration.
7. Prepare, in close coordination with Mo/FE&PT PCU personnel, technical and administrative reports of the project for MoFEPT and the World Bank.
8. Ensure that work plans and costs are aligned with the activities and budget approved by the MoFEPT.
9. Identify and report on implementation bottlenecks and advice PCU personnel on how to overcome them.

10. Ensure all project activities are inclusive, equitable and gender responsive.
11. Provide strategic input to MoFEPT on strengthening procedures and institutional processes.
12. Having strong knowledge and expertise related to gender equality and social inclusion
13. Undertake capacity building and awareness raising activities for the PCU/MOFEPT staff, provincial governments, school staff, contractors, students, and other stakeholders.
14. Other activities relevant for the fulfillment of the position's objectives.

**Qualifications:**

- University degree with at least 16 years of schooling in social sciences, development studies, or public policy/administration and Management Sciences.

**Experience and Skills:**

- A minimum of five years' experience working in policy and development and/or public sector
- A thorough understanding of public sector processes and World Bank guidelines and instruments
- Strong research and analysis skills
- Technical and applied knowledge of gender and social safeguard principles
- Knowledge of analytical frameworks and international education frameworks/best practices
- In-depth knowledge of Pakistan's education sector and policy environment
- Prior experience in project management, collaborating with international donors.
- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Proven track record of producing high quality strategy documents and coordinating with multiple stakeholders.
- Good facilitation skills for convening outcome-oriented discussions with stakeholders.
- Understanding of project management requirements, tools, responsibilities.

**Preference will be given to candidates who exhibit the following:**

- Strong organisational skills and attention to detail required
- Motivation to learn and adapt in a fast-paced work environment.
- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of international development issues
- Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet project needs.
- Excellent communication skills.
- Excellent organisational skills and ability to manage multiple tasks at the same time
- Excellent command over Microsoft Word, Excel, PowerPoint

**2. Monitoring & Evaluation (M&E) Expert**

**Minimum Qualification Requirements**

The M&E Specialist will have a graduate qualification in development economics, social science or other related field (higher qualification is an advantage), with at least 5 years of relevant background and experience in monitoring and evaluation of government and donor assisted projects in Pakistan. Experience of World Bank funded projects will be an advantage. The candidate must have prior demonstrated experience in designing and implementing M&E systems in a multi- faceted Project.

Candidate must have excellent communication and presentation (oral and written) skills in Urdu and English. First rated Reporting skills with ability to produce infographics and data analysis sheets. Excellent interpersonal skills.

### **Duration**

Initial duration of consulting service for the M&E expert is 6 months, with an approximate beginning in early 2022. The contract may be renewed if need of services is deemed necessary and also based on the performance of the expert.

### **TORs**

The M&E Expert will deliver the specific tasks as follows:

1. Develop methodologies, data collection instruments, and analytical procedures for monitoring and evaluation of the projects' economic, progressive and social impacts;
2. Assist with the establishment of relevant project benchmark data, and plan and supervise the collection and any additional benchmark data required through provincial situation analysis;
3. Prepare high quality project progress and monitoring reports for sharing with the Ministry and World Bank as per expected quality standards of reporting
4. Develop presentations of project key aspects as desired by the Ministry and World Bank
5. Train relevant Government National and Provincial Staff in data collection procedures as required during project implementation;
6. Plan and supervise the regular collection of data to monitor and evaluate the effects on poverty reduction and the economic benefits of the pre-established and provided educational ecosystem and the effects of COVID-19 on the education milieu in question
7. Plan and supervise the regular collection of data to monitor and evaluate the level of direct enrollment of OOSC generated under the project, and the targeting of this enrollment on vulnerable communities in question, including but not limited to religious and gendered minorities;
8. Plan and manage the conduct of surveys and studies, to assess the impact of project investments on and targeted COVID-19 education response
9. Design and manage the conducting of special studies of the economic and social impacts as required, including preparation of terms of references;
10. Carry out the analysis of the data collected;
11. Prepare a reporting schedule that facilitates the progressive assessment of the project's development objectives; and
12. Prepare the reports according to the approved schedule, reporting progress and any issues of concern.

### **Preference will be given to candidates who exhibit the following:**

- Strong organizational skills and attention to detail required
- Motivation to learn and adapt in a fast-paced work environment.
- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of international development issues
- Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet project needs.
- Excellent communication skills.
- Excellent organisational skills and ability to manage multiple tasks at the same time

- Excellent command over Microsoft Word, Excel, PowerPoint

### **3. Training/ Education Experts (To be housed in FDE)**

#### **Minimum Qualification Requirements**

The candidate must have a graduate qualification in development economics, education, development studies, gender studies, social science or other related field (higher qualification is an advantage), with at least 10 years of relevant background and experience. Previous experience that aligns with objectives of education, curriculum, digital and distance learning, education techniques in emergencies, teacher pedagogy and content, school leadership training, master trainers' capacity building are preferred prior experiences. Candidates must have excellent communication and presentation (oral and written) skills in Urdu and English. Previous experience of working in World Bank and Government Education projects will be an advantage, experience with another donor funded project is also important. Excellent interpersonal skills.

#### **Duration**

Initial duration of consulting service for the Procurement expert is 6 months, with an approximate beginning in early 2022. The contract may be renewed if need of services is deemed necessary and also based on the performance of the expert.

#### **TORs**

Under the guidance of the Project Director, the Training Expert will be responsible for all aspects regarding the design and execution of trainings; ensuring that this is carried-out with transparency and efficacy and meets the objectives of the Project.

More specifically, the Consultant will:

1. Provide training on the curriculum integration under Single National Curriculum requirements to the selected participants under the project
2. Provide training to the FDE relevant staff (teachers and head-teachers) on tech-enabled pedagogy, digital and distance learning skills, school leadership, better classroom management, use of technology in classrooms,
3. Assist provincial staff in aspects at serial 2 to training master trainers for onward training of district machinery,
4. Plan and monitor skills gap analyses carried out by outsourced consultants in a timely manner for the project cycle, to ensure that the deliverables are to a high quality, reflect the needs of the targeted COVID-19 education response, as well as learning for OOSC and at-risk students, and meet the objectives of the Project.
5. Draft the Terms of Reference for the Training Providers based on the Needs Assessment and provide Technical input to the Procurement process.
6. Coordinating and supervising consultants in charge of the curricula design, and training provision in the areas of both technical and soft skill training.
7. Review the training methods proposed by the firms to ensure that these draw on the best possible international practices and are appropriate for the target population
8. Review the training methods proposed by the firms to ensure that these draw on the best possible international practices and are appropriate for the target population
9. Identify distance learning methods to ensure that the training is appropriate for vulnerable population within the scope of the project, including but not limited to gender and religious minorities
10. Review the monitoring reports submitted by the training providers to ensure that these are complete and submitted according to the terms of the Contract

11. Coordinate the provision of the key deliverables within each of the Project provinces, in close coordination with the Field Officers, so that said deliverables are provided according to the implementation plan.
12. Review and provide input to the M&E system, forms, data collection and analysis to ensure that it accurately tracks the activities within the Project and assesses progress in implementation.
13. Liaise closely with external partners and outsource training providers,
14. Provide monthly written reports on activities to the Project Director, as required.
15. Perform other duties emerging in the frame of this Terms of Reference.

**Preference will be given to candidates who exhibit the following:**

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- Ability to manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
- Demonstrate an understanding of international development issues
- Demonstrate initiative and ability to work independently and as a member of a team to coordinate and/or lead the efforts to effectively meet project needs.
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**4. Young Professionals (6)**

These young professionals will be full-time contract employees, making significant contributions to their respective projects' work programs. *(One Young Professional will be housed in FDE).*

**Minimum Qualification Requirements**

The candidate must have a graduate qualification (16 years of education/BS/Master) in Management, Economics, Finance, development studies, Gender Studies, Education Planning Management with at least 0-2 years of relevant background and experience in areas of project management/NGO sector.

**Duration**

Initial duration of Young Professional will one year. The contract may be renewed if need of services is deemed necessary.

**TORs**

1. Assist in implementation of programs/project activities of the ASPIRE project
2. Coordinate/conduct/ Participate in meetings related to various programs and activities.
3. Manage record keeping and reporting, as it relates to assigned programs/projects activities.
4. Manage diverse activities and to meet deadlines required; flexibility to changing situations and priorities desired.
5. Carry out research – primary and/or desk/secondary research for supporting the relevant policy areas. Desk research will include books, journals, reports, official documents, news and periodicals, and other online sources.

6. Execute all project-related tasks including making briefs, presentations, creating databases, spreadsheets, drafting reports and all other work assigned with their team lead.
7. Coordinate with different stakeholders, manage specific components of certain technical activities and assist with day-to-day project management activities.
8. Identify, source and process datasets for generating high-quality analytical outputs to contribute to the evidence pool.
9. Participate in consulting engagements to support the scope of work for designated projects.
10. Coordinate closely with the other colleagues at the Ministry, provincial education departments, World Bank and PCU for developing, launching and tracking activities under the project.
11. Interact closely with other team members for inputs and knowledge sharing.
12. Participate in meetings and prepare briefs to document discussions and notes.
13. Liaising with internal and external stakeholders to accomplish tasks where required
14. Continually striving to drive improvements in the operation
15. Developing and implementing prototype IT solutions to drive operational efficiencies.

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