

## Hiring for Project Positions Under DEEP PIU-Ignite

### TERMS OF REFERENCE

Announcement Reference no:		Date	15 July 2025		
Project	Digital Economy Enhancement Project (DEEP) (P174402)				
Position Name	Evaluation Specialist, (Civic Innovation)	Position ID	PK-MOITT-502517-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration of Project	05 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 Executing Agency of the project with implementation support from (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) Ignite – National Technology Fund and (iv) National IT Board (NITB),

### **PROJECT DESCRIPTION**

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

**Ignite - National Technology Fund**, under the Ministry of IT & Telecommunication focuses on fourth industrial wave tech and ecosystem development initiatives to create a knowledge economy in Pakistan. Our national network of incubators nurtures startups, while our tech innovation grants are offered to innovative, deep tech projects. The Ignite known for its expertise in technology entrepreneurship, is mandated to establish and operate CITL. By leveraging civic technology and innovation, it aims to enhance citizen engagement, improve citizen centric services, and foster transparency.

## **OBJECTIVES OF THE ASSIGNMENT**

The Evaluation Specialist is responsible for leading the evaluation internal and external of the Civic Innovation component of the Digital Economy Enhancement Project (DEEP). Success in this position involves developing and implementing evaluation frameworks, collecting and analyzing data, and using findings to informed decision-making and improve program effectiveness. The Evaluation Specialist plays a critical role in ensuring accountability, learning, and continuous improvement within the PIU.

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

- 1) Develop and implement evaluation frameworks, methodologies, and tools specifically tailored for the Civic and Social Innovation to effectively track project goals and outcomes.
- 2) Design data collection tool, instruments, and develop monitoring protocols and guidelines to measure project outcomes and impact.
- 3) Review, adopt, test and modify existing/available evaluation tools, techniques and methods to suit the specific needs of the project;
- 4) Collect, analyze, and interpret quantitative and qualitative data to assess project performance against targets and indicators.
- 5) Preparation and presentation of evaluation reports, including recommendations for the stakeholders.
- 6) Coordinate with project teams and stakeholders to ensure the timely and accurate reporting of project data and results.
- 7) Evaluation of planning & preparation of Hackathons, bootstrap camps etc. with themes, funds projections, timelines with ensuring adherence to data privacy, competition guidelines under applicable rules of the Government of Pakistan and the World Bank.
- 8) Evaluating participant's engagement in collaboration with Comms team by outreach & marketing campaign, against set criteria and indicators.
- 9) Prepare post hackathon evaluation reports covering gaps, challenges, and recommendations.

## **SCOPE OF THE ASSIGNMENT**

The work of the Evaluation Specialist will include the following tasks (not limited to):

- 1) Ensure compliance with the World Bank's Evaluation guidelines and requirements, adapting methods and reports as needed to meet their standards.
- 2) Designing of Evaluation guidelines and SOPs under the World Bank Evaluation guidelines for the Civic Innovation components of the project.
- 3) Facilitate annual and periodic implementation review and assessment exercises, including project steering committee meetings, working groups and other meetings through organization of meeting, recording of minutes etc.
- 4) Extend support to M&E team in the implementation of online Project Management Information System accessible to the Project teams and partners;
- 5) Provide technical assistance and capacity-building support to project teams in support and collaboration with M&E teams.
- 6) Conduct regular field visits and assessments to evaluate project implementation, identify challenges and document lessons learned.
- 7) Collaborate with external evaluators, consultants, and partners to conduct independent evaluations.
- 8) Contribute to organizational learning and knowledge management initiatives by documenting best practices, case studies, and success stories.
- 9) Take lead & responsibility for conducting evaluations of all hackathons and bootstrap camps formed under the project.

#### **QUALIFICATION AND EXPERIENCE**

- 1) Minimum 16 years education from a reputable/HEC-recognized university in Business Administration, Project Management, Economics, Social Science or a closely related field.
- 2) Minimum 07 years of post-qualification experience in monitoring and evaluation roles, in development and/or public sector with international, national and local organisation.
- 3) Proven expertise and relevant experience in designing and implementing Evaluation and Monitoring frameworks and systems for complex projects.
- 4) Strong analytical and data management skills, with proficiency in statistical software and techniques.

5) Excellent communication, reporting writing and presentation skills, with the capacity to translate technical information into actionable insights.
<b>ADDITIONAL SKILLS / EXPERTISE</b>
<ol style="list-style-type: none"> <li>1) Experience in World Bank or other donor-funded projects is preferred.</li> <li>2) Ability to work effectively in a multicultural environment and with diverse stakeholders.</li> <li>3) Experience in conducting training and capacity-building activities.</li> <li>4) Knowledge of international M&amp;E standards and best practices.</li> <li>5) Experience in the usage of computers and office software packages (MS Word, Excel, etc.)</li> <li>6) Experience in handling of web-based management systems (MIS, Power BI, KOBO etc.)</li> </ol>
<b>SCHEDULE FOR THE ASSIGNMENT</b>
The Evaluation Specialist will be appointed on a contract basis for an initial period of two years which can be extended further upon satisfactory performance and mutual consent. DEEP is a 5-year project.
<b>REMUNERATION AND OTHER BENEFITS</b>
<ol style="list-style-type: none"> <li>1) Pay and financial benefits as per Project Pay Scale (PPS-09) of Federal Government of Pakistan.</li> <li>2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.</li> <li>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.</li> </ol>
<b>REPORTING OBLIGATIONS</b>
<ol style="list-style-type: none"> <li>1) This position is based at Islamabad, Pakistan.</li> <li>2) The Evaluation Specialist will report to the Director M&amp;E Ignite PIU, Digital Economy Enhancement Project (DEEP).</li> <li>3) The Evaluation Specialist is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.</li> </ol>

- 4) The Evaluation Specialist is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Evaluation Specialist is required to report to work in an official attire.
- 6) The Evaluation Specialist 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 Evaluation Specialist shall ensure that all the required reports for the Civic Innovation component of 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

<b>Criteria</b>	<b>Points</b>
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.