
TERMS OF REFERENCE

Social Sector Specialist – Shared Services Unit (SSU)

Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

Background

The World Bank has a strong and growing portfolio in Khyber Pakhtunkhwa (KP). Project implementation is 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 Project Implementation Units each competing for the limited number of experienced staffs. This has resulted in delays in project implementation and disruption in implementation as project staff seek attractive offers in other projects.

As the World Bank portfolio for KP expands, the provincial government must now enhance its institutional capacity to prepare and implement development projects that are sustainable and inclusive.

To provide high quality cross-functional support to WB-financed projects and continue to strengthen capacity for project implementation, the Government of Khyber Pakhtunkhwa (GoKP) and the World Bank have agreed to establish a Shared Services Unit (SSU).

Objective

The SSU will provide technical support to projects and facilitate linkages across projects with appropriate authorities responsible for execution. It is expected that centralizing cross cutting project management functions and expertise would remove the need for recruitment of these specialists each time a project is under preparation, and thus improve implementation readiness. It would also reduce opportunistic hiring of project staff from existing projects and therefore improve portfolio performance, strengthen the use of country systems, consolidate project management, standardize remuneration for project staff, increase quality control and enhance coordination among key stakeholders for improved project performance.

Structure and Staffing of the SSU

The SSU will be led by a Director and provide centralized cross-functional support to both pipeline and portfolio projects in financial management, procurement, social and environmental safeguards, monitoring and evaluation (M&E), and communication.

The SSU will be staffed by qualified professionals in core cross-cutting project management functions as described above.

Each staff is expected to support multiple projects unless otherwise determined. Additional staff may be hired as needed based on requirements for new competencies or short-term technical guidance, e.g. procurements for highly complex project or safeguards requirements in high risk projects. The SSU Director will be responsible for placing appropriate staff to support projects.

Scope of Work

The Social Sector Specialist will assist and advise in carrying out social safeguards related functions in accordance with the World Bank Guidelines. Following describes the primary responsibilities of Social Sector Specialist at the SSU:

- i. Preparing internal social guidelines for the preparation, implementation, monitoring and reporting of social documents required by various safeguards instruments;
- ii. Responsible for timely preparation of quality social safeguard instruments ensuring the compliance of social safeguards policies, Environmental and Social Standards (ESSs) per Environmental and Social Framework (ESF), Gender and Citizen engagement related aspects during project preparation;
- iii. Reviewing and timely clearing the relevant safeguards documents for submission to the World Bank, such as Social Impact Assessments (SIA), Resettlement Plans (RPs), livelihood rehabilitation plan, labor management procedures, stakeholder engagement plans, resettlement and social frameworks and other instruments prepared by different Project Implementation Units (PIUs) and consultants;
- iv. Limited top supervision to assess the effectiveness of the safeguard related activities being implemented, troubleshoot the issues being faced by the teams and provide timely guidance to resolve the problems. He/She will particularly, review reports of independent monitoring consultants especially for substantial and high-risk projects and ensure that the key identified issues will be resolved in a timely manner;
- v. Assist in setting up and designing project level Citizen's Engagement/Grievance Redressal Mechanisms
- vi. Conducting trainings, awareness programs and develop guidelines where required, with particular emphasis on social sector;
- vii. Ensuring coordination and cooperation between the various stakeholders, at the Provincial and Federal Level;
- viii. Provide inputs and materials to Communication Specialist for devising communication strategy, knowledge products and dissemination of results;
- ix. Interacting and liaising with Development Partners and arrange regular updates, briefing etc.;
- x. Preparing reports, briefs and monitoring progress.
- xi. Coordinating activities with other donor funded projects and interventions in the area of social sector.
- xii. Timely follow-ups on actions agreed with the World Bank Group Task Team;
- xiii. Other duties to be performed as per the requirements.

Qualifications

- i. Master's degree in Development Studies, Social Sciences, Public Administration, Political Science, Health Sector Management, Education Sector Management or a related discipline;
- ii. At least 10 years of experience; after acquiring stipulated qualification, in the field of Social Sector at the national level or with the International Organizations / Donor projects;
- iii. A high enough profile to be able to act as a close advisor to the top management, ability to interact effectively across social and ethnic boundaries;
- iv. Solid understanding of issues relating to development projects, reconstruction and conflict mitigation, including the ability to speak persuasively and present ideas clearly and concisely;
- v. Highest standards of personal integrity;
- vi. Demonstrated interpersonal and diplomatic skills;
- vii. Proven ability to work in a collaborative, team environment;

- viii. Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage; and
- ix. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)).

Reporting

The Social Sector Specialist will work in SSU operations to perform the assigned tasks and will report to the Director.

Duration of Assignment

The contract will be initially for one year extendable up to project life based on satisfactory performance

Selection Process

Consultants will be selected in accordance with the procedures set out in the Paragraphs 7.36 & 7.37 of "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016) revised November 2017 & August 2018.