

REFORM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT

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 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 Consultant Communication / Public Relation Officer	01	02 Months (extendable on the basis performance and availability of budget)	Masters (Preferably 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.
2	Temporary Consultant Admin & Finance Officer	01	02 Months (extendable on the basis performance and availability of budget)	Masters (Preferably Finance, Accounts)	<ul style="list-style-type: none">• Minimum 03 years relevant field.• Excellent skill and handle Computerized accounts system / software.• Excellent analytical, data management, writing reporting skill• Excellent interpersonal, communication, reporting and IT skills;

Important Note:

- Interested candidates should send their updated resume along with all the relevant academic and professional documents on before 20-07-2022 at given postal and/or email address.
- Preference will be given to female candidates.
- In case Resumes are sent through email, candidates should email academic and professional documents through a scan PDF version.
- 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
Senior Project Manager-SESP&R
47-E/1, 48th Street, PECHS Block # 06, Karachi Ph:
021-34320241-5
Email: mujeeb.khatri@rsu-sindh.gov.pk

Mujeeb
06/07/22

REFORM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT

Detailed Terms & Conditions and Deliverable as under.

Position : Temporary Consultant Communication/Public Relation Officer	
Terms & Conditions (ToRs)	Deliverable
<ul style="list-style-type: none"> • 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 • 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; • Regular and robust liaison with LSU District Coordinator 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; • 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; 	<ul style="list-style-type: none"> • Concept Notes, SOPs, IEC materials, reports/others on the various events Publication of RSU Quarterly Newsletters. • Two quarterly Human-Interest Stories • Video documentary on Education Reforms • Collection of news, stories about progress of reforms, initiatives and interventions by visiting offices of SELD and sections of RSU • Consolidated version of Monthly Plans / Report • Mass Communication / Messaging through RSU-SELD portal.

Am
06/9/22

REFORM SUPPORT UNIT
SCHOOL EDUCATION & LITERACY DEPARTMENT

Position : Temporary Consultant Admin & Finance Officer	
Terms & Conditions (ToRs)	Deliverable
<ul style="list-style-type: none"> • Ensure compliance to Harmonized Approach to Cash Transfer (HACT), and SPPRA rule maintain up to date and correct financial records, accounts and support timely conduct of spot-check, audit, evaluation, third party field monitoring; • Draft and submit correct FACE/ICE along with supporting documents in a timely manner, and rigorously follow-up for provision of funds; • Ensure rigorous follow-up at provincial/districts level to obtain complete financial accounts; • Draft supply plan (including specifications of supply items) and supply distribution plan. Ensure to stock supplies as per SOPs and timely distribution to beneficiaries; • Assist in organization of meetings, events, field monitoring, reporting, incoming/ outgoing mission, field monitoring, pre- and post-supply monitoring and in overall logistics Management; • Assist in issuance of notifications, minutes, development TORs for Consultants/Firms/others related and rigorously follow-up in obtaining deliverables and timely payment of remunerations; • Liaise with suppliers, publishers, vendors and other service providers in related matters; with co-ordination to SM Admin RSU. • Ensure timely availability and archives of programmatic and related reports of UNICEF assisted temporary staffs and Consultants; • Maintain Cashbook & Vouchers accordingly AGP Rules. • Ensure up to date and correct financial records as per financial rules and regulation of Government-RSU SESP; • Maintain of accounts and bank reconciliation in timely manner including carrying out activities of overall financial management including bookkeeping & audit related matters; • Support to conduct spot-check, Third Party Validation/Monitoring, Evaluation, Assessment and related field interventions. 	<ul style="list-style-type: none"> • Maintained Bank Book • Monthly Reconciliation of Banks Accounts along with all record /reports /documents • Final copies of FF/ICE along with relevant letter and reports • Weekly Funds Tracking Sheet • Record of all bills/ expenditures • Personal files of all temporary & contractual staff

Am
08/07/22