



GOVERNMENT OF KHYBER PAKHTUNKHWA

Planning & Development Department Strengthening PRS Monitoring Project



Terms of Reference

(Individual Contractor/Consultant for Coordinating and Assisting Project Team in Carrying out Program Activities)

Project Name:	Strengthening PRS Monitoring Project (SPRSMP)
Location:	Planning & Development Department, Government of the Khyber Pakhtunkhwa
Post Title/Category:	Individual Contractor /Consultant (SSA)
Duty Station:	PMU Office, Peshawar
Duration:	Four Months
Posted on:	December 24, 2012
Deadline to Apply:	January 06, 2013

Background:

Strengthening Poverty Reduction Strategy Monitoring Project (SPRSMP) is a joint initiative of Finance Division - Government of Pakistan, United Nations Development Program (UNDP) and Swiss Agency for Development and Cooperation (SDC) with the major objective of strengthening institutional capacities for result based monitoring and evaluation of poverty reduction strategies at Federal and Provincial levels. At the provincial level the Project has been housed in the Planning & Development Department. The project has the following three outputs:

1. Public spending and allocations in pro-poor sectors analyzed reviewed and analyzed through a gender lens to better understand the contribution and needs of men and women
2. Quality, collection, analysis and management of PRSP data improved at national and provincial levels
3. National engagement in PRS monitoring mobilized through participatory processes

Building institutional & human capacities in Government setup is one of the main concentrations of the project deliverables. This broader determinant is tracked down to build the gender responsive budgeting, monitoring & evaluation, data administration etc. capacities of the Govt. Departments. To contribute to the Govt. of Khyber Pakhtunkhwa's efforts, SPRSMP has been assigned with arranging a series of capacity building activities for the Officers/Officials of government departments.

Purpose and Scope:

The Individual Contractor/Consultant will facilitate the project capacity building related activities in particular and other activities in general. This would broadly include coordination with Resource Persons, Departments, Partner Organizations and making logistic arrangement required for the effective conduct of training activities.

Responsibilities & Deliverables

- To establish good working relations with all stakeholders for smoothly carrying out of Project activities (i.e. Line Departments, Partner Organizations, Resource Persons etc.)
- To coordinate & facilitate requisite deliberations for transition of the Project
- To carry on deliberations, conduct need assessment and identify bottlenecks for successful completion of activities.
- To prepare capacity building schedule and coordinate logistic arrangements of the trainings
- To support in preparation in Quarterly and Annual Reports for the PRSP Secretariat
- To regularly provide material to update the website
- Any other job assigned related to the functions of PRS Monitoring Secretariat as assigned by PPD/PPM of PRS Monitoring Project



GOVERNMENT OF KHYBER PAKHTUNKHWA
Planning & Development Department
Strengthening PRS Monitoring Project



Timeline:

The duration of the assignment would be Four months.

Payments:

Strengthening PRS Monitoring Project, Khyber Pakhtunkhwa Unit will pay consultancy fee on monthly basis.

Reporting:

The Resource Person/Consultant will work under the guidance and supervision of the Provincial Project Director and Provincial Project Manager.

Qualification:

- At least Master degree in relevant field from a recognized university
- At least 5-years of strong experience in areas of developing performance, Mobilization, Coordination, capacity building etc.
- Previous experience as coordination, linkages & capacity building would be preferred
- Excellent interpersonal, Communication and presentation skills
- Working experience of report writing
- Good command over written and spoken English