
TERMS OF REFERENCE

Director Shared Services Unit (SSU)

Finance Department, Government of Khyber Pakhtunkhwa

Background

The portfolio of development projects financed/administered by World Bank in Khyber Pakhtunkhwa (KP) has grown significantly in recent years. Development interventions are executed through projects and programs for which Project Implementation Units (PIUs) are established for each intervention. PIUs are usually undermined by the shortage of experienced staff to manage core project functions, such as financial management and procurement. At the same time, there has been a proliferation of PIUs each competing for the limited number of experienced staff.

To provide high quality cross-functional support to World Bank financed/administered projects in KP and continue to strengthen capacity for project implementation, the Government of Khyber Pakhtunkhwa has established a Shared Services Unit (SSU). The SSU provides centralized cross-functional support to both pipeline and ongoing World Bank financed/administered projects in the areas of financial management, procurement, social and environmental safeguards.

Objectives of the Assignment

The Director SSU will lead the overall functions of the Shared Services Unit.

Scope of Work and Activities to Be Undertaken:

The Director SSU will undertake the following functions:

- i. Manage and ensure effective support to projects (as measured through achievements of KPIs identified in the Project Operations Manual)
- ii. Ensure SSU functions are sufficiently staffed. Director SSU shall coordinate with the Bank authorities for the required set of skills for performance of the functions assigned.
- iii. Liaise with Project Directors of World Bank financed projects on monthly/quarterly basis and shall report it to relevant quarters for decision making at an appropriate level of authority.
- iv. Support capacity building of SSU staff through hands on support in matters relating to various aspects of project management.
- v. Review performance of SSU staff on mutually agreed timelines with the Bank authorities and shall report it with recommendations to quarters concerned.
- vi. Facilitate PC-1 approval process for all projects through follow up and technical support where required
- vii. Manage dashboard to escalate bottlenecks to resolve cross-functional issues
- viii. Timely follow-ups on actions agreed with the World Bank Group Task Team.
- ix. Lead coordination of all actions required for making projects under preparation functional
- x. Other duties to be performed as per the requirements.

Profile /Qualifications

- i. Master's Degree in Public Administration, MBA, (HR), Finance /Accounting, Social Sciences, Management Sciences, Supply chain management or any other related discipline (sixteen years of education). Certification & Diploma in the relevant field will be given due weightage.

- ii. At least 15 years' experience in the area of management, administration, project coordination in government sector or leading donor funded programs for a fairly large organization.
- iii. Experience of public sector and donor funded projects is highly desirable.
- iv. Practical experience in the areas of financial management, procurement, coordination and planning management through project policy in government sector as well as working with donor funded projects
- v. Excellent report writing skills. The candidate shall have exhibited this skill by independent report writing skills.
- vi. Demonstrated capacity to work in teams with colleagues and collaborators of different disciplines and national and cultural background.
- vii. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)).

Reporting:

The Director SSU will lead SSU Operations to perform the assigned tasks and will report to Secretary Finance, Government of Khyber Pakhtunkhwa or any other senior officer nominated by Secretary Finance for this purpose.

Selection Method

An individual consultant will be selected in accordance with process of Open Competitive Selection of Individual Consultants stipulated at Para 7.36 of "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016) revised November 2017 & August 2018.