

**TERMS OF REFERENCE (TOR)**  
**INDIVIDUAL CONSULTANTS (PSU)**  
**UNIT HEAD**

***Manage and oversee the Unit and all program activities of PRIDE Program housed in the Unit.***

**Background:**

Program Support Unit (PSU) established in the P&D Board to implement Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five year program funded by International Development Association (IDA) – World Bank Group with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the Punjab Province to promote coherent PFM systems. The Program will also support the GoPb's Development response to COVID-19 challenges. The PSU in the P&D Board is responsible to coordinate implementation of activities under the P&D Board.

The PSU will be staffed with individual consultants, having expertise in selected areas. The team of consultants will be headed by a Unit Head with following credentials;

**Qualification and Experience:**

- Master's Degree or equivalent in Public/Social Policy, Economics, Finance, Business Administration, Business Management from a reputed/recognized university.
- Total experience of 12 (twelve) years with at least 7 years in the areas of management, administration, project coordination in Public / Private Sector in lead or senior management role and leading related programs for a large organization or donor funded projects.
- Candidates who are well versed with World Bank's / multilateral financial institutions Program Implementation and having prior work experience of managing Program for Results (PforR) instrument will be highly preferred.
- Demonstration of strong financial, technical and management skills is required.

**Main Responsibilities:**

- Provide administrative and management leadership to PSU P&D Board to effectively and efficiently achieve the program's goals and objectives;
- Supervise and manage team members, keep them motivated and ensure that they have clear performance targets;
- To supervise, coordinate and manage implementation of all project activities;
- Carry out overall project management of all the components assigned to PSU in PRIDE Program; and ensure that the agreed work plans of the project are followed;
- Lead the team of technical experts for achieving the goals and objectives of the program;

- Ensure that the project activities are conducted in strict compliance with Program Agreement and Program Appraisal Document;
- To coordinate and facilitate P&D Board and Tax Collecting Agencies in implementing the reforms envisaged under PRIDE Program;
- To liaison with other relevant departments for ensuring coordinated works;
- To appraise the concerned agencies about the progress of the project;
- To facilitate the World Bank mission on their visit to the areas of activities and Government Departments;
- Provide Technical Assistance to Implementing Agencies for implementation of program activities;
- To handle complaints and swiftly address them;
- To interact with all concerned for timely completion of the assigned program components;
- To ensure observance of the Government rules and guidelines of the donors for smooth and effective implementation of the Program activities;
- Develop a strong and supportive working relationship with relevant stakeholders and ensuring smooth coordination.
- Any other task related to the assignment.

#### Financial & Procurement Management

- Act as the Principal Accounting Officer of the Project;
- Ensure that project's funds are spent in a completely transparent manner; as per the applicable financial rules and procedures;
- To sign contracts and place orders of purchases of goods and services as per guidelines;
- Ensure effective and efficient use of all resources;
- Ensure that all financial records are updated and reported as and when required;
- Ensure that the project activities are conducted in strict compliance with the Financial Agreement;
- Monitor project spending against planned activities on monthly basis and initiate required corrective and preventive measures.

#### Project Documentation and Reporting

- Regularly report to the Planning and Development (P&D) Board, Punjab;
- To make sure that all instructions made by the PSC are implemented in light of PC 1 and donor guidelines;
- Develop and implement an effective and efficient progress reporting system;
- Prepare project reports, briefs and monitor progress on regular basis;
- Document and share best practices and lessons learned from the project internally and externally;

- Maintain regular interaction and liaison with the donor and provide regular updates, briefings, etc.

**Selection Method:**

All consultants will be selected in accordance with the procedures set out in the Section V 'Selection of Individual Consultants' World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers January 2011 (Revised July 2014).