

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: Policy, Program and Research Consultant

Reference No.: PK-MoITT-469353-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 **“Policy, Program and Research Consultant”** at a monthly lump sum remuneration. The Ministry of IT and Telecom, being Project Management Unit (PMU) intends to hire services of **“Policy, Program and Research Consultant”** 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 36 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 **“Policy, Program and Research Consultant”** 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	Policy, Program and Research Consultant	Position ID	PK-MoITT-469353-CS-INDV
Vacancy	1	Type of Contract	Individual
		Duration	36 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 Policy, Program and Research Consultant will play a crucial role in shaping and implementing strategic initiatives under DEEP, ensuring alignment with project objectives and timelines.

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

- 1) Provide strategic direction and oversight to ensure effective program management and implementation of DEEP initiatives in alignment with project objectives and timelines.
- 2) Foster collaborative relationships with stakeholders to develop relevant policies, legislations and regulations to support project goals and enhance coordination.
- 3) Lead the development and refinement of program strategies, frameworks, and policies to optimize the digital ecosystem, by facilitating development of key enablers for whole of the government approach, including integration of platforms like the Pakistan Citizen Portal and Pakistan Businesses Portal.
- 4) Monitor and evaluate project progress, identifying risks and opportunities, and implementing corrective measures to ensure timely achievement of milestones and outcomes.
- 5) Prepare comprehensive reports, including budgetary and progress reports, adhering to guidelines set by MOITT and the World Bank, to ensure transparency and accountability in project implementation.

SCOPE OF THE ASSIGNMENT

The work of the Policy, Program and Research Consultant will include the following tasks, among others:

- 1) Collaborate with stakeholders to develop Annual Work Plans and budgets, ensuring strategic alignment and resource allocation according to project requirements.
- 2) Facilitate effective communication and coordination among project stakeholders, including government entities, donors, and implementing partners, to foster a cohesive approach to project implementation.
- 3) Development of overall integrated Project Management Plan. Development of key frameworks and KPIs to monitor effective project implementation and to ensure that overall project goals are being met across all implementing partners.

4) Monitor and supervise the execution of project activities, ensuring adherence to established project guidelines and performance indicators, and proactively addressing implementation challenges as they arise. 5) Conduct regular evaluations and assessments of project impacts and outcomes, utilizing appropriate monitoring and evaluation tools to measure progress and inform decision-making. 6) Design and development of key research studies to collect and analyze relevant data to measure the efficacy and impact of project activities in line with its goals. Extensive research and analysis of global best practices in realm of Digital Transformation to identify gaps and facilitate in development of relevant plans, processes and policies. 7) Disseminate project findings and best practices through comprehensive reports, presentations, and participation in review missions, contributing to knowledge sharing and learning within the project and broader development community. 8) Identify potential risks and vulnerabilities in project implementation and develop mitigation strategies to minimize disruptions and ensure continuity of project activities. 9) Support capacity-building efforts among project staff and stakeholders, providing technical guidance and training as necessary to enhance skills and competencies in digital governance and project management.
QUALIFICATION AND EXPERIENCE 1) Minimum 16 years of education from a reputable/HEC recognized university in ICT, Business Administration, Public Administration, Project Management or related field. 2) Minimum 10 years of professional work experience in strategic project and program management, preferably in digital transformation projects. 3) Proven track record in managing complex projects with multiple stakeholders. 4) Experience in working with international organizations and familiarity with World Bank procedures is advantageous.
ADDITIONAL SKILLS / EXPERTISE 1) Experience with international donor-funded projects and consultancy firms will be advantageous. 2) Strong analytical and communication skills, with the ability to resolve complex issues effectively.

3) Familiarity with monitoring and evaluation techniques for project assessment.	
SCHEDULE FOR THE ASSIGNMENT	
The Policy, Program and Research Consultant will be appointed on a contract basis for a period of 36 months.	
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 Policy, Program and Research Consultant will report to the Program Director PMU, Ministry of IT & Telecom. 2) The Policy, Program and Research Consultant 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 Policy, Program and Research Consultant is required to follow working days and timings as per the directives of the Federal Government of Pakistan. 4) The Policy, Program and Research Consultant is required to report to work in an official attire. 5) The Policy, Program and Research Consultant 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 Policy, Program and Research Consultant 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.			