

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

Country: Pakistan

Name of Project: Digital Economy Enhancement Project

Credit No: 7514-PK

Assignment Title: Implementation and Coordination Expert

Reference No.: PK-MoITT-469365-CS-INDV

The Government of Pakistan has received financing from the International Development Association (IDA) toward the cost of Digital Economy Enhancement Project (DEEP) and intends to apply part of the proceeds for consulting services, which shall be implemented by the Ministry of IT and Telecom.

The consulting services (“the Services”) include professional expertise of **“Implementation and Coordination Expert”** at a monthly lump sum remuneration. The Ministry of IT and Telecom, being Project Management Unit (PMU) intends to hire services of **“Implementation and Coordination Expert”** for DEEP that can assist the project management in relevant field. The consultant, as an expert in the field, will provide quality advice maintaining the highest degree of integrity and ethical standards. The services of individual consultant shall be initially hired for a period of 12 Months.

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below or can be downloaded from <https://njp.gov.pk>

Ministry of IT and Telecom being Project Management Unit invites eligible candidates (“Consultants”) to indicate their interest in providing the Services as **“Implementation and Coordination Expert”** in Digital Economy Enhancement Project. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the expected Services. The services of individual consultant will be required /hired to assist project team on DEEP as per ToRs. The short-listing criteria are based on: (i) Qualification, (ii) Experience (iii) Additional Skills

The selected candidates will be required to present their original documents at the time of the interview. Submission of any false information will lead to immediate disqualification of the candidate at any stage of the hiring process.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” September 2023, setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0830 to 1630 PST.

Applicants shall apply online at National Job Portal www.njp.gov.pk.

Program Office (DEEP)

Ministry of IT and Telecom

7th Floor, Kohsar Complex

Pakistan Secretariat

F-5, Islamabad

Telephone: 051-9215621

Hiring for Individual Consultants Under DEEP

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	12 January 2025		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Implementation and Coordination Expert	Position ID	PK-MoITT-469365-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	12 Months

BACKGROUND

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

MoITT is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund.

PROJECT DESCRIPTION

The Digital Economy Enhancement Project (DEEP) aims at building the capacity of the Government to provide digitally enabled public services to citizens and businesses. The project will support the development of digital public infrastructure—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national citizen portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection.

In addition, DEEP will support a transition towards a digital inventory of administrative procedures and the development of an electronic single window—the Pakistan Business Portal (PBP)—integrated across all three layers of government for new and existing businesses to apply, renew, pay, and meet all their compliance needs. It will also promote civic innovation and digital inclusion.

OBJECTIVES OF THE ASSIGNMENT

The Implementation and Coordination Expert will oversee the implementation of project components, ensuring timely execution and compliance with guidelines. This role involves managing stakeholder relationships, coordinating with federal ministries and departments, provincial governments and international partners, and transforming digital laws and regulations to align with international best practices. The expert will identify gaps in local practices, promote innovative digital solutions, evaluate existing regulations, and develop strategies to overcome barriers to digital transformation.

The responsibilities include (but not limited to) the following:

- 1) Coordinate the implementation of project activities across various agencies and stakeholders.
- 2) Liaise with relevant federal ministries, departments and provincial governments to ensure coordination and uniformity in the implementation of project activities.
- 3) Ensure compliance with World Bank guidelines and Government of Pakistan regulations.
- 4) Facilitate communication and collaboration between project stakeholders, government agencies, international partners, and private sector entities.
- 5) Monitor and report on project progress, identifying bottlenecks and addressing any issues or delays.
- 6) Apprise PD, Project Steering Committee and MoITT on issues impeding the project implementation and suggests remedial measures.
- 7) Organize and participate in project meetings, workshops, and training sessions.
- 8) Prepare and submit regular progress reports to MoITT and the World Bank.
- 9) Provide support and guidance to project staff and partners as needed.
- 10) Manage project documentation and ensure proper record-keeping.
- 11) Transform digital transformation laws, rules, and regulations to align with international best practices.
- 12) Identify and adapt best local practices in digital transformation, addressing any gaps or conflicting issues in existing statues of other ministries and regulatory bodies.

- 13) Mapping of already installed systems, solutions, projects and legal mandate or provisions held with any federal or provincial ministries, bodies and agencies.
- 14) Highlighting mapped inventory list to other relevant teams of PMU and PD for integrating into own architectural design.
- 15) Promote the adoption of innovative digital solutions to enhance public service delivery.
- 16) Evaluate and propose amendments to existing regulations to facilitate digital transformation.
- 17) Conduct benchmarking studies to compare local practices with international standards.
- 18) Identify potential barriers to digital transformation and develop strategies to overcome them.

SCOPE OF THE ASSIGNMENT

The work of the Implementation and Coordination Expert will include the following tasks, among others:

- 1) Coordinate with federal and provincial ministries, departments, regulatory bodies and agencies to ensure smooth implementation of project activities.
- 2) Act as coordinating point of contact for all consultant and PMU teams to synergize the efforts for smooth and speedy execution and implementation.
- 3) Establish a report and returns mechanism with all teams of PMU, consultants, Project Steering Committee, MoITT and relevant government bodies.
- 4) Facilitate the resolution of any issues or conflicts that arise during project implementation.
- 5) Ensure effective communication and coordination among all project stakeholders.
- 6) Monitor project activities and ensure they are in line with project objectives and timelines.
- 7) Identify implementation risks and develop mitigation strategies.
- 8) Participate in review/evaluation of project progress and provide feedback to improve project outcomes.
- 9) Ensure compliance with all project guidelines and requirements.
- 10) Support the development and dissemination of project-related information and materials.

- 11) Establish and maintain strong working relationships with all stakeholders including federal ministries, divisions, regulators, departments, agencies and provincial governments to foster collaboration and knowledge transfer.
- 12) Review existing laws, rules, regulations of ministries, statutory entities, departments, regulatory bodies and identify enabling provisions to further exploit for implementation of digitization in relevant sector or area.
- 13) Identify already installed technical systems or solutions by any government entities and ensure integration as part of project.
- 14) Coordinate with relevant stakeholders and entities to identify conflicting matters pertaining to statutory mandate/ role and propose measures to delineate.
- 15) Propose amendments in national level rules and regulations to streamline implementation of digital transformation.
- 16) Develop and implement digital transformation policies and frameworks.
- 17) Conduct regular assessments of successful contemporary models implemented globally with a view to identify strategies and areas for improvement in local digital initiatives.
- 18) Engage with subject matter experts (national/ international) to incorporate global best practices into local implementation.
- 19) Engage with concerned federal & provincial ministries, departments, agencies for integration of planned/ implemented digital initiatives for a converged effort under this project to avoid duplication of efforts and ensure economy of scale.
- 20) Facilitate the integration of innovative technologies and approaches to enhance project outcomes.
- 21) Develop training programs for stakeholders on new digital policies and practices.
- 22) Create a feedback mechanism to continuously improve digital transformation efforts.
- 23) Create awareness through media campaigns for educating the masses regarding efficacy and potential benefits of the project to raise the user readiness status.
- 24) Engage Higher Education Institutes for research-based academia input to enhance the digital initiatives outcomes of the project.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years of education from a reputable/HEC recognized university in ICT related discipline (Information Technology, Computer Science, Electrical, Telecom, Computer Engineering, Engineering Management etc.), Project Management, Public Administration, Business Administration, or a related field.
- 2) Minimum of 10 years of overall post-qualification work experience, preferably in international organizations or working with government entities, agencies and regulatory bodies dealing with C&IT matters.
- 3) Having strong knowledge of national laws, policies, rules, regulations and understanding of various government bodies mandated to promote digitalization in their related sector in the country and dealing with Data, IT, Telecommunication, Cyber, Data privacy and related fields.
- 4) Experience in formulation of strategy, policy & regulations at national level and managing large-scale projects.
- 5) Conversant with issues and impediments in implementation of digitalization in Pakistan.
- 6) Experience in dealing with international tech giants, financial institutions.

ADDITIONAL SKILLS / EXPERTISE

- 1) Knowledge of project management procedures and regulations of the World Bank.
- 2) Acquittance with local procedures and rules for project management.
- 3) Strong analytical skills and ability to manage complex project data.
- 4) Excellent communication and presentation skills, both orally and in writing.
- 5) Proficiency in project management software and tools.
- 6) Ability to work effectively with provincial governments and other stakeholders.
- 7) Contributions at national level towards digitalization.

SCHEDULE FOR THE ASSIGNMENT

The Implementation and Coordination Expert will be appointed on a contract basis for a tentative period of 12 Months. However, in case of additional time engagement the process and modalities of extended duration will be finalized at the time of Contract.

REMUNERATION AND OTHER BENEFITS

- 1) The consultant will receive remuneration as per the scope of work defined and based on the World Bank guidelines applicable to individual consultants for this position.
- 2) Travel expenses as approved by the World Bank and the Government of Pakistan.
- 3) This is a consulting-based appointment and does not offer medical or other benefits.

REPORTING OBLIGATIONS

- 1) The Implementation and Coordination Expert will report to the Program Director PMU, Ministry of IT & Telecom.
- 2) The Implementation and Coordination Expert is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.
- 3) The Implementation and Coordination Expert is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 4) The Implementation and Coordination Expert is required to report to work in an official attire.
- 5) The Implementation and Coordination Expert is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the Competent Authority.
- 6) The Implementation and Coordination Expert shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the World Bank and the Government of Pakistan.

SELECTION CRITERIA

- 1) The applicant will be selected based on the following criteria

Criteria	Points
Educational Qualification	20
Work Experience	20
Additional Skills/ Expertise	10
Interview	50

SUBMISSION

Candidates meeting the required criteria should submit their applications at <http://www.njp.gov.pk> within 15 days of publication of the advertisement. No hard copy of application shall be accepted and all applications must be sent via NJP online. Shortlisted candidates who are working in Government sector are required to produce NOC at the time of interview.