HIRING FOR PROJECT POSITIONS UNDER DEEP PMU
TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT		Date	11 August 2024
Project	Digital Economy Enhancement Project (P174402)			
Position Name	Program Director, (DEEP)		Position ID	PK-MOITT-438221-CS-INDV
Vacancy	1	Type of Contract	Individual	Duration	5 Years

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

Digital Economy Enhancement Project (DEEP) aims at building the capacity of the government to develop key digital public infrastructure (DPI) services supporting the country's digital economy and society in line with the 2018 Digital Pakistan Policy, which calls for the establishment of a holistic, government-wide enterprise architecture and the integration of government services and systems. The project will support the development of DPI—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection. It will also bolster the country's resilience and adaptability in the face of potential shocks, such as pandemics and recurring climate-induced disasters, to enable the government to deliver cash and other emergency assistance more rapidly and efficiently.

In addition to the citizens services, DEEP will support: (1) Establishing a catalogue of all federal and provincial business RLCOs and producing recommendations for simplifying,

streamlining, and improving existing regulatory requirements for investing and operating business; subcomponent (2): Designing and development of the PBP acting as an interface to host all digitalized and available RLCOs; subcomponent (3): Supporting governmental, provincial, and local entities in digitalizing regulatory approvals; subcomponent (4): Institutionalizing the reform process, exploring financial and institutional sustainability, and management and upgrading of PBP; and (5): Organizing communication and change management activities for transition to the PBP and dissemination of information about the availability of online approvals of RLCOs.

OBJECTIVES OF THE ASSIGNMENT

The Program Director will lead the implementation of the Digital Economy Enhancement Project, aiming to boost digital governance and service delivery capabilities across Pakistan. The role involves overseeing the project's strategic direction, managing the project team, and ensuring successful collaboration with various stakeholders and partners. The Program Director will be pivotal in achieving the project's goals with and fostering a transformative digital landscape in Pakistan.

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

1) Lead the planning and execution of the DEEP, aligning with the project's objectives and timelines.
2) Manage relationships with all project stakeholders, including all other project implementation partners, government departments, private sector partners, and international donors.
3) Oversee the development and implementation of the Pakistan Digital Government Enterprise Architecture.
4) Ensure the integration of digital services and government platforms, including the Pakistan Citizen Portal and Pakistan Businesses Portal.
5) Coordinate with provincial IT Boards and other executing partners to maintain project cohesion and adherence to standards.
6) Monitor project progress, addressing potential issues and implementing corrective actions as necessary.
7) Prepare and submit budgetary and progress reports to MOITT and the World Bank.

8) Promote transparency and enhance public access to digital services.

9) Prepare, coordinate, lead and be responsible for the activities agreed in the Financing Agreement of the DEEP Project signed by the Government of Pakistan with the World Bank according to the timelines and the Results Framework and Monitoring indicators.

10) Lead the planning and execution of the DEEP, aligning with the project's objectives and timelines.

11) Manage relationships with all project stakeholders, including all other project implementation partners, government departments, private sector partners, and international donors.

SCOPE OF THE ASSIGNMENT

The work of the Program Director will include the following tasks (not limited to):

1) Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies and finalize the Annual Budget and Work Plan.

2) Coordinate and manage communication activities between various agencies involved in the Project.

3) Oversee and coordinate the work of the Project Management Unit staff.

4) Implement the Project to achieve the agreed development objective, and in conformity with the financing agreement.

5) Effectively organize and coordinate and monitor the implementation of project activities, including impact monitoring and development of appropriate indicators.

6) Identify problems as they arise during implementation and take timely remedial action.

7) Ensure timely completion of the deliverables, time-sensitive tasks as laid down in the Financing Agreement of the Project and as given in the Results Framework and Monitoring section of the Negotiation Package.

8) Disseminate Project reports and respond to queries from concerned stakeholders.

9) Participate in review/evaluation of Project reports and documents and participate in funding agency review missions and review carried out by implementing agencies.

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, etc.) Business Administration, Public Administration, Management Science etc., or a related field.

2) Minimum of 10 years of post-qualification work experience, preferably having minimum 5 years of experience in leadership role in digital transformation projects, in a reputable national or international organization.

3) Proven track record of successfully managing large-scale projects.

4) Experience in dealing with international organizations and government bodies is highly desirable.

ADDITIONAL SKILLS / EXPERTISE

1) Experience in World Bank financed projects

2) Experience in projects financed by international agencies

3) Experience in Supervision, Monitoring and Evaluation of projects, activities, consultants, non-consulting services, and goods

4) Understanding of technical, commercial, and legal aspects on procedures and regulations of the World Bank

5) Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.

SCHEDULE FOR THE ASSIGNMENT

The Program Director PMU will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

1) Pay and financial benefits as per Project Pay Scale (PPS-12) of Federal Government of Pakistan.

2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.

3) Training and travel expenses under the PMU as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

1) This position is based at the Project Management Unit (PMU) in Islamabad, Pakistan.

2) The Program Director will report to the Secretary, Ministry of IT & Telecon.

3) The Program Director is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.

4) The Program Director is required to follow working days and timings as per the directives of the Federal Government of Pakistan.

5) The Program Director is required to report to work in an official attire.

6) The Program Director 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.

7) The Program Director 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.

Hiring for Project Positions Under DEEP PMU

<u>TERMS OF REFERENCE</u>

Announcement Reference no:		1-1/2024-IT		Date	11 August 2024
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Director (Technical)			Position ID	PK-MOITT-443830-CS-INDV
Vacancy	1	Type of Contract	Individual	Duration	5 Years

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
Digital Economy Enhancement Project (DEEP) aims at building the capacity of the government to develop key digital public infrastructure (DPI) services supporting the country's digital economy and society in line with the 2018 Digital Pakistan Policy, which calls for the establishment of a holistic, government-wide enterprise architecture and the integration of government services and systems. The project will support the development of DPI—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection. It will also bolster the country's resilience and adaptability in the face of potential shocks, such as pandemics and recurring climate-induced disasters, to enable the government to deliver cash and other emergency assistance more rapidly and efficiently.

In addition to the citizens services, DEEP will support: (1) Establishing a catalogue of all federal and provincial business RLCOs and producing recommendations for simplifying, streamlining, and improving existing regulatory requirements for investing and operating business; subcomponent (2): Designing and development of the PBP acting as an interface to host all digitalized and available RLCOs; subcomponent (3): Supporting governmental, provincial, and local entities in digitalizing regulatory approvals; subcomponent (4): Institutionalizing the reform process, exploring financial and institutional sustainability, and management and upgrading of PBP; and (5): Organizing communication and change management activities for transition to the PBP and dissemination of information about the availability of online approvals of RLCOs.

OBJECTIVES OF THE ASSIGNMENT

The Director (Technical) is responsible for the technical oversight and implementation of the Digital Economy Enhancement Project. This role includes managing technical teams, ensuring adherence to technical standards, and facilitating the integration of digital technologies across government services. Director (Technical) will play a crucial role in shaping the technical landscape of digital governance in Pakistan, ensuring robust and secure infrastructure.

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

1) Provide technical leadership and strategic direction for the DEEP, ensuring all technical components are effectively integrated and aligned with the project's objectives.

2) Oversee the development and implementation of the Pakistan Digital Government Enterprise Architecture, ensuring it meets international standards and best practices.

3) Ensure the integration of digital services and platforms, including the Pakistan Citizen Portal and Pakistan Businesses Portal, with a focus on scalability, security, and user experience.

4) Manage relationships with technical stakeholders to ensure cohesive project delivery.

5) Monitor and evaluate technical project progress, addressing potential issues and implementing corrective actions to ensure milestones and outcomes are achieved.

6) Prepare, coordinate, and be responsible for the activities agreed in the Financing Agreement of the DEEP Project signed by the Government of Pakistan with the World

Bank according to the timelines and the Results Framework and Monitoring indicators.

7) Prepare and submit technical reports, budgetary documents, and progress updates to MOITT and the World Bank, ensuring compliance with guidelines and standards.

SCOPE OF THE ASSIGNMENT

The work of the Director (Technical) will include the following tasks (not limited to):

1) Lead the technical development and execution of project components assigned to Ministry of IT & Telecom and at the same time maintain vigil over the other components to ensure compliance to set project objectives and targets.

2) Oversee the deployment and integration of digital infrastructure compatible with the Pakistan Digital Government Enterprise Architecture.

3) Manage technical teams to ensure project deliverables are completed in time, within budget, and to the highest standards.

4) Collaborate with various stakeholders to ensure technical solutions are aligned with user needs and compliance requirements.

5) Establish and enforce IT standards and protocols for data security and privacy.

6) Provide expert guidance on all technical aspects of the project.

7) Continuously assess technical processes and implement improvements to enhance efficiency and effectiveness.

8) Serve as the primary technical liaison between the Project Director, project teams, and external technical partners.

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, etc.). Candidates holding additional degree of MBA will have an advantage.

2) Minimum 10 years of post-qualification professional work experience in IT management, with a focus on digital transformation projects, in a reputable national or international organization.

3) Previous hands-on experience in digital transformation projects.

4) Certifications in Project Management (PMP) or IT Service Management (ITIL) would be advantageous.

ADDITIONAL SKILLS / EXPERTISE

1) Experience in World Bank financed projects

2) Strong technical leadership and IT project management skills.

3) Expert knowledge of digital transformation, enterprise architecture, and data interoperability.

4) Proficient in managing large-scale IT projects and overseeing technical teams.

5) Excellent problem-solving skills and the ability to handle complex technical challenges.

6) Strong communication skills, capable of effectively discussing technical details with both technical and non-technical stakeholders.

7) Experience with cybersecurity, data protection, and privacy laws.

SCHEDULE FOR THE ASSIGNMENT

The Director Technical PMU will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

1) Pay and financial benefits as per Project Pay Scale (PPS-11) of Federal Government of Pakistan.

2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.

3) Training and travel expenses under the PMU as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

1) This position is based at the Project Management Unit (PMU) in the Ministry of IT and Telecom, Islamabad.

2) Director (Technical) will report directly to the Program Director PMU.

3) Director (Technical) is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.

4) Director (Technical) is required to follow working days and timings as per the directives of the Federal Government of Pakistan.

5) Director (Technical) is required to report to work in an official attire.

6) Director (Technical) 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.

7) Director (Technical) shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the World Bank.

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.

Hiring for Project Positions Under DEEP PMU

TERMS OF REFERENCE

Announcement Reference no:		1-1/2024-IT		Date	11 August 2024
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Senior Manager Procurement			Position ID	PK-MOITT-443832-CS-INDV
Vacancy	1	Type of Contract	Individual	Duration	5 Years

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

Digital Economy Enhancement Project (DEEP) aims at building the capacity of the government to develop key digital public infrastructure (DPI) services supporting the country's digital economy and society in line with the 2018 Digital Pakistan Policy, which calls for the establishment of a holistic, government-wide enterprise architecture and the integration of government services and systems. The project will support the development of DPI—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection. It will also bolster the country's resilience and adaptability in the face of potential shocks, such as pandemics and recurring climate-induced disasters, to enable the government to deliver cash and other emergency assistance more rapidly and efficiently.

In addition to the citizens services, DEEP will support: (1) Establishing a catalogue of all federal and provincial business RLCOs and producing recommendations for simplifying, streamlining, and improving existing regulatory requirements for investing and operating business; subcomponent (2): Designing and development of the PBP acting as an interface to host all digitalized and available RLCOs; subcomponent (3): Supporting governmental, provincial, and local entities in digitalizing regulatory approvals; subcomponent (4): Institutionalizing the reform process, exploring financial and institutional sustainability, and management and upgrading of PBP; and (5): Organizing communication and change management activities for transition to the PBP and dissemination of information about the availability of online approvals of RLCOs.

OBJECTIVES OF THE ASSIGNMENT

This assignment relates to the procurement function within the PMU with an objective to ensure successful implementation of the project components, specifically in the procurement of Goods, Services and Works under the project. The objective of this assignment is to support the procurement activities being undertaken for the projects administered by the PMU with the responsibility for ensuring compliance with the World Bank procurement procedures and Government of Pakistan procurement procedures where applicable.

The Senior Manager Procurement will lead and monitor the procurement activities for the initiative(s) being administered by the PMU at the Ministry of IT & Telecom. The responsibilities include (but not limited to) the following:

1) Maintaining the Project Procurement Plan in consultation with the Program Director and relevant entities/departments on a periodic basis throughout project implementation to reflect actual project implementation requirements.

2) Closely monitor procurement activities in reference to the timeline and milestones laid out in the Procurement Plan and bring any slippage of activities immediately to the attention of the Program Director.

3) Maintaining complete procurement documentation for each contract, both in hard copy and in STEP (the World Bank's new System for Tracking Exchanges in Procurement) including bidding documents, advertisements, bids received, bid evaluations, letters of acceptance, contract agreements, securities, related correspondence, etc., in an orderly manner, readily available for audit.

4) Prepare, coordinate, and be responsible for the activities agreed in the Financing Agreement of the DEEP Project signed by the Government of Pakistan with the World Bank according to the timelines and the Results Framework and Monitoring indicators.

5) Preparing procurement reports when needed showing the status of ongoing procurement, including a comparison of planned and actual dates of the procurement actions, including preparation of bidding documents, advertising, bidding, evaluation, contract award and completion time for each contract;

SCOPE OF THE ASSIGNMENT

The work of the Senior Manager Procurement will include the following tasks (not limited to):

1) Drafting bid notices and bidding documents for inviting and obtaining bids for goods and services in accordance with World Bank Procurement Regulations and the Government of Pakistan Procurement procedures applicable to the project.

2) Drafting requests for Expressions of Interest and Request for Proposals (RFPs) for inviting and obtaining goods and services in accordance with World Bank Procurement Regulations and the Government of Pakistan Procurement procedures applicable to the project.

3) Determining the procurement method to be used based on the size of the package in accordance with World Bank Procurement Regulations and the Government of Pakistan Procurement procedures applicable to the project.

4) Work under the guidance of the Program Director in implementing all aspects of the project procurements managed by the PMU.

5) Review project procurement plan for goods, works, and services managed by the PMU and update the Plan as and when needed.

6) Preparation of invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, works, and consultants' services.

7) Coordinate with the PMU technical staff to ensure that the appropriate technical inputs are incorporated into all of the procurement documents throughout the process.

8) Assisting in the preparation of consultants' Terms of Reference (TOR) and administration of their contracts, including processing contract amendments.
9) Coordinate as needed procurement activities between MoITT and other governmental stakeholders and the World Bank.
10) Ensuring adherence to the evaluation criteria stipulated in the bidding documents/RFPs in a professional and timely manner.

QUALIFICATION AND EXPERIENCE

1) Minimum 16 years of education from a reputable/ HEC-recognized university in Business Administration, Supply Chain Management, or related field.

2) Professional post-qualification work experience of a minimum of 7 years in procurement, with substantial experience managing procurement in public and/or private sector projects or large-scale initiatives.

3) Previous experience with World Bank or other international donor-funded projects is highly preferred.

4) Relevant professional certifications in procurement such as Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) are advantageous.

ADDITIONAL SKILLS / EXPERTISE

1) Relevant experience on projects financed by international agencies; Experience in World Bank financed projects and World Bank procurement Processes and procedures.

2) Experience in using the World Bank STEP System.

3) Knowledge of Pakistan Finance Regulation and the local procurement procedures with knowledge of technical and operational aspects of procurement implementation.

SCHEDULE FOR THE ASSIGNMENT

The Senior Manager Procurement PMU will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

1)	Pay and financial benefits as per Project Pay Scale (PPS-10) of Federal Government of Pakistan.
2)	Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
3)	Training and travel expenses under the PMU as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

1) This position is based at the PMU at the Ministry of IT and Telecom.
2) The Senior Manager Procurement will report directly to the Program Director on all aspects of the assigned digital service products throughout the duration of the contract.
3) The Senior Manager Procurement will report and advise the Program Director on all aspects of procurement management throughout the duration of the contract.
4) The Senior Manager Procurement is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
5) The Senior Manager Procurement shall provide all the necessary reports and updates to the Project Coordinator and Program Director whenever needed.
6) The Senior Manager Procurement is required to report to work in official attire.
7) The Senior Manager Procurement 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.
8) The Senior Manager Procurement shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the World Bank.

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.

Hiring for Project Positions Under DEEP PMU

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT		Date	11 August 2024
Project	Digital Economy Enhancement Project (P174402)			
Position Name	Senior Manager Monitoring & Evaluation		Position ID	PK-MOITT-443834-CS-CDS
Vacancy	1	Type of Contract	Individual	Duration	5 Years

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

Digital Economy Enhancement Project (DEEP) aims at building the capacity of the government to develop key digital public infrastructure (DPI) services supporting the country's digital economy and society in line with the 2018 Digital Pakistan Policy, which calls for the establishment of a holistic, government-wide enterprise architecture and the integration of government services and systems. The project will support the development of DPI—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection. It will also bolster the country's resilience and adaptability in the face of potential shocks, such as pandemics and recurring climate-induced disasters, to enable the government to deliver cash and other emergency assistance more rapidly and efficiently.

In addition to the citizens services, DEEP will support: (1) Establishing a catalogue of all federal and provincial business RLCOs and producing recommendations for simplifying, streamlining, and improving existing regulatory requirements for investing and operating business; subcomponent (2): Designing and development of the PBP acting as an interface to host all digitalized and available RLCOs; subcomponent (3): Supporting governmental, provincial, and local entities in digitalizing regulatory approvals; subcomponent (4): Institutionalizing the reform process, exploring financial and institutional sustainability, and management and upgrading of PBP; and (5): Organizing communication and change management activities for transition to the PBP and dissemination of information about the availability of online approvals of RLCOs.

OBJECTIVES OF THE ASSIGNMENT

The Senior Manager Monitoring & Evaluation will develop and implement a robust M&E framework to assess the progress and impact of the Digital Economy Enhancement Project (DEEP). This role involves designing and executing monitoring plans, ensuring accurate data collection, analysis, and reporting to inform decision-making. The Senior Manager will collaborate with stakeholders to integrate M&E processes, conduct regular evaluations, identify project successes and areas for improvement, and prepare detailed M&E reports for MOITT and the World Bank.

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

1) Establishing and maintaining a robust M&E system for the project.
2) Ensuring the collection, analysis, and interpretation of project data for informed decision-making.
3) Providing regular reports on project progress, performance, and impact to stakeholders.
4) Identifying and mitigating potential risks and challenges throughout the project lifecycle.

SCOPE OF THE ASSIGNMENT

The work of the Senior Manager Monitoring & Evaluation will include the following tasks (not limited to):

1. Formulate clear and measurable key performance indicators (KPIs) and deliverables.
2. Establish data collection methodologies and tools for monitoring progress.
3. Design reporting formats and schedules for stakeholder communication.
4. Oversee project data collection and compilation from various sources.
5. Conduct regular data analysis to assess project performance against KPIs.
6. Identify trends and patterns in data to inform project adjustments and improvements.
7. Prepare comprehensive reports on project progress, achievements, and challenges.
8. Present M&E findings and recommendations to project management and leadership.
9. Communicate effectively with stakeholders on project M&E activities.
10. Proactively identify potential risks that could impact project objectives.
11. Develop mitigation strategies to address identified risks and ensure project success.
12. Monitor risk mitigation plans and adjust them as needed.
13. Implement internal quality control mechanisms for data accuracy and reliability.
14. Regularly evaluate the M&E system's effectiveness and suggest improvements.
15. Maintain compliance with World Bank M&E standards and best practices.
16. Prepare, coordinate, and be responsible for the activities agreed in the Financing Agreement of the DEEP Project signed by the Government of Pakistan with the World Bank according to the timelines and the Results Framework and Monitoring indicators.
17. Collaborate with project teams, stakeholders, and external consultants to ensure the M&E system's effectiveness and contribution to project success.

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, etc.), Business Administration, Management Science, Project Management, Public Policy, International development, or a or related field
2) Professional post-qualification work experience of a minimum of 7 years in monitoring and evaluation, data analysis, or a related field, with progressively increasing levels of responsibility.

3) Experience in managing M&E activities for complex programs or projects.
4) Previous experience with World Bank or other international donor-funded projects is highly preferred.

ADDITIONAL SKILLS / EXPERTISE
1) Relevant experience on projects financed by international agencies; Experience in World Bank financed projects and World Bank procurement Processes and procedures.
2) Strong analytical and problem-solving skills.
3) Excellent written and verbal communication skills, with the ability to communicate complex information clearly and effectively.
4) Proficiency in data analysis software and tools, such as Excel, SPSS, Stata, or similar programs.
5) Knowledge of M&E frameworks, methodologies, and best practices.
6) Project management skills, including the ability to manage multiple projects simultaneously and meet deadlines.

SCHEDULE FOR THE ASSIGNMENT
The Senior Manager Monitoring & Evaluation PMU will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS
1) Pay and financial benefits as per Project Pay Scale (PPS-10) of Federal Government of Pakistan.
2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
3) Training and travel expenses under the PMU as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS
1) This position is based at the PMU at the Ministry of IT and Telecom.
2) The Senior Manager Monitoring & Evaluation will report and advise the Program Director on all aspects of project monitoring and evaluation throughout the duration of the contract.

3) The Senior Manager Monitoring & Evaluation is required to follow working days and timings as per the directives of the Federal Government of Pakistan.

4) The Senior Manager Monitoring & Evaluation shall provide all the necessary reports and updates to the Program Director.

5) The Senior Manager Monitoring & Evaluation is required to report to work in official attire.

6) The Senior Manager Monitoring & Evaluation 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.

7) The Senior Manager Monitoring & Evaluation shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the World Bank.

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.

Hiring for Project Positions Under DEEP PMU

TERMS OF REFERENCE

Announcement Reference no:		1-1/2024-IT		Date	11 August 2024
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Consultant (Health / Gender / Safety)			Position ID	PK-MOITT-443835-CS-INDV
Vacancy	1	Type of Contract	Individual	Duration	5 Years

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

Digital Economy Enhancement Project (DEEP) aims at building the capacity of the government to develop key digital public infrastructure (DPI) services supporting the country's digital economy and society in line with the 2018 Digital Pakistan Policy, which calls for the establishment of a holistic, government-wide enterprise architecture and the integration of government services and systems. The project will support the development of DPI—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection. It will also bolster the country's resilience and adaptability in the face of potential shocks, such as pandemics and recurring climate-induced disasters, to enable the government to deliver cash and other emergency assistance more rapidly and efficiently.

In addition to the citizens services, DEEP will support: (1) Establishing a catalogue of all federal and provincial business RLCOs and producing recommendations for simplifying, streamlining, and improving existing regulatory requirements for investing and operating business; subcomponent (2): Designing and development of the PBP acting as an interface to host all digitalized and available RLCOs; subcomponent (3): Supporting governmental, provincial, and local entities in digitalizing regulatory approvals; subcomponent (4): Institutionalizing the reform process, exploring financial and institutional sustainability, and management and upgrading of PBP; and (5): Organizing communication and change management activities for transition to the PBP and dissemination of information about the availability of online approvals of RLCOs.

OBJECTIVES OF THE ASSIGNMENT

The Consultant (Health / Gender / Safety) is responsible for ensuring that the project's preparation and implementation comply with the recommendations provided by a project-specific Environmental and Social Commitment Plan (ESCP), Stakeholder Engagement Plan (SEP), Labor Management Principles (LMP) and E-Waste Management Guidelines. The above documents have been prepared in compliance with the World Bank's Environmental and Social Framework (ESF), as applicable to the project administered by the PMU and PIUs, and in accordance with the World Bank requirements. The Environmental and Social Specialist will work with the PMU, PIUs, all relevant implementing entities and the World Bank.

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

1) Ensure compliance with the Environmental and Social Commitment Plan (ESCP) and other guidelines provided by the World Bank.

2) Provide overall policy and technical guidance for environmental safeguards management under the Project.

3) Ensure that project activities align with the ESCP and World Bank Environmental and Social Framework (ESF).

4) Manage the Grievance Redress Mechanism, Citizen Engagement, Inclusion of Vulnerable Groups, and Gender Mainstreaming.

5) Report to the Program Director and the World Bank on the project's environmental and social performance.

SCOPE OF THE ASSIGNMENT

The Consultant (Health / Gender / Safety) will ensure compliance as per the ESCP, and any other guidelines provided by the World Bank. The key responsibilities and tasks include (not limited to):

1) Review and update the Project's Environmental and Social Commitment Plan (ESCP), Stakeholder Engagement Plan (SEP), E-Waste Management Guidelines and Labour Management Procedures (LMP) in line with the requirements of the World Bank.

2) Provide overall policy and technical guidance for environmental safeguards management under the Project, aligning with the ESCP and ESF.

3) Ensure that the project activities are subjected to the Project Environmental and Social Commitment Plan (ESCP) process and procedures.

4) Prepare guidelines, tools and notes for use in the project based on relevant environmental policies, acts and regulations/ directives of the Ministry as well as other National environmental and Social regulatory requirements.

5) Ensure compliance with the ESCP during the project period and maintain close coordination and cooperation with the Program Director and technical teams of the Project Implementation Units (PIUs).

6) Providing overall policy and technical direction for Environmental and Social management under the Project, as defined by the ESCP and guided by the World Bank Team.

7) Ensure compliance with the E-Waste Guidelines and provide relevant implementation support as stipulated in the guideline.

8) Report to Program Director and the World Bank on the overall Environmental and social performance of the project as part of PMU's periodic progress reporting and prepare all relevant report as outlined in the ESCP and guided by the World Bank.

9) Prepare, coordinate, and be responsible for the activities agreed in the Financing Agreement of the DEEP Project signed by the Government of Pakistan with the World Bank according to the timelines and the Results Framework and Monitoring indicators.

10) Management of Grievance Redress Mechanism, Citizen Engagement, Inclusion of Vulnerable Groups, and Gender Mainstreaming:

    a) Updating and maintaining Grievance Redress Mechanism Guidelines and Procedures for the project.

    b) Ensuring social safeguards measures are implemented across project activities, complying with World Bank safeguard policies.

    c) Developing communication materials and facilitating workshops to raise public awareness of the Grievance Redress System.

    d) Conducting community awareness programs at project sites to ensure citizen engagement.

    e) Implementing beneficiary feedback mechanisms and reporting results in a timely manner.

    f) Targeting vulnerable groups, including low-income individuals, people with disabilities, women, and youth, and addressing their concerns appropriately.

    g) Preparing reports on grievances and safeguard risks, documenting actions taken for all project components.

QUALIFICATION AND EXPERIENCE

1) Minimum 16 years of education from a reputable/ HEC-recognized university in environmental management /social sciences or related fields.

2) At least 5 years post-qualification work experience in the area of environmental and social management or a related field.

ADDITIONAL SKILLS / EXPERTISE

1) Proven experience with World Bank financed projects, including familiarity with World Bank Environmental and Social Framework (ESF) and safeguards policies.

2) In-depth understanding of national and international environmental and social regulations, standards, and best practices.

3) Strong analytical, communication, and interpersonal skills, with the ability to engage effectively with diverse stakeholders.

4) Demonstrated experience in project management, including planning, execution, monitoring, and evaluation of environmental and social safeguard activities.

5) Proficiency in preparing detailed reports and documentation in compliance with World Bank and national requirements.

SCHEDULE FOR THE ASSIGNMENT

The Consultant (Health / Gender / Safety) PMU will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.

REMUNERATION AND OTHER BENEFITS

1) Pay and financial benefits as per Project Pay Scale (PPS-09) of Federal Government of Pakistan.
2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
3) Training and travel expenses under the PMU as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

1) This position is based at the PMU at the Ministry of IT and Telecom
2) The Consultant (Health / Gender / Safety) will report directly to the Program Director on all aspects of the assigned digital service products throughout the duration of the contract.
3) The Consultant (Health / Gender / Safety) is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
4) The Consultant (Health / Gender / Safety) shall provide all the necessary reports and updates to the Program Director.
5) The Consultant (Health / Gender / Safety) is required to report to work in official attire.
6) The Consultant (Health / Gender / Safety) 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.

7) The Consultant (Health / Gender / Safety) shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the World Bank.

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.