

## **Terms of Reference for Project Management Specialist**

### **Background:**

For decades, Pakistan has had persistently high rates of stunting and other forms of malnutrition, and currently has the third highest percentage of stunted children (44%) in the world. In Sindh, 48% of all children under five suffer from stunting. To rectify the situation, the Government of Sindh has approved an Accelerated Action Plan for Reduction of Stunting and Malnutrition (AAP) with an ambitious goal of reducing stunting from 48% to 43% by 2021. The Government is availing World Bank support through the 'Sindh Enhancing Response to Reduce Stunting Project' in achieving this goal through the implementation of the AAP during 2017-2021.

The proposed project, would support the implementation of the AAP in the 23 districts with the highest stunting rates, through a results-based approach to link disbursements to the achievement of agreed pre-defined indicators. Disbursement linked indicators (DLIs) have been used in other projects in Sindh and have contributed significantly to (i) enhance policy and sector dialogue (by focusing on political ownership of the Government's program); (ii) have a greater focus on results (by linking disbursements to planned progress and performance targets); and (iii) have more effective donor coordination (by facilitating planning, budgeting, and supervision within a common framework).

The project comprises of two components. The first component, through a results-based approach using DLIs, will finance results set out in the AAP, while the second component will finance technical assistance and other inputs needed for effective implementation of the AAP. Under Component 1, the project will support provision of a multi-sectoral package of services by financing results, measured by the achievement of DLIs, under a defined Eligible Expenditure Program (EEP). Under Component 2, the project will finance technical assistance and input to support (i) measures for implementing a pilot conditional cash transfer (CCT) program to assist targeted beneficiaries in the poorest quintile to access health and nutrition services; (ii) development and implementation of an overarching multi-sectoral communication strategy for social and behavioural change; and (iii) institutional arrangement for improving coordination, strengthening accountability citizen engagement, operationalizing integrated multi-sectoral data information systems, strengthening monitoring, evaluation and supervisor.

### **Overall Job Objective:**

An experienced and dynamic Project Management Specialist would be responsible for managing the implementation of the AAP effectively, through the core team of Specialists provided in the Task Force Secretariat.

### **Objectives of the Assignment:**

The Project Management Specialist will work as part of the project management team and will deliver tasks and assignments as directed by the Coordinator to the Chief Minister Sindh for Nutrition (Nutrition Coordinator). He/she will ensure that the Project is conducted in accordance

with the procedures and timetable agreed with the Bank and co-financiers in accordance with the Bank's policies and rules, including the Project Operations Manual. The Project Management Specialist will also work in close cooperation with other units in order to improve the implementation of the project.

### **Scope of Work:**

The Consultant's specific responsibilities will include, but are not limited to the following:

- Preparation of the Project Operations Manual in consultation with other specialists;
- Ensure clear communication among all groups involved in successful delivery of projects. This includes day-to-day communication with all involved sectors; coordination with other consultants and partners; and communicating project milestones to internal and external stakeholders;
- Delivering tasks and assignments as directed by the Nutrition Coordinator so that the Project activities will be implemented in time, in compliance with the Bank guidelines and national laws, and in a manner that will ensure reaching overall and specific objectives of each activity;
- Participating in all phases of Project implementation to ensure timely and successful progress of the agreed project plans;
- Participating in strategic planning for the Project and communicating with all parties involved in project implementation to ensure that all organizations work together effectively;
- Preparation of annual work plan and the necessary progress reports as required for the Project;
- Participating in day-to-day work related to project implementation, procurement, disbursement, auditing, reporting monitoring and evaluation;
- Working on activities within the project and with other relevant activities of the AAP and other units;
- Supporting any committees, working groups or similar bodies established for the preparation, implementation and/or supervision of the projects and/or specific activities;
- Seek proactively solutions for the problems and obstacles that might occur during the projects implementation;
- Would have close coordination with the consulting firms and would be responsible for quality of deliverables (reports);
- Actively collaborating with the other units for any assistance with implementation of the project;
- Prepare, maintain and monitor project implementation plan;
- Assist project in achieving the Project Development Objectives (PDO);
- Performing other project related activities assigned by the Nutrition Coordinator, as required.

**Qualification and Experience:**

- Minimum of sixteen years of education, with post graduate degree from HEC recognized local or foreign University in Project Management or Public Administration or Business Management
- At least ten years' experience of spearheading implementation of development projects in the private or public sector with PMP® Certification
- Proven ability to: (i) handle multiple tasks under pressure with short deadlines; (ii) ability to work independently, seeking guidance on complex issues; and (iii) excellent interpersonal skills, proven team orientation and the ability to work across unit boundaries.
- Proven track record as a team member or/and a team leader
- Knowledge and experience with World Bank funded project considered as advantage
- Excellent knowledge of spoken and written English, with advanced computer skills in MS office programs
- Strong analytical skills with the ability to generate reports

**Institutional Arrangements and Reporting**

The Project Management Specialist will be a part of the Secretariat established for the Coordinator to Chief Minister Sindh on Nutrition and the Provincial Task Force for Nutrition and shall be reporting to the Nutrition Coordinator for AAP on a day to day basis and through submission of regular updates.

**Selection Process:**

An individual consultant will be selected in accordance with process stipulated in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016).