

TERMS OF REFERENCE (TOR)

INDIVIDUAL CONSULTANT

POSITION TITLE: SENIOR PROJECT 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 and collectively address 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:

As part of GRADES-Balochistan, scholarships and CBS are critical interventions aimed at improving access to education, especially for girls, disadvantaged groups, and students in remote areas. The Senior Project Officer plays a leading role in the planning and implementation of these components and supports community engagement strategies to ensure school functionality and retention.

Responsibilities:

- Lead the end-to-end design and execution of the scholarship program, including identification of beneficiaries, development of verification protocols, coordination of disbursement mechanisms, and post-disbursement monitoring.
- Liaise with the Finance and M&E sections to ensure transparency, accountability, and timely delivery of scholarship funds.

- Develop and implement strategic plans for community engagement and ownership of CBS, including operational guidelines, resource requirements, and integration with formal schooling systems.
- Supervise the recruitment, deployment, and ongoing performance appraisal of CBS teachers and facilitators.
- Maintain strong coordination with local education authorities, communities, and School Management Committees to ensure sustainability of CBS.
- Develop operational manuals, guidance notes, and standardized templates for the implementation of CBS and scholarship interventions.
- Monitor key indicators such as student attendance, dropout rates, and community participation, and recommend timely remedial actions.
- Provide data and technical inputs to the PPP thematic lead for developing partnership models involving non-state actors for CBS.
- Compile monthly progress reports with field updates, challenges, and mitigation strategies for submission to the Education Specialist.
- Ensure that all CBS adhere to minimum standards for safety, accessibility, and basic infrastructure.

Requirements:

Qualification and Experience

- Master's degree (16 years of Education) in Education, Public Administration, Development Studies, Social Sciences, or a related field.
- At least 5–7 years of progressively responsible experience in project planning, implementation, and management—preferably in the education sector.
- Prior experience with World Bank, other donor-funded programs, or government projects is highly desirable.
- Strong understanding of government systems, planning, and development frameworks.
- Excellent analytical, communication, and stakeholder engagement skills.
- Proficiency in MS Office Suite and project management tools.
- Fluency in English; knowledge of local languages will be an asset.

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.