

TERMS OF REFERENCE

Job Title: PROGRAM COORDINATOR/ SPECIALIST

Background:

The Project Management Unit (PMU) under the School Education Department, Government of Balochistan, is implementing two major education initiatives Getting Results: Access and Delivery to Quality Education Services in Balochistan (GRADES-Balochistan) and System Transformation of Early Education Project in Balochistan (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 through a USD 9.07 million Grant, supported by the Global Partnership for Education (GPE).

The GRADES-Balochistan focuses on expanding access to Early Childhood Education, improving quality through teacher development, assessments, scholarships, school infrastructure, and climate-smart solutions, while STEP-Balochistan strengthens Early education through ECE classrooms, curriculum reforms, teacher training, and parental engagement. Together, the projects aim to enhance access, quality, and resilience of education in Balochistan.

These projects are aligned with the Balochistan Education Partnership Compact (2024–28) & the Balochistan Education Sector Plan (2020-25) and are 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.

Purpose:

The Program Coordinator/ Specialist will be engaged in PPIU and PMU to provide strategic, technical, and operational support for managing and monitoring the thematic areas of the Education Sector Plan. The role requires strong coordination, planning, and analytical skills to ensure alignment with project objectives, government priorities, and donor requirements.

- Coordinate implementation of the ESP thematic areas within the framework of GRADES-B and STEP-B projects
- Support the alignment of project activities with sectoral policies, reforms, and government priorities
- Liaise between PPIU/PMU, School Education Department, World Bank, and other development partners
- Facilitate inter-departmental and inter-project coordination to avoid duplication and ensure synergy
- Provide technical inputs to strengthen ESP implementation and review progress on reforms
- Conduct policy analysis and prepare recommendations to improve sector governance and service delivery
- Support the development of operational guidelines, frameworks, and action plans for ESP implementation
- Oversee progress monitoring of ESP thematic areas, ensuring timely data collection and analysis
- Prepare periodic reports (monthly, quarterly, annual) for PPIU/PMU and the World Bank
- Support the development and use of monitoring tools and performance indicators
- Ensure lessons learned and best practices are documented and disseminated
- Support training, workshops, and knowledge-sharing sessions for government officials and stakeholders
- Build institutional capacity within PPIU and PMU for policy planning, program management, and reporting

- Maintain a database of ESP-related interventions, outputs, and outcomes
- Engage with civil society, private sector, and education stakeholders to ensure participatory planning and accountability
- Support communication strategies to promote transparency and visibility of ESP achievements

Requirements:*Qualification and Experience*

- Master's degree (Sixteen years of education) in Education, Public Policy, Economics, Development Studies, or related field.
- At least 10 years of progressively responsible experience in Social Sciences and or Business Administration. education program management, policy, planning, and education sector reforms
- Proven experience in working with government, donor-funded projects, and international development partners
- Experience of leading Program management in the public sector or international organizations
- Strong analytical, communication, and report-writing skills
- Demonstrated ability to manage multiple tasks and coordinate with diverse stakeholders
- Proficiency in MS Office, data analysis tools, and knowledge management systems
- Excellent command of English and Urdu; knowledge of the local languages of Balochistan will be an asset

Reporting to: Project Director PMU**Salary and Benefits:**

Market competitive salary (lump-sum on a monthly basis 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.