

Hiring for Project Positions Under DEEP PIU-Ignite

TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	22 June 2025		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Director M&E (Monitoring & Evaluation), CITL (DEEP)	Position ID	PK-MOITT-444632-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.

Ministry of IT & Telecom (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

DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric services nationwide. A key component is the establishment of Civic Innovation and Technology Labs (CITL), which will serve as collaborative platforms for citizens, government, startups, and academia to drive social innovation and address community challenges through technology.

Ignite - National Technology Fund, known for its expertise in technology entrepreneurship and innovation projects, is mandated to establish and operate CITL. By leveraging civic technology, Ignite, through this component, aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

OBJECTIVES OF THE ASSIGNMENT

The Director M&E is responsible for leading the monitoring and evaluation activities of the the Civic Innovation and Technology Labs (CITL) component of the Digital Economy Enhancement Project (DEEP). Success in this position involves developing and implementing M&E frameworks, collecting and analyzing data, and using findings to inform decision-making and improve program effectiveness. The Director M&E plays a critical role in ensuring accountability, learning, and continuous improvement within the organization.

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

- 1) Develop and implement monitoring and evaluation frameworks, methodologies, and tools specifically tailored for the Civic Innovation and Technology Labs (CITL) to track effectively track project goals and outcomes.
- 2) Design data collection instruments, surveys, and evaluation protocols to measure project outcomes and impact.
- 3) Collect, analyze, and interpret quantitative and qualitative data to assess project performance against targets and indicators.
- 4) Lead the preparation and presentation of M&E reports, findings, and recommendations to internal and external stakeholders including Ignite, MoITT and World Bank.
- 5) Coordinate with project teams and stakeholders to ensure the timely and accurate reporting of project data and results.

SCOPE OF THE ASSIGNMENT

The work of the Director M&E will include the following tasks (not limited to):

- 1) Ensure compliance with the World Bank's M&E guidelines and requirements, adapting methods and reports as needed to meet their standards.
- 2) Provide technical assistance and capacity-building support to project teams and partners on M&E-related topics.
- 3) Conduct regular field visits and assessments to monitor project implementation, identify challenges, and document lessons learned.

- 4) Collaborate with external evaluators, consultants, and partners to conduct independent evaluations and assessments.
- 5) Contribute to organizational learning and knowledge management initiatives by documenting best practices, case studies, and success stories.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years education from a reputable/HEC-recognized university in Business Administration, Project Management, ICT, Public Administration, Social Science or a related field.
- 2) Minimum 7 years of post-qualification experience in monitoring and evaluation roles, preferably in the development/public sector.
- 3) Proven expertise in designing and implementing M&E frameworks and systems for complex projects.
- 4) Strong analytical and data management skills, with proficiency in statistical software and techniques.
- 5) Excellent communication and presentation abilities, with the capacity to translate technical information into actionable insights.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank or other donor-funded projects is beneficial.
- 2) Ability to work effectively in a multicultural environment and with diverse stakeholders.
- 3) Experience in conducting training and capacity-building activities on M&E topics.
- 4) Knowledge of international M&E standards and best practices.
- 5) Certification in monitoring and evaluation (e.g., PMD Pro, MEASURE Evaluation) is desirable.

SCHEDULE FOR THE ASSIGNMENT

The Director M&E 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 PIU Ignite as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

REPORTING OBLIGATIONS

- 1) This position is based at Islamabad, Pakistan.
- 2) The Director M&E will report to the Project Director Ignite PIU, Digital Economy Enhancement Project (DEEP).
- 3) The Director M&E 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 M&E is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Director M&E is required to report to work in an official attire.
- 6) The Director M&E 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 Director M&E shall ensure that all the required reports for the CITL component of 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.