

Hiring for Project Positions Under DEEP PIU-NITB

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	11 August 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Project Director PIU, NITB	Position ID	PK-MOITT-444637-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 Project Director will lead the implementation of the Digital Economy Enhancement Project subcomponent National Services Portal, 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 consultants, federal & provincial stakeholders and partners.

The Project Director will provide strategic direction, manage resources, ensure project deliverables meet objectives, and achieve project goals within budget and schedule constraints.

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

- 1) Lead the planning and execution of the National services portal, aligning with the project's objectives and timelines.
- 2) Lead and oversee all aspects of the project lifecycle, including planning, execution, monitoring, and control.
- 3) Manage relationships with all project consultants, stakeholders, including all other project implementation partners, federal and provincial government departments, private sector partners, and international donors.
- 4) Oversee the development and implementation of the National Services Portal.
- 5) Lead and motivate the project team to achieve project goals.
- 6) Monitor and report on project progress, risks, and issues to concerned stakeholders.
- 7) Manage project resources, including budget, staffing, and consultants.
- 8) Identify and mitigate project risks and issues in a timely manner.

- 9) Foster a collaborative and positive working environment within & outside the project team.
- 10) Build and maintain strong relationships with project stakeholders, including federal & provincial.
- 11) Provide leadership, mentorship, and coaching to project team members.
- 12) Ensure the integration of digital services and government platforms.
- 13) Coordinate with provincial IT Boards and other executing partners to maintain project cohesion and smooth operations.
- 14) Monitor project progress, addressing potential issues and implementing corrective actions as necessary.

SCOPE OF THE ASSIGNMENT

The work of the Project Director will include the following tasks (but 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. Lead and oversee all aspects of the project lifecycle, including planning, execution, monitoring, and control.
3. Develop and execute the project plan, budget, and schedule in collaboration with stakeholders.
4. Coordinate and manage communication activities between various agencies involved in the Project.
5. Oversee and coordinate the work of the Project Management Unit staff.
6. Implement the Project to achieve the agreed development objective, and in conformity with the financing agreement.
7. Effectively organize and coordinate and monitor the implementation of project activities, including impact monitoring and development of appropriate indicators.
8. Identify problems as they arise during implementation and take timely remedial action.
9. Disseminate Project reports and respond to queries from concerned stakeholders.
10. 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 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.
- 5) Experience in leading cross-functional teams and managing stakeholders at all levels.
- 6) Strong understanding of project management methodologies, tools, and best practices.
- 7) Proven experience in dealing local & International consultants.
- 8) Experience in budget management, resource allocation, and risk management.
- 9) Excellent communication, negotiation, and conflict resolution skills.
- 10) Experience in delivering projects on time, within budget, and meeting quality standards.
- 11) Experience in managing project teams in dynamic and fast-paced environments.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank financed projects
- 2) Experience on 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 Project Director PIU, NITB 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.

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 in Islamabad, Pakistan.
- 2) The Project Director will report to the Program Director PMU.
- 3) The Project 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 Project Director is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Project Director is required to report to work in an official attire.
- 6) The Project 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 Project 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 PIU-NITB

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	11 August 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Joint Director Coordination and Communication, PIU-NITB	Position ID	PK-MOITT-444639-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), (iv) Ignite – National Technology Fund, and (v) Punjab IT Board.

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 Joint Director Coordination & communication is responsible for overseeing and streamlining the coordination of activities across Federal & provinces (Including Provincial IT Boards & Departments). This role involves facilitating effective communication, ensuring alignment of goals and strategies, and driving collaborative efforts to achieve organizational objectives.

The Joint Director Coordination & communication works closely with senior management, project teams, Internal & external stakeholders and Consultants to ensure that Projects activities & key milestones are implemented efficiently and effectively.

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

1. Develop and implement strategies for effective coordination among various departments and external partners.
2. Facilitate cross-functional collaboration to ensure alignment with organizational goals and objectives.
3. Leverage political capital to navigate complex political landscapes and secure support and approvals from key stakeholders.
4. Monitor and evaluate the effectiveness of coordination efforts, making adjustments as necessary.
5. Establish key performance indicators (KPIs) and metrics to evaluate the success of coordination and communication initiatives.

6. Prepare regular reports on the status and outcomes of initiatives, presenting findings to senior management and key stakeholders.
7. Oversee the development and execution of comprehensive communication plans that support the organization's strategic initiatives.
8. Ensure clear, consistent, and effective communication within the organization and with external stakeholders.
9. Manage public relations efforts, including media relations, crisis communication, and community engagement.
10. Act as a primary liaison between the project team and all stakeholders, including federal and provincial governments, and consultants to address concerns and improve communication.
11. Develop and maintain strong relationships with key stakeholders to ensure their engagement and support.
12. Utilize political influence to facilitate collaboration and resolve conflicts among stakeholders.
13. Use data and feedback to continuously improve processes and strategies.
14. Identify opportunities for enhancing coordination and communication efforts.
15. Implement best practices and innovative approaches to stakeholder engagement and communication.
16. Manage public relations efforts, including media relations, crisis communication, and community engagement.
17. Develop strategies to enhance the public image and credibility of the organization and its initiatives.
18. Accurately record minutes of meetings, ensuring all key points, decisions, and action items are documented.
19. Prepare and manage official correspondence, including drafting and dispatching letters.
20. Organize and maintain official records and documentation for easy retrieval and reference.
21. Ensure all documentation is handled confidentially and in compliance with organizational policies and regulations.

SCOPE OF THE ASSIGNMENT

The work of the Joint Director Coordination & Communication will include the following tasks but not limited to:

1. Facilitate and enhance communication and coordination across different departments and stakeholders to ensure smooth execution of the project.
2. Develop and implement strategies to ensure effective and transparent communication with internal and external stakeholders.
3. Leverage political capital to navigate complex political landscapes and secure support and approvals from key stakeholders.
4. Build and maintain strong relationships with key stakeholders, including government bodies (federal and provincial) and consulting firms.
5. Organize and facilitate stakeholder meetings, forums, and events to foster collaboration and gather feedback.
6. Act as a primary liaison between the project team and all stakeholders, addressing concerns and improving communication.
7. Identify potential risks related to stakeholder engagement and political dynamics.
8. Utilize political influence to resolve conflicts and mitigate risks effectively.
9. Establish key performance indicators (KPIs) to measure the effectiveness of coordination and communication activities.
10. Prepare and present regular reports on the status and outcomes of initiatives to senior management and stakeholders.
11. Use data and feedback to identify areas for improvement and implement changes to enhance effectiveness.
12. Maintain an organized record of all communications and documentation for project use and future reference.
13. Support the Senior Management in project planning, execution, and monitoring activities.
14. Provide strategic advice to senior management based on stakeholder feedback and political considerations.
15. Manage relationships with all project consultants, stakeholders, including all other project implementation partners, federal and provincial government departments, private sector partners, and international donors.
16. Develop and maintain strong relationships with key stakeholders to ensure their engagement and support throughout the project lifecycle.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years of education from a reputable/ HEC-recognized university in ICT related discipline (Information Technology, Computer Science, Software Engineering, Telecom, Computer Engineering, etc.), Management Sciences or a related field.
- 2) Minimum of 07 years of overall work experience in public/private sector.
- 3) Experience in PSDP Projects is advantageous.
- 4) Experience in coordinating projects or programs, preferably in the public/private sector.
- 5) Experience in managing stakeholder relationships and coordinating activities across multiple teams or departments.
- 6) Excellent verbal and written communication skills.
- 7) Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.

ADDITIONAL SKILLS / EXPERTISE

- 1) Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing.
- 2) High level of integrity, professionalism, and confidentiality. Ability to think critically and solve problems effectively.
- 3) Proficiency in using communication and project management tools and software.

SCHEDULE FOR THE ASSIGNMENT

The Joint Director Coordination and Communication PIU, NITB 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.

REMUNERATION AND OTHER BENEFITS

- 1) Pay and financial benefits as per Project Pay Scale (PPS-9) 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 in Islamabad, Pakistan.
- 2) The Joint Director Coordination and Communication will report to the Director Planning and coordination
- 3) The Joint Director Coordination and Communication 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 Joint Director Coordination and Communication is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Joint Director Coordination and Communication is required to report to work in an official attire.
- 6) The Joint Director Coordination and Communication 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) Joint Director Coordination and Communication 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

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Hiring for Project Positions Under DEEP PIU-NITB

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	11 August 2024		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Director Planning and Coordination	Position ID	PK-MOITT-444638-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), (iv) Ignite – National Technology Fund, and (v) Punjab IT Board.

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 Planning and Coordination will lead the Planning & execution of the National citizen services portal ensuring successful delivery from planning to implementation. The role of a Director of Planning and Coordination typically involves strategic oversight, Coordination with federal, provincial stakeholders & local & international consultants for ensuring efficient execution of National services portal.

The director Planning and Coordination will oversee development and execution, implementation strategies, manage cross-functional teams, manage engagement with stakeholders and achieve project goals within budget and schedule constraints.

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

1. Develop and implement comprehensive strategic plans aligned with the organization's vision and goals.
2. Analyze market trends, competitive landscape, and internal performance metrics to guide strategic decision-making
3. Ensure effective coordination among various departments and teams to achieve organizational objectives.
4. Facilitate cross-functional collaboration to streamline operations and improve efficiency.
5. Oversee the planning, execution, and completion of projects phases.
6. Ensure that project key milestones are delivered on time, within scope, and within budget.

7. Establish performance metrics and KPIs to monitor the effectiveness of plans and initiatives.
8. Provide regular reports to Project Director on progress, challenges, and outcomes.
9. Optimize the allocation of resources (human, financial, and material) to ensure maximum efficiency and effectiveness.
10. Identify and address resource gaps and bottlenecks that may hinder progress.
11. Manage relationships with all project consultants, stakeholders, including all other project implementation partners, federal and provincial government departments, private sector partners, and international donors.
12. Oversee the Planning, implementation & coordination of the activities for the National Services Portal.
13. Manage Coordination with provincial IT Boards and other executing partners to maintain project cohesion and smooth operations.
14. Monitor project progress, addressing potential issues and implementing corrective actions as necessary.

SCOPE OF THE ASSIGNMENT

The work of the Director Planning and Coordination will include the following tasks but not limited to:

1. Lead the planning and execution of the National services portal, aligning with the project's objectives and Time, budget constraints.
2. Lead and oversee all aspects of the project lifecycle, including planning, execution, monitoring, and control.
3. Manage relationships with all project consultants, stakeholders, including all other project implementation partners, federal and provincial government departments, private sector partners, and international donors.
4. Monitor and evaluate project progress, risks, and issues related to project progress & devise strategy to overcome it.
5. Identify and mitigate project risks and issues in a timely manner.

6. Maintain clear and consistent communication with internal and external stakeholders including federal & provincial departments & consulting firms.
7. Foster strong relationships with key stakeholders to support the organization's strategic objectives.
8. Monitor project progress, addressing potential issues and implementing corrective actions as necessary.
9. Provide guidance in preparing Annual Work Plan and budgets for the implementation agencies and finalize the Annual Budget and Work Plan.
10. Lead and oversee all aspects of the project lifecycle, including planning, execution, monitoring, and control.
11. Oversee the work of the Project Management Unit staff & individual consultants & consulting firms.
12. Monitor and control expenditures to ensure cost-effective use of resources.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years of education from a reputable/ HEC-recognized university in ICT related discipline (Information Technology, Computer Science, Telecom, Computer Engineering, etc.) Business Administration, Public Administration, Management Science etc., or a related field.
- 2) Minimum 08 years of post-qualification work experience, preferably having minimum 5 years of experience in leadership role in digital transformation projects, in a reputable public/private IT sector organization.
- 3) Extensive experience in implementing IT projects/systems.
- 4) Proven track record of leading large-scale projects
- 5) Experience managing cross-functional teams and stakeholders.
- 6) Strong understanding of project management methodologies and best practices.
- 7) Experience in Budget management, resource allocation, and risk management experience.
- 8) Excellent communication, negotiation, and leadership skills.
- 9) Experience delivering projects on time, within budget, and meeting quality standards.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in Supervision, Monitoring and Evaluation of projects, activities, consultants, non-consulting services, and goods
- 2) Understanding of technical, commercial, and legal aspects on procedures and regulations of the World Bank
- 3) Strong communication skills and persuasiveness in presenting, discussing and resolving difficult issues, both orally and in writing

SCHEDULE FOR THE ASSIGNMENT

The Director Planning and Coordination PIU, NITB 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.

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 in Islamabad, Pakistan.
- 2) The Director Planning and Coordination will report to the Project Director.
- 3) The Director Planning and Coordination 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 Director Planning and Coordination is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Director Planning and Coordination is required to report to work in an official attire.
- 6) The Director Planning and Coordination 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 Planning and Coordination 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
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SUBMISSION

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