Terms of Reference (TOR)

(INDIVIDUAL CONSULTANT)

POSITION TITLE: ICT SPECIALIST

LOCATION: PMU – SED QUETTA

REPORTS TO: PROJECT DIRECTOR

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.

Purpose

The position requires in-depth technical expertise in system development, database administration, software implementation, and IT support aligned with strategic goals and data-driven decision making. To ensure the planning, development, integration, and maintenance of robust ICT, Management Information Systems (MIS), and Learning Management System (LMS) that enhance organizational performance, data reporting, service delivery,
and internal/external communication under the GRADES and STEP Balochistan programme.

Specific Tasks and Responsibilities

- Design, develop, and maintain ICT infrastructure, including networks, servers, backup systems, and cybersecurity controls.
- Lead the development and implementation of MIS platforms for effective data collection, storage, analysis, and reporting
- Oversee database architecture and ensure data integrity, security, and accessibility.
- Support automation of processes across departments and provide integration with third-party systems where needed.
- Advice digital initiatives related to teacher development and student learning on technical feasibility and parameters. This includes, but is not limited to the LMS for the continuous professional development of teachers.

- Ensure regular system upgrades, patches, and documentation of all technical components. Provide capacity building and training to internal users on ICT tools, platforms, and best practices.
- Troubleshoot and resolve software, hardware, and connectivity issues. Support the digitization of records and transition from manual to electronic systems. Assist in developing IT procurement specifications, evaluating vendors, and overseeing implementation.
- Ensure compliance with national and international data security, privacy, and ICT standards.

Consultant Qualification and Experience

Qualification

- Bachelor's or Master's degree (16 Years of Education) in Computer Science, Information Technology, MIS, or a related field.

Experience

- Minimum 7 years of designing and managing ICT and MIS projects
- Proven experience with system development life cycle (SDLC), relational databases (e.g., MS SQL, MySQL), and data visualization tools.
- Proficiency in programming languages such as Python, C#, Dot Net, or PHP.
- Experience in managing/ dealing with Windows/Linux servers, cloud platforms (Azure, AWS), cybersecurity practices, AI related interventions, and ERP systems
- Fluency in English and Urdu is a must.

Remuneration

Market-competitive remuneration will be offered based on qualifications and experience.

Procurement Method

The selection will be made in accordance with the "World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services September 2023 following Open Competitive Selection of Individual Consultants