

REFORM SUPPORT UNIT

SCHOOL EDUCATION & LITERACY DEPARTMENT
GOVERNMENT OF SINDH

OPPORTUNITY FOR CONSULTANCY SERVICES

Reform Support Unit, School Education & Literacy Department in collaboration with UNICEF-Sindh, invites application from qualified & eligible professionals domiciled in Sindh for the following Short Term Individual Consultancy under the Technical Assistance (UNICEF Funded Project), Positions are purely on a contractual basis and located at Karachi.

S. No	Consultant Position Termed As	No of Position	Duration	Qualification	Experience
1	Temporary Individual Consultant for Public Procurement Specialist	01	02 Months	Minimum Qualification Bachelors	<ul style="list-style-type: none">• Minimum 3 Years of procurement experience with Govt. Dept. or with international donors.• Extensive knowledge of Govt. of Sindh Procurement laws.• Experience of strong communication, networking & IT skills
2	Individual consultant to align SDG-4 Gap Assessment Report (Sindh Vs. National):	01	02 Months	Masters (Preferably master in Education, English, literature)	<ul style="list-style-type: none">• Minimum 3-5 Years work experience in areas of SDG, especially on SDG-4 component.• Extensive knowledge and understanding of SDG-4 Strategy Paper, Baseline Data & its Linkages.• Demonstrated ability to form and maintain working relationships with government officials.• Experience of strong communication, networking & IT skills
3	Individual Consultant for ECE & SDG-4	01	02 Months (extendable on the basis performance and availability of budget)	Masters (Preferably master in Education, English, literature)	<ul style="list-style-type: none">• 3-5 years of work experience in relevant field• Well versed with Education Policies, Laws, Statistics and Strategies• Strong communication, writing & reporting skills
4	Temporary Consultant Communication / Public Relation Officer	01	02 Months (extendable on the basis performance and availability of budget)	Masters (Preferably journalism, Mass Communication, English, literature)	<ul style="list-style-type: none">• Minimum of 03 years' experience in areas related to communication, media, Public relation.• High level of computer literacy and report writing, communication and reports skill.• Efficient in the use of social media.

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S. No	Consultant Position Termed As	No of Position	Duration	Qualification	Experience
5	Temporary Consultant IT & MIS Officer	01	02 Months (extendable on the basis performance and availability of budget)	Minimum Qualification Bachelors in IT/ computer science, software engineering	<ul style="list-style-type: none">• Minimum 03 years related experience; and good knowledge of Web, PHP, App developer.• Excellent interpersonal, communication, reporting and IT skills;• Excellent performance in MS office use;• Efficient in data management/ MIS

Important Note:

- a) Detailed TORs and Terms & Conditions of above positions are available on www.sindheducation.gov.pk
- b) Interested candidates should send their updated resume along with all the relevant academic and professional documents on before 24-10-2020 at given postal and/or email address.
- c) In case Resumes are sent through email, candidates should email academic and professional documents through a scan PDF version.
- d) Reform Support Unit, School Education & Literacy Department reserves the right to cancel any of the positions at any stage without assigning any reason.

Reform Support Unit
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Terms of Reference

1. Temporary Individual Consultant for Public Procurement Specialist (2 Months, Min Bachelors, Min 3 Years' Experience in relevant field)

- Research and identify prevailing market trends and alternate solutions for goods, services and consultancies as per procurement plan and as when required.
- Identify and update prospective/potential vendors for procurement methods.
- Conduct market assessments for gathering approximate estimates for each procurement activity, carry out the necessary analysis and submit the report.
- Prepare and maintain a procurement check list for effective procurement procedures, and follow-up all kinds of procurement activities, maintain and update contract rosters every month.
- Coordinate and liaison between different office sections, including vendors for timely delivery and follow up.
- Adhering to relevant procurement guidelines of foreign donors and SPPRA (whichever applicable) along with their defined procedures in all the assigned work and coordinate/follow up with SPPRA for submitting / full filling all their necessary codal formalities including hoisting and submission of all required papers.
- Coordinate with SELD and Information Department for completing all the requirement on publication of advertisements along with relevant office section for hoisting on the website in a timely manner.
- Draft and conduct all relevant proceedings including preparation of RFQ/RFP, bidding documents and all other appropriate materials, for shopping, NCB, CQS, QCBS, ICB and others for consultancies, services & goods in line with the procurement guidelines of relevant foreign donors including World Bank and SPPRA.
- Assist in technical and financial bid openings and prepare drafts of minutes of proceedings.
- Conduct and timely submit evaluations and comparative analysis of the received quotations/bids and proposal, including submission of bid evaluation reports/ comparative statements.
- Coordinate and disseminate relevant information for the effective completion of contractual activities among all stakeholders, including contract status, compliance, modifications and coordination with admin section and other offices of SELD for deliveries and maintaining inventories record.
- Prepare, organize and maintain contract records, files documentation, follow up on the bid and performance securities collection and return to vendors and also deposit of bid document pay orders in the relevant head of account.
- Peaceful submission of all records/documents after completion of assignment/contract.
- Update procurement plan regularly on official software/system and assist in contract close out activities;
- Any other task assigned by the Procurement & Contract Management Specialist/CPM/SM (Admin).

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2- Individual Consultant to align SDG-4 Gap Assessment Report (Sindh Vs. National) (2 Months, Min Master, Min 3-5 Years' Experience in relevant field);

An Individual Consultant will have the following duties and assignments:

- Analyze coherence and gaps between draft SDG-4 Gap Assessment Report (Sindh) and National SDG-4 Gap Assessment Report;
- Align SDG-4 Gap Assessment Report (Sindh) with School Education Sector Plan & Roadmap for Sindh 2019-2024 (SESP&R)
- Conduct requisite working session with UNESCO in Islamabad, SDGs Support Unit, RSU and UNICEF in Karachi on task 1 & 2 (above).

3- Individual Consultant for ECE & SDG-4 (2 Months, Min Master, Min 3-5 Years' Experience in relevant field)

An Individual Consultant will have following duties and assignments:

- Support finalization, endorsement and launch of SDG-4 Gap Assessment Report (Sindh);
- Carryout liaison for development of annual report cards for tracking of global indicators for SDG-4, and MAPS (mainstreaming acceleration and policy support);
- Maintain excellent liaison with (P&DD), Finance Department, SDGs Support Unit, RSU, Heads of Units/Wings of SELD, UNICEF/other UN agencies and CSOs;
- Develop institutional plan to strengthen SDG-4 Cell at SELD;
- Develop a feasibility plan to establish ECCE Resource Centers at Teachers' Training Institutes (TTIs) at Regional Headquarters level;
- Support to implement Implementation Plan for ECCE Policy;
- Support effective operationalization of UNICEF-SELD initiatives on Early Learning including (material development and teachers' training, support for provision of supplies), field facilitation/monitoring;
- Support to convene ECCE Working Group meetings;
- Carry out field required field monitoring and quality assurance visits;
- Provide support related to UNICEF-SELD RWP/AWPs;

4- Temporary Consultant Communication / Public Relation Officer (2 Months, Min Master, Min 3 Years' Experience in relevant field)

- Provide vigilant, timely and effective coordination and technical support for 100% implementation of programmatic interventions of Rolling Work-Plan (RWP) and Operational Plan (OP) related to Communication 4 Development Initiative (C4D);
- Design/develop/coordinate campaign drives, events, publications and promotional materials, graphics designing work and activities in a timely and effective manner
- Develop related IEC and BCC materials and liaise to finalize/endorse print and disseminate
- Design quarterly newsletter and all publication material including graphic presentations
- Develop plans for event awareness campaigns along with timelines and write reports on events
- Coordinate to support matters related to communication studio equipment's/hardware/software and ensure its upkeep and availability of latest versions items

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- Assist in production of short videos, documentary including contents development for highlighting achievements of SELD/RSU on social media, events or workshops including all editing/voice over and other related work
- Develop scripts (Public Service Messages, Radio Programme, video documentaries/others related) and provide related technical and logistics support;
- Effective event management including facilitation, media management, quality event reporting and compilation of high-quality audio/visuals;
- Regular and robust liaison with Local Support Unit Coordinators (LSU Coordinators) for collection of monthly plans MPR and quality monthly reports in a timely manner;
- Support field monitoring of monthly plans of RCs, DEGs, RROC, DROC and others related;
- Assist and communicate with FCs/others related on for smooth implementation of Rolling Work Plan & OP 2020
- Support to plan and implement overall C4D initiatives of OP including Enrollment of Retention Drive, social mobilization materials;
- Coordinate and assist UNICEF assisted project staffs (Provincial/Districts) as guided by CPM (RSU) and UNICEF;
- Prepare minutes of the meeting, prepare briefs, PPTs/other materials as per requirement
- Undertake new assignments as guided and agreed and approved by CPM (RSU) PM-SESP and UNICEF

5- Temporary Consultant IT & MIS Officer (2 Months, Min Bachelor in IT, Min 3 Years' Experience in relevant field)

- Provide vigilant, timely and effective coordination and technical support for 100% implementation of related programmatic interventions of Rolling Work-Plan (RWP) and Operational Plan (OP);
- Provide full support to migration/update of IM-SESP, IM DEPs to new School Education Sector Plan & Roadmap for Sindh
- Develop concept note for hiring of IT Firm and support update IM-SESP and IM-DEP, analyze and prepare monthly report and share with RCs and PM
- Support to maintain new software/dashboards as per requirement including Enrolment & Retention Dashboard, School Improvement Plan (SIP) including pilot testing, finalization, analysis and monthly reporting;
- Support to develop related materials, user guides and provide training to officials at provincial and districts level on effective use of all software
- Prepare Concept Note, facilitate and support organization of district, regional and provincial reviews of IM-SESP and IM-DEPs
- Support to prepare reports, briefs, presentations, concept notes, background documents, reporting templates, agenda, minutes of meetings and maintain records/ archives of related documentations/reports/others;
- Support Third Party Validation, Evaluation, Assessment and related field interventions

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- Support to prepare reports, briefs, presentations, concept notes, background documents, reporting templates, agenda, minutes of meetings and maintain records/ archives of related documentations/reports/others;
- Support/Development Partners, assisted staff to carry out tasks related to RWP, OP 2020.
- Develop new software including Enrolment & Retention Dashboard, School Improvement Plan (SIP) including pilot testing, finalization, analysis and monthly reporting
- Develop and update SEMIS Profiling Web Application along with its linked dashboards, analyze and prepare monthly report and share with SPM-SESP & PM-SEMIS.
- Develop and update SEMIS Profiling Data Reporting Module and share day to day, weekly, monthly reports with SPM-SESP & PM-SEMIS.
- Undertake new assignments as guided and agreed by CPM (RSU) and PM
- Update office record accordingly.