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**TERMS OF REFERENCE**  
**Deputy Project Director**  
**Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP)**  
**Elementary & Secondary Education Department**  
**Government of Khyber Pakhtunkhwa**

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### **Background**

The Khyber Pakhtunkhwa Human Capital Investment Project was approved by the World Bank Board in July, 2020 and became effective in March, 2021. The project is designed to support the Government of Khyber Pakhtunkhwa in Human Capital Investments in the Education & Health Sector and aims to improve investments in people for greater equity and economic growth.

The Project includes three components:

- Component 1. Improving Delivery of Quality Primary Health Care Services
- Component 2: Improving Availability and Quality of Education Services
- Component 3: Strengthening Community Engagement and Accountability

To support the implementation of Component II, the Government of Khyber Pakhtunkhwa and World Bank has agreed to establish a Project Management Unit (PMU) in Elementary & Secondary Education Department.

### **Project Development Objective**

The objective of the Project is to improve availability, utilization, and quality of primary healthcare services and elementary education services in Selected Districts of Khyber Pakhtunkhwa.

### **Structure and Staffing of the PMU**

The PMU will be led by a Project Director and assisted by the Deputy Project Director to implement the project and provide guidance to PMU staff for effective implementation of components to achieve desired results.

The PMU will be staffed by qualified professionals in core project management functions such as procurement, financial management, monitoring and evaluation, environmental and social safeguards, education, infrastructure etc.

### **Scope of Work**

The Deputy Project Director will assist the Project Director in their duties. The Deputy Project Director will also provide guidance to PMU staff to achieve the desired results.

The duties and responsibilities of the Deputy Project Director would include:

- Assist the Project Director in preparing detail yearly plan of action including implementation and monitoring / supervision, evaluation, report writing and reporting to the identifying channels in-line with PC-I.
- Assist the Project Director in ensuring the environmental and social compliance of project activities in line with the approved POM,ESMF and any subsequently developed

- E&S plans, so as to ensure adherence to the requisite legal obligations.
- Facilitate the Project Director in timely reporting of all environmental and social safeguards incidents/accidents and grievances to the World Bank Task Team.
- Assist the Project Director in Monitoring & Evaluation of the Project including field visits.
- Technical Support to the districts in implementation of the project activities.
- Will coordinate and conduct progress review meeting with the program managers and DEOs
- Will assist the District Education Officers of the project districts in implementation of the proposed activities.

### **Qualifications and Experience**

- Master's degree in public policy or other relevant fields.
- At least 3 years' experience of Education System Management preferably in public sector.
- He / She should have a minimum of 5 years' experience in at a management position.
- Excellent command of written and spoken English with an equally good command over communication, report writing and analytical skills.
- Donor funded Project management experience would be preferred.
- Monitoring and Evaluation of public education Programs and projects would be given preference.

### **Competencies**

- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

### **Reporting**

The Deputy Project Director will work in PMU to perform the assigned tasks and will report to the Director.

### **Selection Process:**

For PISP position

- In case of hiring on deputation from civil services, the appointment will be made in accordance with the recruitment policies of Government.
- However, if the Bank funds will be used for such hiring, the bank will review the selection process, TORs, salary structure as well as the contract, to ensure that the Bank funds are being used for intended purposes.

For Consultant position

- The appointment will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 and August 2018.

**Facilities to be provided by the Client**

Office space and other facilities such as computers will be provided to the Consultant as required during the assignment period.