

TERMS OF REFERENCE (TOR)

INDIVIDUAL CONSULTANT

POSITION TITLE: EDUCATION OFFICER

LOCATION: PMU – BESP SED QUETTA

REPORTS TO: EDUCATION SPECIALIST

Background

The Project Management Unit (PMU) under the School Education Department, Government of Balochistan, is implementing two major education initiatives: GRADES-Balochistan and STEP-Balochistan. Both projects aim to improve access to education and enhance foundational learning, with a strong focus on early childhood and primary education. GRADES-Balochistan is a province-wide program funded through a USD 100 million IDA-20 credit from the World Bank, while STEP-Balochistan is a targeted intervention in seven districts, supported by the Global Partnership for Education (GPE).

These projects align with the Balochistan Education Partnership Compact (2024–28) & the Balochistan Education Sector Plan 2020-25, collectively addressing infrastructure gaps, teacher development, inclusive education, and learning outcomes. The PMU is responsible for ensuring effective planning, coordination, and implementation of both projects to support sustainable education reform across the province.

The Project will be implemented by the School Education Department (SED), Government of Balochistan (GoB), with extensive support and monitoring by the Project Management Unit (PMU).

Purpose:

The Education Officer is the primary field coordinator for GRADES-Balochistan, ensuring implementation, verification, and troubleshooting of all project activities at the school and district levels within his/her designated regions.

Responsibilities:

1. Coordinate and facilitate the implementation of all education activities in the assigned region, including CPD, ECE, assessments, scholarships, CBS, and transport.
2. Serve as the primary liaison between the PMU and district education officials (DEOs, AEOs), school heads, and community stakeholders.

3. Conduct field visits to validate implementation of activities and submit detailed monitoring reports with photos and observations.
4. Ensure logistics and administrative support for field trainings, distributions, monitoring missions, and assessments.
5. Identify operational bottlenecks at the field level and work with thematic leads and Education Specialist to address them.
6. Maintain an updated database of intervention schools, trained teachers, CBS, and beneficiaries in the region.
7. Facilitate school-based meetings, orientation sessions, and PTSMC engagement.
8. Coordinate field-level data collection, ensure its quality, and submit to M&E and Education Section.
9. Support donor and third-party monitoring visits and prepare visit briefs and action follow-ups.
10. Submit monthly implementation reports, highlighting progress, risks, and suggested improvements.

Requirements:*Qualification and Experience*

- Master's/Bachelor's degree (16 Years) in Education, Social Sciences, and related fields
- Four years' experience in the related field
- Candidates who have already worked in a development sector organization on ECE are preferred

Skills

- Good English and Urdu verbal and written communication skills. Knowledge of local languages is an advantage.
- Excellent negotiating, communication and report-writing skills
- Computing skills especially use of MS Office
- The Job will require extensive traveling in Balochistan

Compensation:

- Market competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

Selection Process:

- The selection will be made in accordance with the "World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, Sixth Edition, February 2025) following Individual Consultant Selection.