

Terms of Reference (TORs) of Individual Consultants

February 17, 2022

**Sindh Social Protection Authority
Social Protection Department
Government of Sindh**

1. - Integrated Information System

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**General Manager - Integrated Information System**” to perform the below mentioned roles and responsibilities. The position will report to the CEO of the Sindh SPA.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as with documents related to any other initiatives undertaken by the Sindh SPA, for better understanding of various project designs, respective implementation mechanisms and associated information system related requirements.
- b. Lead all aspects of the development lifecycle of Information Services, Technology and Data Communications for Sindh SPA, from assessment, design, development, deployment and on-going enhancement, including hardware/software acquisition, software development partnerships, data management and strategic organization planning.

- c. Lead the discussion about the design and development of an Integrated Information System and ensure that a maximally robust architecture is developed.
- d. Lead the development of IT and data related procedures, policies and standards.
- e. Lead the assessment of data architecture needs and specifications for the establishment of data centre.
- f. Identify and review the legal framework for individual's right to privacy and develop mechanism to ensure the acquired data is not manipulated, damaged or illegally accessed by anyone.
- g. Oversee the assessment of the hardware and software required to establish a state-of-the-art data center, with complete specifications, in collaboration with MIS team and IT partners.
- h. Contribute towards and supervise the development of comprehensive document that includes all the details required for IMIS and provide oversight to the IMIS development firm/consultant in collaboration with the MIS team.
- i. Provide technical inputs for application hosting and data storage, including co-location services.
- j. Contribute to evaluating the most feasible location for data center and deploying the application and data center accordingly.
- k. Oversee the design and development of ToRs for procurement of consultancy services for hardware/software accumulation.
- l. Participate in the technical evaluation of bids, including pre-bid and negotiations meetings for various procurement activities, as and when required.
- m. Oversee the process of product (Hardware and softwares) and vendor evaluations ensuring best in class technologies consistent with the project need and partners.
- n. Provide technical, problem-solving leadership and participation for multifaceted infrastructure implementation, system upgrades and operational troubleshooting.
- o. Provide ongoing evaluations of technology solutions and capabilities to ensure technical inputs in the development of a technology road/workplan for "Strengthening Social Protection Delivery System in Sindh" project for safe implementation of the project, that is aligned with the provincial social protection strategy.
- p. Design, implement and maintain VMware, vSphere & V-Cloud infrastructure.
- q. Establish relationship with the clients, partners and government databases (especially NSER and NADRA).
- r. Identify areas of risk, monitor the current environment, and look for potential improvement areas. Communicate technological changes with appropriate governance.
- s. Work with the rest of the MIS team to ensure end to end architectural, functional and protocol consistency.
- t. Lead the project team in IT related consultations, seminars and stakeholder mapping etc. and liaison with relevant government departments and donors.
- u. Regularly undertake field visits for smooth and uninterrupted functionality of the information systems.
- v. Perform any other task required for the successful implementation of the SSPD, as assigned by the competent authority.

Qualifications

- 16 years of education in Computer Science or any related discipline from a reputed HEC-recognized university.

Experience

- At least ten (10) years of software design (preferably commercial), development and deployment experience in large-scale service architectures with IT applications. Out of which at least 5 years should be on a senior level position for managing IT projects.
- Substantial experience of IT Infrastructure Design, development and deployment.
- Must be well aware of the latest IT platforms and software development technologies.

Skills

- Good understanding of management practices and techniques.
- Excellent written and verbal communications

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

2. , Policy & Research

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Head, Policy & Research**” to perform the below mentioned roles and responsibilities. The position will report to CEO of the Sindh SPA.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as well as with documents related to any other initiatives undertaken by the Sindh SPA, for better understanding of various project designs, respective implementation mechanisms and associated policy and research requirements.
- b. Lead multidisciplinary policy and research team to provide research and evidence based underpinning for policy, strategy, programmes for social protection interventions in Sindh Province. Towards that end, assist SPA in defining the policy agenda, annual research plan, methodology and budgets.

- c. Lead the development of evidence-based, research driven, operational programme for the SPA, in consultation with the senior management.
- d. Oversee development of research framework including design, tools, questions, manuals, sampling methods and evaluations, targeting and inclusion and exclusion criteria.
- e. Review and analyze lessons and experiences from field implementation of various initiatives of SPA.
- f. Provide technical input to the project operations, interventions and their evaluations.
- g. Support the procurement team in finalizing the Procurement Plan for the project related to research, policy and planning.
- h. Develop Terms of References and undertake management of local and foreign consultants; monitor progress on deliverables under those contracts; provide feedback as necessary; and coordinate the work of consultants, consistent with the overall project implementation plan.
- i. Represent SPA on different forums, coordination meetings, conferences & policy dialogues.
- j. Supervise and initiate research activities/policy dialogues/field surveys to generate evidence, including impact evaluation(s) and lead the development of new programmes and feasibility studies under the SPA.
- k. Lead and/or contribute to the development of research and policy briefs on Social Protection and related areas.
- l. Keep up to date with social, political and economic developments, and provide advice to senior management, stakeholders and decision makers.
- m. Perform any other task required for the successful implementation of the SSPD.

Qualifications

- At least 16 years of education in relevant social sciences (economics, public policy, public administration), or any other field related to policy and research.
- A PhD degree will be given due weight.

Experience

- At least ten (10) years of relevant experience in public sector and/or private sector (national/international organizations) in policy and research, including practical experience in field monitoring, proposal writing, management, organizational leadership and producing high quality reports.
- Strong analytical and conceptual skill with excellent knowledge of econometrics software for forecasting, modelling and simulation etc.
- Strong ability to design and conduct research, impact evaluations, and produce research publications (evidenced by actual publications).
- Experience in consultations with donors and government agencies for design and implementation of policies and programmes.
- Good knowledge of political, economic, social and cultural aspects in the province of Sindh.
- Good understanding of public sector's policy development and legislative process.
- Experience in project management/implementation, planning and design of large-scale social protection/development programs.
- Hands on experience in evaluation of technical bids, developing annual plans and design documents such as working papers/concept notes, proposals/PC-I/PC-II, ToRs and progress reports.

- Familiarity with government structures, operations, and procedure.

Skills

- Excellent communication skills in English and Urdu and ability to work effectively in a multi-disciplinary team.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020

3. Senior Social Protection Economist

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

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Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Senior Social Protection Economist**” to perform the below mentioned roles and responsibilities. The position will report to Project Director, SSPD.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as with documents related to any other initiatives undertaken by the Sindh SPA, for better understanding of various project designs, respective implementation mechanisms and associated analytical requirements.
- b. Conduct socio-economic analysis to develop a comprehensive understanding of existing SP related policies in Sindh, aimed to assess their effectiveness and provide recommendations accordingly.
- c. Analyze the existing provincial and federal pro-poor initiatives and allocated resources to assess their implications and sustainability.

- d. Prepare and/or contribute to development and/or updating of program design documents (Concept Notes, working papers, Operations Manual and TORs for hiring services of firms) with support from the relevant staff.
- e. Provide assistance to the senior management in developing and updating social protection strategy and policy and provide technical and analytical support in identifying social protection priorities for the province.
- f. Contribute to compilation of global and local evidences on the impact of co-responsibility cash transfers and other similar initiatives on health, education and social development.
- g. Provide technical inputs in the overall design, outreach and evaluation of the project/interventions. Develop and design assessment and targeting methodologies, where required.
- h. Assisst in identifying appropriate targeting and evaluation framework for social protection initiatives.
- i. Contribute in the design and field implementation of survey and data analysis related to CCT impact evaluations, new programme development and client satisfaction with social protection initiatives.
- j. Contribute in the process of building, extending and updating the Social Registry.
- k. Interpret secondary data from multiple sources to identify trends and predictors of health, education and social protection challenges that integrate with the scope of the social protection strategy.
- l. Perform field visits to provide technical inputs to various initiatives under the SSPD.
- m. Provide inputs in technical evaluation of procurements related to third party engagements.
- n. Participate in policy dialogues, consultations, seminars and stakeholder mapping etc. and liaise with government relevant departments and donors.
- o. Perform any other task required for the successful implementation of the SSPD.

Qualifications

- 16 years of education in a relevant discipline (economics, public policy, public administration), or any other field related to this assignment, from a reputed HEC-recognized university.

Experience

- At least ten (10) years of relevant experience in public sector and/or private sector (national/international organizations) with a focus on social protection, poverty alleviation and health/nutrition.
- Experienced in the use of statistical and econometrics software (preferably STATA).
- Strong data management and data analysis skills and a proven track record of research publications.
- Substantial experience in qualitative and quantitative survey design, trainings, data analysis, monitoring and evaluation and social audits.
- Sufficient understanding on formulation of PC-I/PC-II and other project documents and related processes.
- Experience in primary data collection, processing and analysis of administrative data and processing household survey data, cleaning and harmonizing datasets.
- Experience of working on similar positions within World Bank funded projects would be a plus.

Skills

- Excellent communication skills in English and Urdu and ability to work effectively in a multi-disciplinary team.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

4. Senior Specialist, Targeting and Enrolment

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

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Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Senior Specialist, Targeting and Enrolment**” to perform the below mentioned roles and responsibilities. The consultant will report to Project Director, SSPD.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as with documents related to any other initiatives undertaken by the Sindh SPA, for better understanding of various project designs, respective implementation mechanisms and associated targeting and enrolment requirements.
- b. In consultation with senior management and other project implementing partners, develop a comprehensive targeting and enrolment strategy for the social protection service delivery system.
- c. Lead the development of targeting and enrolment criteria in light of the available programmes, provincial social protection strategy and national policies.

- d. Lead the implementation of activities related to the development of a unified beneficiary registry.
- e. Perform stakeholder mapping and propose feasible mechanism for on-ground verification of households and families registered in the unified beneficiary registry.
- f. Perform field visits for regular monitoring of an inclusive roll out of various programmatic activities.
- g. Coordinate with the GRM team to ensure that any complaints related to inclusion, targeting and enrolment are timely and properly addressed.
- h. Participate in the development of social mobilization and community engagement content development and activities to ensure inclusive messaging about the programme.
- i. Coordinate with the Information System team and M&E Specialist to ensure that the enrolment system has necessary fields for capturing all required information to support decision making in targeting and enrolment.
- j. Provide technical support in new programme development for more inclusive and client-sensitive activities.
- k. Provide technical inputs in the evaluation of program interventions in collaboration with the M&E Specialist, Management and other key stakeholders.
- l. Contribute to technical evaluation of third-party procurements related to programme activities, where needed.
- m. Contribute to frequent revision of the relevant programme operations manual and other documents.
- n. Support in optimizing the coverage of Sindh's social protection system by identifying the vulnerable groups and their needs.
- o. Perform any other task required for the successful implementation of the project.

Qualifications

- 16 years of education in Statistics, Project Management, Economics, MBA, or any other relevant discipline from a reputed HEC-recognized university.

Experience

- Minimum ten (10) years of experience in beneficiary targeting and enrolment, with at least 3 years in a senior position with reputed NGOs, projects funded by development partners (World Bank and/or other international donors), and/or government projects.
- Experience of working on similar positions within World Bank funded projects would be an asset.
- Working experience must include monitoring and evaluation of targeting and enrolment activities.

Skills

- Excellent English and Urdu communication skills, both oral and written, are required. Proficiency in Sindhi language would be a big plus.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

5. Senior Specialist - Public Health

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

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Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Senior Specialist - Public Health**” to perform the below mentioned roles and responsibilities. The consultant will report to Project Director, SSPD.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as for other initiatives undertaken by the SPA, for better understanding of various projects designs and implementation mechanisms.
- b. Conduct research and analysis of existing public health policies of the Sindh government to assess their effectiveness and provide recommendations for improvement.
- c. Prepare and/or contribute to development and/or updating of program design documents (Concept Notes, working papers, Operations Manual and TORs for hiring services of firms) with support from the relevant staff.

- d. Contribute to compilation of global and local evidences on the impact of co-responsibility cash transfers and other similar initiatives on health and social development.
- e. Provide technical guidance on the planning, implementation and management of the H&N CCT, particularly from the perspective of public health.
- f. Assist in defining the responsibilities of supply-side stakeholders that are clearly defined, well understood, implemented in a well-articulated time frame and properly monitored.
- g. Provide analytical support to develop public health focused elements of provincial social protection strategy based on evidence.
- h. Interpret complex health-related data from multiple sources to identify trends and predictors of public health challenges that integrate with the scope of the social protection strategy.
- i. In collaboration with the team, develop principles, tools and metrics to evaluate the impact of co-responsibility cash transfer programmes or similar initiatives of social protection on public health service uptake and client satisfaction.
- j. Contribute in the process of establishing and updating the provincial social and unified beneficiary registry.
- k. Advise senior management on other public health policy matters, including disease outbreaks, disasters, and their intersection with the social protection mandate.
- l. Participate in research and technical writings related to health and social protection.
- m. Assist senior leadership to develop business plans, performance measurement tools, budgets, leading policies and processes required to strengthen social protection system of the province.
- n. Support development of strategic partnerships with public health stakeholders, partners, donor agencies and foundations, UN agencies, and civil society organizations to strengthen the province's social protection network and identify key partners for collaboration.
- o. Participate in field visits to provide technical oversight to the health component of the programme.
- p. Provide inputs in technical evaluation of procurements related to third party engagements.
- q. Participate in relevant stakeholders meetings, workshops and consultations to promote social protection's contribution to promoting health in the province.
- r. Perform any other task required for the successful implementation of the project.

Qualifications

- 16 years of education in Public Health or a relevant subject from a reputed HEC-recognized university.

Experience

- At least ten (10) years of experience in designing, managing and implementing public health programmes with I/NGO's, World Bank and/or other international donor funded projects and/or government projects.
- Experience specific to maternal, neo-natal and child health interventions, particularly with public and non-profit supply-side stakeholders.
- Substantial experience in qualitative and quantitative survey design, trainings, data analysis, monitoring and evaluation and social audits, with a track record of research publications.
- Sufficient understanding on formulation of PC-I/II and other project documentats and related processes.

- Experience of working on similar positions within World Bank funded projects would be an asset.
- Knowledge and skills of working with statistical packages such as Stata, SPSS, WinPEPI etc.

Skills

- Excellent communication skills in English and Urdu and able to work effectively in a multi-disciplinary team.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

6. Senior Specialist - Gender & Social Inclusion

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

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Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Senior Specialist – Gender & Social Inclusion**” to perform the below mentioned roles and responsibilities. The consultant will report to Project Director, SSPD.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as for other initiatives undertaken by the SPA, for better understanding of various projects designs and implementation mechanisms.
- b. In consultation with the Programme team, and other project implementing partners, develop a comprehensive mechanism for mainstreaming gender into project activities to ensure implementing and compliance monitoring of project’s E&S requirements.
- c. Develop a Gender Policy document for SPA/SSPD, based on an “on the ground” assessment of gender segregated vulnerabilities (e.g., based on disability, age, religion, ethnicity, minority, sex etc.) that impact beneficiaries to access cash grants and other services. Update this

- information periodically. This policy would help ensure that a “vulnerable-first” gender-sensitive approach informs SPA projects, especially SSPD, and associated processes.
- d. Advice and support SSPA management on gender issues and social inclusion. Advice policy and facilitation of knowledge building on gender and inclusion issues.
 - e. Review of best practices for gender and social inclusion in social protection programmes and provide support in preparation of manuals and processes.
 - f. Develop a policy document on gender and social inclusion in all programmes.
 - g. Design of surveys/studies and assessment needs of targeted population with gender and social inclusion focus.
 - h. Provide oversight to all gender related activities directly and indirectly, through third party, implemented during the life of the project.
 - i. Conduct and carry out consultation, with a gender-specific lens, with affected stakeholders in particular with women children, and vulnerable groups including poor, differently abled person and transgenders, through the duration of programme activities.
 - j. Develop gender action plan for project specific activities with milestones in line with project’s results framework, and support the planning wing in the preparation of an overall gender action plan for SPA programmes, and other support, as needed.
 - k. Ensure the implementation of project gender action plan
 - l. Develop and implement agender and gender based violence (GBV) capacity building plan for PSPA programmes. Provide ongoing training, awareness raising on project’s gender components instruments and roles and responsibilities of the various team members and stakeholders, including field officers and contractors. Ensure the development and implementation of sexual exploitation and abuse, and sexual harassment mitigation guidelines for project specific activities, in coordination with E&S specialist. Support the communications specialist in the development of gender and gender-based violence specific messages for awareness raising interventions at the community level.
 - m. Review and enhance the design and implementation systems of all SPA programs/projects to ensure that they address and respond to the gender-specific needs of vulnerable groups and other social concerns.
 - n. Assess if any of the existing processes related to the project require revisions/improvement to respond to specific needs of the above-referred groups.
 - o. Monitor women mobilization, participation in programmes and women exclusion. Take part in designing gender sensitive Trainings Modules and training to project staff.
 - p. Prepare and disseminate annual status and assessment reports on: the responsiveness of SPA programs/projects to the needs of vulnerable groups and additional social concerns; social mobilization, citizen engagement, public information sharing, and social accountability activities and initiatives including those targeting vulnerable groups.
 - q. Participate in policy dialogues, consultations, seminars and stakeholder mapping etc. and liaise with government’s relevant departments and donors.
 - r. Design training material and impart training to SPA/SSPD staff and key partners to create awareness and enhance capacity to support vulnerable/socially excluded groups in accessing the services offered by the Authority to poor and marginalized population.
 - s. Design training material for social mobilizers/IPs staff to conduct gender and gender-based violence modules with beneficiary women, their families and wider community.
 - t. Assist in development of appropriate training modules and monitoring tools to monitor gender and GBV in the field to identify areas of concern and provision of appropriate feedback to social mobilization staff.

- u. Perform any other task required for the successful implementation of the project.

Qualifications

- 16 years of education in Gender Studies, Sociology, Anthropology, or any other relevant subject from a reputed HEC-recognized university.

Experience

- Minimum Ten (10) years of experience in gender issues, social development, and participatory development, with at least 3 years in senior social development position with NGOs, World Bank and/or other international donor funded projects and/or government projects.
- Experience of working on similar positions within World Bank funded projects would be an asset.
- Working experience must include gender training, monitoring and evaluation.

Skills

- Good experience in inter-personal communications is an essential requirement.
- Excellent English and Urdu communication skills, both oral and written, are required. Proficiency in Sindhi language would be a big plus.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

7. Senior Specialist - Behaviour Change Communication

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Senior Specialist - Behaviour Change Communication**” to perform the below mentioned roles and responsibilities. The consultant will report to Project Director, SSPD.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as with documents related to any other initiatives undertaken by the Sindh SPA, for better understanding of various project designs, respective implementation mechanisms and associated communication and outreach requirements.
- b. Analyze the behavioural change communication (BCC) landscape including existing national and provincial BCC strategies, approaches, platforms that work well; and identify key priority areas for BCC investment areas for the SSPD project.

- c. Carry out a target audience mapping and information needs assessment to identify the specific information needs of each segment, and stakeholders.
- d. Lead the development and design of a gender sensitive BCC strategy and framework for the project that includes strategic implementation approach, key messages, tools and delivery channels, dissemination and knowledge sharing plan, and a management plan, with the aim that such a strategy supports attainment of the objectives of SPA, and will engage key stakeholders at the right time, in the right manner and with the right messages.
- e. Provide leadership and technical support in the stakeholder mapping, implementation and monitoring of BCC strategy in collaboration with the government entities and implementing partners.
- f. Work with SPA management and other relevant staff on key modalities for BCC messaging platforms including radio, mobile communication, peer support and local messaging.
- g. Supervise the work of any BCC firm, advertising agencies, public relations experts, production vendors, CSOs, community mobilizers, and/or consultants hired by the project to assist with BCC and/or community level work.
- h. Lead the capacity building of programme team and local CSOs to implement quality and successful BCC work.
- i. Support the development of innovative new approaches to BCC, including but not limited to the use of Information and Communication Technology.
- j. Lead the development of SPA's communication guidelines and protocols and orient the staff for implementation of these protocols.
- k. Represent the project, as directed, in any working group, committee, or task force addressing BCC.
- l. Spearhead the design and roll-out of a targeted BCC campaigns, through appropriate print, electronic and other relevant media.
- m. Provide overall direction and guidance in specific areas of communication including, but not limited to the development of annual communications work plan and budget
- n. Prepare quarterly and annual reports as required, detailing the performance of the BCC program, including reports and others, as directed.
- o. Work with the project team members ensuring BCC training inclusion in key workshops and capacity building events.
- p. Define annual targets, tools and metrics to measure the impact of BCC activities.
- q. Oversee the SBCC partners during the designing & implementation of communication strategies and assist the impact assessment of communication strategies and action plans.
- r. Supervise and facilitate the preparation of communication materials in multiple languages and roll-out communication campaigns in project area.
- s. Perform regular field visits for implementation and monitoring of BCC activities and provide on-site technical guidance, required improvements and regularly review action points.
- t. Coordinate and develop the Terms of Reference (ToRs) for procuring the services of a third-party consulting services, related to BCC, in consultation with the operations team and other Implementing Entities.
- u. Manage the writing, development, design, production and dissemination of diverse publications and news releases through a variety of media, including print, broadcast and social.
- v. Manage media relations, research editorial opportunities and build relationships with print and electronic media, and other relevant players.
- w. Organize media tours and accompany visitors and journalists to field visits, if required.

- x. Participate in the technical evaluation of bids, including pre-bid and negotiations meetings for various procurement activities, as and when required.
- y. Perform any other tasks that may be required for effective implementation of SSPF.

Qualifications

- 16 years of education in a relevant social science discipline (communication, journalism, psychology, behavioral science, sociology, anthropology) or any other relevant subject, from a reputed HEC-recognized university.

Experience

- Minimum ten (10) years of experience in designing, planning, and implementing BCC activities and/or community level work, including design and implementation of communication campaigns and trainings.
- Demonstrated experience of working with poor and vulnerable segments of society.

Skills

- Strong management skills are required, along with the ability to work well in a team environment.
- Excellent written and verbal communication skills in English and Urdu. Knowledge of Sindhi would be a plus.
- Proven abilities to set priorities, perform multi-tasking, and working collaboratively across technical disciplines.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

8. MIS Specialist

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**MIS Specialist**” to perform the below mentioned roles and responsibilities. The position will report to GM (IIS).

Scope of Functions

- a. Get well acquainted with all the strategic documents for the World Bank funded SSPD project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as with documents related to any other initiatives undertaken by the Sindh SPA, for better understanding of various project designs, respective implementation mechanisms and associated MIS requirements.
- b. Support GM (IIS) in interfacing with SPA management and various user wings viz. MIS related activities.
- c. Support the development of System Requirement Specifications (SRS) , for supporting and maintaining the MIS for” (i) registry of beneficiaries of Social Protection programmes in Sindh; and (ii) core case management and automated data-sharing systems for SPA

- programmes, including SPSD interventions, based on the end user's needs and other constraints, such as cost and schedule. Ensure that SRS are consistent, complete, correct and operationally defined.
- d. Lead the development of the System Design Document (SDD), with relevant modules, applications and related workflow for the registry of beneficiaries, and for at least, the following general operative processes for case management: (i) targeting, (ii) enrolment, (iii) compliance verification, (iv) payments, (v) appeals and grievances, (vi) household information updates, (vii) managerial information (indicators); and, (viii) payment module.
 - e. Lead the MIS requirement gathering based on the user's needs and other constraints such as cost and schedule, and ensure that MIS requirements are consistent, complete, correct, and operationally defined.
 - f. Perform cost-benefit analyses to determine whether requirements are best met by manual, software or hardware functions; making maximum use of commercial off-the-shelf or already developed components.
 - g. Lead the MIS team in ensuring end to end architectural, functional and protocol consistency.
 - h. Lead the preparation of the technical and user and source code manuals and other products such as sketches, models and prototypes, that can serve as guiding documents and ensure sustainability of MIS&IT architecture beyond project life.
 - i. Along with Quality Control, generate a set of acceptance test requirements/scheme, together with the IT team and MIS users, which determine that all high-level requirements have been met, especially for the computer-human-interface and data consistency
 - j. Support development of the required operational database procedures, ancillary processes as well as the procurement and operation of hardware systems to ensure an effective and efficient operation of SPA's database.
 - k. Assist in developing policies and procedures for data security (such as strong passwords, two factor authentications, restricted data accessibility within controlled environment, CCTV monitoring), and data sharing mechanisms (especially APIs), including rules for approving/disapproving data requests and their compliances, maintaining log files and others associated functions.
 - l. Provide database related essential support to other MIS team members and user wings in accordance with design requirements and implementation of application systems, database(s) and other data files. The support may include the use of data dictionaries, database, table designs, database modelling and development of technical procedures to support the application's implementation process.
 - m. Develop and implement disaster recovery policies/plans and procedures. that should essentially provide an appropriate back-up strategy (e.g. cloud servicing/offsite or inhouse back-up copies etc.) to protect data of all types (poverty/programmes/emails) as well as to ensure timely restoration of a system in case of a loss of network connectivity or data due to human error, hardware malfunction, malware or others.
 - n. Assist in the development of the MIS training manual/module on key aspects e.g. data collection tools and templates, databases, field application use, grievance redress etc.
 - o. Support in ensuring that relevant staff at the central and local offices is trained in the use of MIS on the basis of above.
 - p. When required, assist in technical discussions with external stakeholders, such as, NADRA, PITB, BISP etc., to analyse and resolve issues and technical requirements as part of the day to day operations and service delivery to beneficiaries

- q. Assist in analysing and reviewing the interoperability of existing MIS deployed in the field, including the PPHI EMR system in Sindh.
- r. Assist in the design and development of the integration architecture of Health EMR system under the project, vis-à-vis other systems deployed in the field, enabling all systems in the field to converge in the medium to long-term; thereby ensuring simplicity, extensibility, scalability and traffic-controlled access to core service functionality.
- s. Work closely with a field resource (having a clear understanding of existing field processes, and their limitations at different health facility levels) in the development of the integration interface of the Health EMR. Support the design, install and maintain all current databases.
- t. Perform routine data backups and restore functions.
- u. Perform a wide range of database administration functions such as configuring database tables, views, and stored procedures; running test queries; troubleshooting database problems; maintaining version control and proper security policies and procedures.
- v. Conduct periodic maintenance of database(s), tuning to optimize data management processes, perform load balancing, redundancy, fault tolerance and system optimization.
- w. Produce regular analytical reports on database performance to identify gaps and improve overall quality in terms of data reliability, data security and maintenance, including the use of periodic data backups and data restoration procedures.
- x. Provide lead support in the development of service level agreements (SLAs) for various needs, especially cross government services (like with BISP, NADRA etc.).
- y. Prepare ToRs/Requirement Specifications for procurement of IT equipment and technical software development.
- z. Participate in technical pre-bid and negotiation meetings, as well as manage contracts. Maintain software licensing and maintenance agreements.
- aa. Perform any other task required for the successful implementation of the SSPD project.

Qualifications

- 16 years of education in Computer Science, Information Technology, or any similar discipline from a reputed HEC-recognized reputed university.
- Any additional Certification/Diploma, such as SQL, SQL Database Administration, or related certification, shall be accorded due weightage

Experience

- At least eight (08) years of working experience as database administrator on large software projects, in government or private organizations of repute, preferably related to Social Welfare/Social Protection, in addition to having experience in applications software analysis, design, and development.
- Knowledge and experience of software development and programming languages, relational databases, SQL, SQL Express or SQL Server (applications running these backend DBs) and its tuning, .NET, IIS (Internet Information Services), Visual Studio for performance, automating database and server-side application maintenance and monitoring.
- Hands-on experience with technology adaptation for a local environment;

Skills

- Good presentation, communication and writing skills.
- Ability to liaise and coordinate with stakeholders at multiple levels;
- Capable of multi-tasking and ability to work in a multi-disciplinary team.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

9. Monitoring & Evaluation Specialist

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**M&E Specialist**” to perform the below mentioned roles and responsibilities. The position will report to Head, Policy & Research.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as with documents related to any other initiatives undertaken by the Sindh SPA, for better understanding of various project designs, respective implementation mechanisms and associated M&E requirements.
- b. Lead the development of the M&E Manual and plan entailing budgeting and staffing needs, standard monitoring tools and approaches including M&E dashboards for SPA’s management.
- c. Develop and implement a monitoring and evaluation system, clearly describing relevant key performance indicators, their source of information, quality controls mechanism and reporting frequency.

- d. Efficiently track and disseminate monthly progress on project indicators through collection of data from multiple sources, such as District Health Information System, Project MIS etc., over the life of the project.
- e. Lead the development of log-frames, Annual Monitoring Plans and relevant data-collection systems, for tracking and monitoring of project activities and get necessary approvals from the management for implementation. Keep the aforementioned documents updated, in accordance with project activities and timeframes, as relevant.
- f. Review the quality of existing data in the project areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- g. Develop baseline data from existing data sources for each project component and for all project indicators.
- h. With the support of IT team, review their existing approaches and management information systems and agree on any required changes, support and resources.
- i. Develop a plan for project-related capacity-building on M&E.
- j. Design and develop TORs for procurement of consultancy services for surveys/baselines, assessments including Mid/End-Term evaluations, impact evaluation, operations review (spot checks and process evaluation).
- k. Participate in technical evaluation of bids including pre-bid and negotiations meetings for various procurement activities, as and when required.
- l. Review inception and other related deliverables submitted by the Operations Review and Third-Party Evaluation (TPE) firms, provide feedback and advise project management on quality of deliverables as per the TORs.
- m. Support the M&E team and external consultants in collecting data on a regular basis, and conducting various assessments and surveys for informed and evidence-based decision making.
- n. Conduct data analysis using statistical analysis tools in support with MIS.
- o. Undertake regular monitoring visits to project districts to monitor all projects that are being implemented by SPA.
- p. Identify and document lessons learnt from monitoring, routine data collection, short-term assessments and share those with the management and project team for making necessary changes in the design of existing projects and future interventions.
- q. Keep the management team updated through timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning, and decision-making
- r. Develop case studies to capture qualitative outputs of the project.
- s. Support the implementation of a knowledge management and learning strategy.
- t. Keep record of the monitoring reports prepared by internal M&E and TPE.
- u. Set-up a collaboration and coordination mechanism with implementing entities for SSPD, the World Bank, relevant government agencies, NGOs, and other organizations, on monitoring issues.
- v. Ensure protection of data participants' confidentially during implementation and dissemination all M&E activities.
- w. Coordinate and participate in stakeholder mapping, consultation meetings and workshops with third party evaluators and other M&E related activities.
- x. Perform any other task required for the successful implementation of the project.

Qualifications

- 16 years of education in Social Sciences, Economics, Public Health, Epidemiology & Biostatistics, Public/Business Administration, or any other related disciplines from a reputed HEC-recognized university.
- Advanced certificate in M&E, statistics or economics shall be accorded due weightage.

Experience

- At least eight (08) years of relevant experience in monitoring/evaluation of social protection/poverty alleviation programs/projects.
- Demonstrated experience in:
 - developing logical framework.
 - sampling design.
 - conducting assessments and surveys.
 - data quality assessments and oversight.
 - managing and providing training to partners.
 - facilitating and serving as the project liaison for externally managed evaluations.

Skills

- Written and oral fluency in Urdu and English. Knowledge of regional language (Sindhi) will be considered a big plus.
- Proven ability to work in a collaborative, multi-tier team environment.
- Good people management, and writing skills.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

10. Financial Management Specialist

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

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Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Financial Management Specialist**” to perform the below mentioned roles and responsibilities. The position will report to Project Director, SSPD.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), and Project Procurement Strategy Document (PPSD), as well as for other initiatives undertaken by the SPA, for better understanding of various projects designs and implementation mechanisms.
- b. Assist the PD in all finance related activities of the project.
- c. Prepare consolidated annual budget estimates incorporating input from all the sections; prepare financial proposals.
- d. Maintain and supervise bank accounts and prepare bank reconciliation statements.
- e. Monitoring compliance with the financial provisions for achievement of planned results and outputs as per the Project Financing Agreement.
- f. Manage all financial and accounting matters for internal and external reporting.

- g. Prepare Budget/Financial Statements for the project.
- h. Coordinate with AGP for audit/certification of financial statements for the project.
- i. Prepare Withdrawal Applications and donor reporting.
- j. Prepare budget and perform its monitoring.
- k. Review the financial reports and procurement contract execution.
- l. Budget administration of different categories under SSPD project.
- m. Coordinate with Procurement Specialist under WB procurement guidelines for payments.
- n. Submit quarterly reports to the WB.
- o. Coordinate with Procurement Specialist for attainment of projections and commitment accounting.
- p. Prepare quarterly financial statements for SPA Board.
- q. Prepare interim financial reports and management accounts; and maintain proper record of all financial transactions related to the project along with the supporting documentation.
- r. Provide advisory services for transition of accounting system from Cash to Accrual basis.
- s. Prepare TORs of external audit firm for entity level audit of SPA.
- t. Coordinate with the World Bank, Government and other stakeholders to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, in Aide Memoires and the recommendations of external auditors and internal auditors.
- u. Perform any other task required for the successful implementation of the project.

Qualifications

- At least sixteen (16) years of education in Finance/ CA, ACMA/ACCA or an equivalent degree in a similar discipline from a reputed foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan
- Completion of articles from a registered Chartered Accountant firm shall be accorded due weightage
- Knowledge of Computer Software like Office Automation packages including ERPs, and Statistical Analysis Tools (SPSS/Stata/ Data Analysis R Language) shall be accorded due weightage.

Experience

- At least eight (08) years of experience of financial management in donor funded projects, preferably World Bank supported projects.
- Working knowledge of the public sector accounting with thorough understanding of PFM cycle, regulatory mechanism and financial modeling will be an added advantage.
- Experience of financial reporting based on international Public Sector Accounting Standards in government institutions.

Skills

- Written and oral fluency in Urdu and English.
- Proven ability to work in a collaborative, multi-tier team environment.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

11. Procurement Specialist

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Procurement Specialist**” to perform the below mentioned roles and responsibilities. The Procurement Specialist will be a part of the SPA and will be responsible for carrying out procurement of contracts specified in the Procurement Plan for the Project. She/he will be responsible for ensuring the smooth implementation of contracts procured under the project and that the procurement process is properly and effectively carried out in accordance with the World Bank Procurement Regulations for IPF Borrowers (November 2020) and the Project Operations Manual. The Procurement Specialist will provide expert support in the HQ as well as in the field on procurement-related issues. The position will report to Project Director, SSPD.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the PHCIP, including Project Appraisal Document (PAD), Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as for other initiatives

- undertaken by the SPA, for better understanding of various projects designs and implementation mechanisms.
- b. Coordinate with Project Director to develop, monitor and implement need-based Procurement Plan to implement SSPD ensuring timely completion of all procurement activities.
 - c. Lead Systematic Tracking of Exchanges in Procurement (STEP) with appropriate technical and subject specific assistance.
 - d. Assist technical teams of SPA with development of generic and policy compliant TORs and specifications, as relevant.
 - e. Conforming to Bank's Procurement Regulations, cause preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.
 - f. Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency, cost effectiveness and soundness of all procurements carried out under the project.
 - g. Support the project in organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements.
 - h. Address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant SPA specialists.
 - i. Develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
 - j. Assist SPA to prepare an action plan to incorporate and embed World Bank's and government's commitments to anti-corruption, quality assurance and transparency in the procurement of goods and services under the project.
 - k. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvements, if any.
 - l. Monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining an updated Contract Roster.
 - m. Act as key liaison person in coordinating capacity building initiatives in procurement.
 - n. Design/ update and facilitate the management of the overall procurement management record and filing system.
 - o. Liaise and coordinate with the World Bank and its supervision missions.
 - p. Lead assignments involving moderate to high levels of risk with many variables, requiring constant review of deliverables and process, and multi-disciplinary assignments including those outside of own field of expertise in line with the Project Design.
 - q. Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan
 - r. Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle.
 - s. Responds adequately and timely to audit queries.
 - t. Provide assistance to the Project Director in following areas related to his/her assignment:
 - o Looking after the level of transparency in procurement process;
 - o Dispute Resolution;

- Assessing and identifying the risks like institutional, political, organizational, procedural, etc. that may negatively affect the ability of the agency to carry out the procurement process; and
- Managing the process of procurement complaint resolution.
- u. Any other relevant task assigned by the Project Coordinator

Qualifications

- Minimum sixteen years of education in Engineering/Social Sciences or a related subject. Degree in Procurement Management/Supply Chain Management shall be accorded due weightage.
- Candidate having procurement related certifications like Member Chartered Institute of Procurement & Supply (MCIPS) from CIPS, UK, Certified Professional in Supply Management (CPSM) from ISM, USA, or Certified Supply Chain Professional (CSCP) from APICS/ASCM, or equivalent shall be preferred.

Experience

- At least eight (08) years of documentary verifiable experience in procurement of Goods, Works, & Consulting services.
- Recent experience in successfully leading to completion of large procurements shall be preferred.
- Knowledge and implementation experience of various international/ national/subnational public procurement rules shall be required
- Proficiency in the usage of computers desktop application MS Office (Word, Excel, and Power Point) and office software packages (word processing, spreadsheet etc) and experience in handling of web-based data and information management systems

Skills

- Written and oral fluency in Urdu and English.
- Proven ability to work in a collaborative, multi-tier team environment.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.

12. Environmental & Social Safeguard Specialist

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of an “**Environmental & Social Safeguard Specialist**” to perform the below mentioned roles and responsibilities. The position will report to Senior Specialist – Gender & Social Inclusion.

Scope of Functions

- a. Act as the owner and custodian of the E&S sections in all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD), bidding documents and the Environmental and Social documents, as well as for other initiatives undertaken by the SPA.
- b. In consultation with the PD, SSPD and other project implementing partners, develop a comprehensive mechanism for implementing and compliance monitoring of project’s E&S requirements.
- c. Provide guidance to district focal persons and ensure screening of all activities with respect to severity and extent of environmental and social impacts to identify the type of instrument in accordance with the procedure(s) provided in the POM.

- d. Finalize, endorse and sign the filled E&S checklist for each individual project scheme / activity.
- e. Prepare, implement and monitor site specific Environmental and Social Management Plan (ESMP) for SPA Head Office building construction, and for sub-projects involving new constructions that may be included in the project at later stage.
- f. Support the implementation of social and environmental risk mitigation and management.
- g. Review and revise all the E&S and project implementation documents and ensure timely delivery of outputs in line with the PC-I and POM in consultation with the World Bank.
- h. Ensure through regular field visits, discussion with respective focal persons and independent field monitoring that E&S compliance is being done at each site; appropriate mitigation measures are being adopted and properly reported back.
- i. Provide technical advice to project team to ensure sustainable and environment friendly strategies can be incorporated in the project design and subsequent implementation.
- j. Review and update the Environmental and Social section in the Project Operations Manual.
- k. Prepare relevant instruments (environmental and social screening and monitoring checklist/site-specific ESMP).
- l. Play a key role in developing ToRs for procurement of consulting/non-consulting specialist services, technical evaluations of proposals and contract negotiations, as needed. Manage the quality and timeliness of consultant's work with respect to E&S measures, to ensure compliance and adherence to World Bank and Government standards and provide technical review of all draft and final deliverables of these consultants.
- m. Review, if required, contractor's ESMP and supervise implementation of the ESMP for physical investments. This may involve site visits and training site supervisors to undertake environmental and social monitoring and spot checks.
- n. Lead E&S planning and coordination meetings with implementation partners and other stakeholders.
- o. Update and maintain a Stakeholder Engagement Plan for the project. Coordinate stakeholder engagement and consultation activities for the project, manage inputs from other consultants, and IPs. Record communications and ensure all feedback is directed back to the PIU.
- p. Conduct and carry out consultations, focusing on E&S impacts, throughout the project lifespan with the project stakeholders including project affected people particularly women (being the major project beneficiaries), children, and vulnerable groups including poor, persons with disabilities and transgender.
- q. Develop and maintain an E&S capacity building plan for the project. Provide ongoing training, awareness raising on E&S policies, instruments and roles and responsibilities of the various team members and stakeholders, including field officers and contractors. Maximize transfer of knowledge and expertise in environmental and social management to the Project Directorate and SPA staff through mentoring and other forms of knowledge transfer
- r. Manage responses to environmental or social risks related incidents and major non-compliance issues with permits, E&S instruments, State or National laws and/or World Bank E&S policies.
- s. Monitor implementation of the environmental and social activities of the project and submit monthly progress reports to reporting official.
- t. Guide, coordinate and ensure generating E&S related compliance and monitoring data/reports which are regularly collated, and due diligence is done and well reflected in periodic reporting.
- u. Develop and generate quality E&S compliance reports periodically as appropriate (daily/weekly/ monthly/ quarterly) and share with key stakeholders including provincial government and the WB.

- v. Ensure that complete documentation is maintained for the entire E&S implementation process. This will include, but not limited to, environmental and social screening checklists filled by respectively field staff, ESMPs (if required for individual sub-projects), periodic reports, monitoring and evaluation reports on environmental and social and related aspects; annual third-party validation reports, and project completion report.
- w. Provide technical input and proactively support PD, SSPD on all matters related to environmental and social risks and seek PD's guidance on strategic and policy issues as and when required.
- x. Prepare quarterly progress reports for submission to the World Bank.
- y. Prepare the E&S inputs for the project's final report.
- z. Work with communication team/consultants to develop E&S sensitive IEC material for sensitization and general awareness of the staff/community.
- aa. Help design citizens engagement strategy for the project and ensure regular feedback by project beneficiaries. Accordingly, report on the Beneficiaries Feedback Indicator for the project.
- bb. Liaise closely with the GRM team, and contribute to the development of a practical, relevant and effective GRM.
- cc. Participate in WB missions and meetings to provide feedback on E&S performance of the project.
- dd. Perform any other task required for the successful implementation of the project.

Qualifications

- 16 years of education in Environmental Studies, Sociology, Anthropology, or other relevant subject from a reputed HEC-recognized university. Equivalent foreign qualification from an accredited university/institution shall be accorded due weightage.

Experience

- At least eight (08) years of experience in public sector projects/development projects/emergency assistance and/or social development is required.

Skills

- Good command over written and spoken English and Urdu; command over Sindhi language will be an advantage.
- Proven ability to work in a collaborative, multi-tier team environment

Selection Process

The selection will be made in accordance with the "World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" November 2020.

13. Communication Specialist/Content Development

Background

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

Objectives of the Assignment

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Communication Specialist/Content Development**” to perform the below mentioned roles and responsibilities. The position will report to GM Operations.

Scope of Functions

- a. Get well acquainted with all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents, as well as for other initiatives undertaken by the SPA, for better understanding of various projects designs and implementation mechanisms.
- b. Identify the information needs of key audiences, and stakeholders through a communication needs assessment.

- c. Design and develop a comprehensive communication strategy for SSPD, in particular, and an overarching strategy that supports the objectives of SPA, and engages key stakeholders at the right time, in the right manner and with the right messages.
- d. In collaboration with the team at SPA, develop and implement a strategic communication plan including goal setting, benchmarks and metrics of progress and achievement, for SSPD and other projects of SPA.
- e. Encourage and coalesce IPs and stakeholders to work towards a shared vision of communications and outreach for SSPD, with constructive and timely advice to integrate advocacy and communication strategies.
- f. Provide overall direction and guidance in specific areas of communication including, but not limited to the development of annual communications work plan and budget.
- g. Support the development of internal communication and information flow systems.
- h. Coordinate and develop the Terms of Reference (ToRs) for procuring the services of a third-party consulting services, such as the Information, Education and Communication (IEC) firm, media and printing firms, in consultation with the operations team and other Implementing Partners.
- i. Assist during pre-bid meetings, technical evaluations of proposals and contract negotiations.
- j. Review and provide timely feedback to the Project Director SSPD on project inception/progress reports submitted by consulting firm(s).
- k. Undertake a detailed information requirement analysis (including the needs of excluded groups/underserved areas) and develop a realistic and grassroots focused Information, Education & Communication (IEC) plan for the project.
- l. Spearhead the design and roll-out of a targeted Public Information and Social Mobilization Campaigns (PIC/SMC), through appropriate print, electronic and other relevant media. Collaborate with IPs to ensure IEC plans are aligned with the overall implementation plan.
- m. Develop different types of IEC material, internally, with the help of graphics design, audiovisual and interactive support, and externally through outsourcing.
- n. Document regularly all IEC related work accomplished
- o. Design a multipronged, high-profile image-building campaign for SPA, including media strategies to increase the visibility SSPD interventions; advise project teams and sub-projects to develop attractive headlines and success stories from project activities and key components
- p. Develop a branding strategy (logos, color scheming, sizes of posters/banners, disclaimer statements, field attire, etc.) for all initiatives undertaken by SPA.
- q. Assist in the development and design of the project webpage. Regularly update and improve its content.
- r. Lead the organization of Public Awareness Events and Meetings (managing content, schedule and logistics) as required.
- s. Manage the writing, development, design, production and dissemination of diverse publications and news releases through a variety of media, including print, broadcast and social.
- t. Manage media relations, research editorial opportunities and build relationships with print and electronic media, and other relevant players.
- u. Organize media tours and accompany visitors and journalists to field visits, if required.
- v. Perform any other task required for the successful implementation of the project.

Qualifications

- Sixteen (16) years in Mass Communications, Journalism/Media or related field, from an HEC-recognized university. Equivalent foreign qualification from an accredited university/institution, shall be accorded due weightage.

Experience

- At least Eight (08) years of demonstrated experience in the formulation of communication strategy/plan and handling major communication initiatives.
- Demonstrated experience in developing communication strategies/campaigns with clear examples of effective branding in the public/private sector, in both print and electronic media, with a focus on marginalized and poverty-stricken/vulnerable segments of society.
- Expertise in media outreach and excellence in originating and preparing written material such as issue briefings, press releases, web content and layout- for use in various communication media
- Due weightage shall be accorded to: (a) existing network in both electronic and print media, as well as with key influencers on social media; and (b) experience in Social and Behavioral Change Communication.

Skills

- Written and oral fluency in Urdu and English. Knowledge of regional language (Sindhi) will be considered a big plus.
- Proven ability to work in a collaborative, multi-tier team environment.
- Good people management, and writing skills.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.