

Hiring for Project Positions Under DEEP PIU-Ignite

TERMS OF REFERENCE

Announcement Reference no:		Date	15-Jul-2025		
Project	Digital Economy Enhancement Project (DEEP) (P174402)				
Position Name	Monitoring Specialist, (Civic Innovation)	Position ID	PK-MOITT-502516-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 Monitoring Specialist is responsible for conducting & leading the monitoring activities of the Civic Innovation component of the Digital Economy Enhancement Project (DEEP). Success in this position involves developing and implementing Monitoring frameworks, collecting, collating and analyzing data, use of Monitoring Information system and development of dashboards for data analytics, informed decision-making, efficient reporting and to improve program effectiveness. The Monitoring 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 monitoring frameworks, methodologies, and tools specifically tailored for the Civic Innovation to effectively track project goals, outcomes, outputs and KPI.
- 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 monitoring 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) Develop dashboards for analytics and reporting.
- 6) Preparation and presentation of project progress and monitoring reports, including recommendations for the stakeholders.
- 7) 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 Monitoring Specialist will include the following tasks (not limited to):

- 1) Ensure compliance with the World Bank's Monitoring guidelines and requirements, adapting methods and reports as needed to meet their standards.

- 2) Designing of M&E guidelines and SOPs under the World Bank Monitoring 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) Provide support 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 and partners on Monitoring related topics.
- 6) Conduct regular field monitoring visits and assessments to review and monitor project implementation, identify challenges, and document lessons learned.
- 7) Review progress data and information to enable effective reporting on quarterly basis and preparing reports, including collecting of gender segregated data;
- 8) Collaborate with external evaluators, consultants, and partners to conduct independent assessments.
- 9) Contribute to organizational asset building and management through learning and knowledge management initiatives by documenting best practices, case studies, success stories & lessons learned

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, in development and/or public sector with international, national and local organisation.
- 3) Proven expertise and relevant experience in designing and implementing M&E frameworks, tools, and systems for complex projects including developing participatory M&E systems and analyzing data, using statistical software would be advantageous;
- 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.

ADDITIONAL SKILLS / EXPERTISE

- 1) Experience in World Bank and/or other International donor-funded projects is preferred.
- 2) Ability to work independently in a multicultural environment with diverse stakeholders.
- 3) Experience in conducting M&E training and capacity-building.
- 4) Knowledge of international M&E standards and best practices.
- 5) Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- 6) Experience in handling of web-based management systems (MIS, Power BI, KOBO etc.)

SCHEDULE FOR THE ASSIGNMENT

The Monitoring Specialist will be appointed on a contract basis for an initial period of two years which will be extended further upon satisfactory performance and mutual consent. DEEP 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 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 Monitoring Specialist will report to the Director M&E Ignite PIU, Digital Economy Enhancement Project (DEEP).

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