



TERMS OF REFERENCE

SENIOR PROGRAM MANAGEMENT EXPERT

Program Implementation Unit (PIU) of Planning & Development Department has been recently established and will act as the coordinating and monitoring agency for projects/programs activities including the World Bank's Punjab Jobs & Competitiveness (J&C) Program with a total funding of USD 100 million and Strengthening Markets for Agriculture and Rural Transformation (SMART) in Punjab program with a total funding of USD 300 million. Both programs involved multiple implementing agencies which are more than fifteen in numbers. Therefore, extensive and robust coordination will be required to achieve the results against Disbursement Linked Indicators (DLIs). For this purpose, PIU, P&D Department is seeking the Consultancy Services of Senior Program Management Expert.

2. The Senior Program Management expert will assist Program Director and his team in managing and overseeing the relevant programs housed in the Unit. The job responsibilities will include:

- Provide assistance to Director and Implementing partners in all matters including program management, interaction with donors, recording of minutes of meeting, preparing presentation and preparation of relevant reports as required by the government and development partners;
- Develop concept notes on key program interventions in collaboration with World Bank Team and relevant government departments;
- Design key reform activities for the programs including Doing Business, Punjab Jobs & Competitiveness Program, etc ;
- Help create linkages with key stakeholders and organize regular Stakeholder Engagement Sessions;
- Help PIU/implementing agencies to prepare PC-1s to execute program activities and provide advisory services to the departments for aligning PC-1s with overall Program objectives;

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- Guide and advise departments to prepare operational and program manuals for Implementing agencies under different programs;
 - Help develop Terms of Reference (TORs) for consulting assignments of various program activities to engage consulting services;
 - Provide Technical Assistance to Implementing Agencies for implementation of program activities;
 - Any other task to be assigned by the Program Director.
- **Qualification and Experience Required:**
 - Master degree/BSc. in Economics, Finance, Business Administration, Public Administration, Business Economics, Development Studies, Management & Planning etc. from a reputed/recognized local/foreign university;
 - Communication, report writing and presentation skills;
 - At least twelve years' experience in Public sector, private or non-government sector or international organization;
 - Prior experience of having worked for foreign aided projects in governance, improving business environment, competitiveness or agriculture will be highly preferred.
 - Consultants/experts who are well versed with World Bank's Program Implementation and having prior work experience on managing Program For Results instrument will be highly preferred.
 - Good communication, report writing and presentation skills;
 - Maximum age 45 years.

- **DURATION**

The duration of the contract is one (01) year initially on intermittent basis. The contract is extendable on annual basis with mutual consent and subject to approval of the competent authority.

- **PAY PACKAGE**

Market based (negotiateable)

