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**TERMS OF REFERENCE**  
**Education Specialist**  
**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 and III, 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 will be assisted by the Education Specialist to implement the project 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, social safeguards, education etc.

## **Scope of Work**

The duties and responsibilities of the Education Specialist would include:

- Technical Support with respect to education quality improvement in implementation of the project activities including development of terms of reference, review and analysis of the work carried out by consultants hired for improving quality, access and governance in education sector and to pinpoint flaws and weaknesses and propose solutions for better results
- Assist the Project Director in identifying quality education areas and aligning support to the requirements of institutions.
- Assist the project director in coordination with donors and development partners on the project initiatives and other areas of interest to the project.

- Assist in the development of research studies/surveys for education quality improvement under the project.
- Assist the Project Director in coordination with World Bank Task Team on project interventions.
- Coordinate and conduct progress review meeting with the program managers and relevant quality education institutions (PITE/DPD, RITEs, DCTE etc).
- Assist in identifying areas of engaging consultants/firms and supervising their assignments/deliverables.
- Review and ensure quality assurance of all training manuals and materials to be used for all the capacity building activities designed for teachers, education department staff and parent teacher councils.
- Assist the Project Director in reviewing project progress against project work plan and financial plan, keeping a close eye on under / overspent and ensuring timely course correction.
- Assist the Project Director in developing and executing a communications plan that enhances visibility of project outcomes directly linked to improvements in schools.
- Draft project briefs, concept papers, power point presentations and project updates on project components for internal and external use.
- Any other task assigned by the Project Director.
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### **Qualifications and Experience**

- At least Master's degree (or equivalent) in Education/Social sciences or any related subject.
- At least 10 years' experience of Education System Management preferably in public sector.
- Experience in education sector or development sector will be preferable.
- He / She should have a minimum of 2 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.
- Management and implementation experience in projects (public/donor) on education quality/ reforms or infrastructure
- Excellent Knowledge of Policy and institutional framework of education sector at National and Provincial level

### **Skills**

- Demonstrated research paper writing 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 Education Specialist will work in PMU to perform the assigned tasks and will report to the Project Director.

**Duration of Assignment**

The initial contract will be given for one (1) year extendable on annual basis subject to annual performance review. The position is based in Peshawar.

**Selection Process:**

An individual consultant will be selected on competitive basis in accordance with process stipulated in in accordance with “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017 & 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.