

TERMS OF REFERENCE (TOR)

Higher Education Development in Pakistan (HEDP)

PROJECT COORDINATOR

Job Title:	Project Coordinator
Category:	Individual Consultant
Duty Station:	Islamabad
Type of Contract:	Fixed Term
Expected Starting Date:	October 2022
Duration of Assignment:	Till June 30, 2024
Salary:	Market competitive

1. BACKGROUND:

The Higher Education Development in Pakistan (HEDP) project aims to support research excellence in strategic sectors of the economy, improve teaching and learning, and strengthen governance in the higher education sector, introducing curriculum reforms, strengthening capacities of the Universities/HEIs for running blended education programmes, introduction of IT based governance systems in Universities/HEIs, strengthening monitoring and evaluation systems, systematizing data collection, and undertaking capacity building activities. The project will be implemented over five-years, 2019-20 to 2023-24. More information is available at <http://projects.worldbank.org/P161386?lang=en>.

2. CORE RESPONSIBILITIES:

The Project Coordinator will head the Project Coordination Unit (PCU) and will provide leadership and steer the implementation process of the HEDP project of the World Bank.

The key responsibilities of the Project Coordinator shall include, but not be limited to the following:

- Oversee the implementation of the HEDP project.
- Undertake a focused and accelerated program of activities, within the framework of the project, as spelt out in the PC-1 and Project Appraisal Document (PAD); in particular, actions required to address educational challenges emerging out of the Coronavirus pandemic.
- Ensure all targets laid down as DLIs and KPIs are achieved in a timely manner, including strengthening the capacity of the Universities/HEIs for imparting blending learning that has assumed additional significance in wake of the situation emanating from the Coronavirus pandemic.
- Oversee management of the day-to-day operations of the HEDP project, including, but not limited to budget and finance, human resource management, recruitment, capacity building of staff as needed, procurement and purchasing, and records management.
- Oversee the development and regular review of all plans, surveys, and policies of the project.

- Oversee financial management and planning, including preparation of budgets, financial plans, and ensure transparency in all financial transactions.
- Oversee the monitoring and evaluation of the implementation of the project, including through periodic field visits, suggest measures for effective implementation, and identify and mitigate constraints and potential bottlenecks.
- Ensure preparation of periodic progress reports and updates for the project.
- Oversee implementation of communication strategy to raise awareness regarding the initiatives undertaken through HEDP to address the issues confronting the higher education sector in Pakistan.
- Be responsible to the Steering Committee of the HEDP project.

3. COMPETENCIES:

The Consultant will possess the following qualifications and skills:

- A degree (16 years of education) from a reputable national/international university. Additional project management qualifications would be accorded more weightage
- 15 years of experience (after acquiring stipulated qualification) with at least 05 years working at a senior level capacity managing large complex projects with multiple stakeholders/international donors. Experience in education sector would be accorded more weightage
- Preference will be given to those who have experience in working on areas covered under the ToRs.
- Documented experience of interacting with senior level policy makers and partner institutions
- Proficiency in usage of computer desktop applications and office software packages would be mandatory
- Good working knowledge of the latest developments in tools and techniques with respect to blended learning
- Strong leadership skills, which includes identifying and solving problems pro-actively, target-setting and monitoring, and accountable for results
- Ability to maintain a good working relationship with multiple and diverse stakeholders, listening to different points of view and building consensus for the direction of the project
- Strong interpersonal and communication skills and commitment to teamwork.

- Possesses Excellent writing, editing and analytical skills including proven report writing skills; demonstrates good oral and written communication skills in substantive and technical areas
- Consistently approaches work with energy and displays a positive and constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Ability to work effectively, independently, take initiative and deliver results, even under pressure, and willing to visit sites in remote areas.
- Experience in working on World Bank projects or similar international projects is considered an asset
- Proficiency in the usage of computers desktop application MS Office (Word, Excel, and Power Point) and office software packages (word processing, spreadsheet etc.) and experience in handling of web-based data and information management systems

4. SELECTION PROCESS:

- An individual consultant will be selected in accordance with process stipulated in accordance with “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 & August 2018.