

Hiring of Individual Consultants

Government of the Punjab has received financing from the World Bank towards the cost of the Punjab Human Capital Investment Project (PHCIP) [P164785] and intends to apply part of the proceeds for individual consulting services. The Project aim to increase the access to quality health services, and economic and social inclusion programs, among poor and vulnerable households in selected districts of Punjab. For the said purpose, the project intends to hire the services of following individual consultants till the completion of project i.e., 30-06-2025. The detail is given below:

Sr. #	Assignment Title	Qualification, Experience & Skill
1	Senior Program Manager	<p>Qualification:</p> <ul style="list-style-type: none"> At least, Master's degree or equivalent (16 years of education), in Development Studies/ Business Administration/ Public Policy/ Social Policy/ Economics / Public Administration / MBBS/ Engineering or a relevant discipline, from an HEC- recognized university. Project Management Professional (PMP) or any other relevant certification/ training shall be accorded due weightage. <p>Experience:</p> <ul style="list-style-type: none"> At least, ten years of documentary verifiable experience, after acquiring stipulated qualifications, related to planning and implementing social sector or economic development programmes. Familiarity with government structures, operations, and procedures. <p>Skills:</p> <ul style="list-style-type: none"> Written and oral fluency in the English language. Proficient in using MS Office (Word, Excel, & Power Point).
2	Financial Management Specialist	<p>Qualifications</p> <ul style="list-style-type: none"> Preferably CA/ACCA/ ACMA/ CIMA or equivalent professional qualification; or Masters' Degree or equivalent in Finance / Accounting or relevant discipline from an HEC-recognized university/ institute Moreover, Higher Qualification in the relevant field shall be accorded due weightage <p>Experience</p> <ul style="list-style-type: none"> At least, eight years of experience, after acquiring stipulated qualification (Other than CAs), in Accounting & Financial Management in public or private sector. In Case of CA/FCAs, at least, five years of experience, after acquiring stipulated qualification. Out of total experience the candidate must have at least three years' experience in government sector, preferably in foreign funded projects. Working knowledge of implementation of ERP, public sector accounting with thorough understanding of PFM cycle, regulatory mechanism, financial modelling & Reporting will be an added advantage <p>Skills</p> <ul style="list-style-type: none"> Ability to work on any accounting software or Enterprise Resource Planning Package. Proficient in using MS Office (Word, Excel, & Power Point).

The detailed TORs can be downloaded from <https://pspa.punjab.gov.pk/>. Interested candidates should submit the Expression of Interest (EOI) with updated CV, copies of CNIC, all educational degrees, certificates and experience certificates at the below mentioned address or through email at procurement.wing@phcip.com.pk. The applicants should clearly mention relevant years of experience and qualification at the top of the CV. If a face-to-face meeting is required, same shall be done virtually/physically. Market based remuneration commensurate with experience and qualification will be offered for above mentioned assignments. Last date for submission of EOIs is **February 16, 2024**.

The selection will be made in accordance with the process of Selection of Individual Consultants in accordance with "World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting

and Consulting Services” (July 2016) revised November 2017 and August 2018. The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations”, setting forth the World Bank’s policy on conflict of interest.

Project Director,

Project Management Unit (PMU)
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TERMS OF REFERENCE

Senior Program Manager

PUNJAB HUMAN CAPITAL INVESTMENT PROJECT PSPA

Background

The Government of Punjab (GoPb) is implementing the **Punjab Human Capital Investment Project** (PHCIP) with the assistance of the World Bank to increase the utilization of quality health services, and economic and social inclusion programmes, among poor and vulnerable households in select districts in Punjab.

The project has the following three components:

Component 1: Health services quality and utilization (approximately US\$115 million equivalent): This component aims to improve the availability and utilization of high impact, cost efficient health services by pregnant and lactating women (PLWs), as well as children living in poverty, through improvements in healthcare service delivery and a nutrition-sensitive CCT program.

Component 2: Economic and social inclusion (approximately US\$65 million equivalent):

- a. **Economic Inclusion:** This sub-component aims to support income-generating activities of young parents (ages 18 to 29) from poor and vulnerable households who have children under the age of 5, through: (i) a labour market (LM) readiness package providing training on basic literacy, numeracy, financial literacy and business skills, (ii) livelihood support through asset transfer (cash or in-kind), and (iii) intensive coaching.
- b. **Social Inclusion for Education:** This sub-component aims to strengthen select education initiatives in Punjab to support the inclusion of poor and vulnerable households and help ensure their children build a strong foundation.

Component 3: Efficiency and sustainability through social protection services delivery systems and project management (approximately US\$20 million equivalent). This component will involve modernizing and improving coordination and interoperability of Punjab's SP systems and programmes by strengthening the administrative, operational, policy and planning functions and capabilities of the Punjab Social Protection Authority (PSPA), including establishing a SP service delivery platform.

Objectives of the Assignment

In order to achieve the objectives of the program, PSPA, being the lead implementing agency for PHCIP, is in the process of putting in place the required technical staff under the Project Directorate based in PSPA's Headquarters at Lahore. To that end, PSPA requires services of a "Senior Program Manager" to perform the below mentioned roles and responsibilities.

1. Under the leadership of the Project Director (PD), provide overall technical superintendence and guidance to the project team and ensure that project activities are implemented in accordance with project objectives, timelines, budget, and relevant documents such as World Bank Financing Agreement, World Bank Project Agreement, PC-1, Project Operational Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social Management Framework (ESMF).

2. Develop and implement (after approval of the PD) an effective project management framework underpinned by requisite guidelines and plans including POM, Annual Work Plan and Budget, Annual Procurement Plans, Monitoring & Evaluation Plan, etc.
3. Develop and implement (after approval of the PD) the project work plans and budgets, monitor project progress, identify potential problems and risks, and develop and implement strategies to address them.
4. Keep himself/herself abreast of all social protection initiatives of PSPA to ensure synergies between PHCIP investments and other PSPA initiatives.
5. Establish an effective coordination and communication mechanism with all implementing entities (IEs), including the Primary and Secondary Healthcare Department (PSHD) and School Education Department (SED) and social mobilization partners.
6. Assist the PD in effective performance of PD's role as Secretary of PSC, through meeting requisitions, agenda setting, comprehensive working papers for meetings, progress and issues reporting and recording and circulation of minutes of PSC meetings.
7. As Secretary of the Project Coordination Committee (PCC), ensure meeting requisitions, agenda setting, comprehensive working papers for meetings, progress and issues reporting, and recording and circulation of minutes of PCC meetings, to make effective use of the forum for inter-component coordination, strategy development and trouble shooting.
8. Develop for approval of the competent authority, in consultation with all IEs, the standardized templates for projects AWP/Budgets, quarterly and monthly work plans, procurement plans, progress reports and notify intervals and schedules for timely preparation of all plans and progress reports.
9. Lead the development and implementation of project monitoring and evaluation activities and ensure that lessons learned are incorporated in project implementation and project results are reported in a timely and accurate manner.
10. Under guidance and approval of the PD, ensure timely recruitment of the project-funded staff in a transparent and competitive manner and establish an effective performance evaluation and accountability system.
11. Ensure effective financial management and reporting of project funds including timely submission of withdrawal applications and keeping track of the budget and liabilities to ensure sufficient project liquidity.
12. Ensure that proper systems are in place and implemented for procurement, grievance redressal and communications.
13. On directions of the PD, provide regular and ad-hoc briefings on progress of the project to relevant authorities and stakeholders.
14. Conduct field visits to project districts to review progress of the ongoing activities, identify critical issues/challenges and ensure timely corrective measures.
15. Perform any other task as assigned or delegated by the Project Director / CEO PSPA.

Qualification:

- At least, Master's degree or equivalent (16 years of education), in Development Studies/ Business Administration/ Public Policy/ Social Policy/ Economics / Public Administration / MBBS/ Engineering or a relevant discipline, from an HEC- recognized university.
- Project Management Professional (PMP) or any other relevant certification/ training shall be accorded due weightage.

Experience:

- At least, ten years of documentary verifiable experience, after acquiring stipulated qualifications, related to planning and implementing social sector or economic development programmes.
- Familiarity with government structures, operations, and procedures.

Skills:

- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

Selection Process:

The appointment will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 and August 2018.

TERMS OF REFERENCE

Financial Management Specialist (FMS)

PUNJAB HUMAN CAPITAL INVESTMENT PROJECT PSPA

Background

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Objectives of the Assignment

PSPA needs to strengthen its existing financial management through the hiring of the above referred Additional Director, Financial Management and Payments (Financial Management Specialist). The primary objective of this position will be to ensure oversight and control on the financial operations of PSPA. The consultant will ensure compliance with rules and procedures and government guidelines in managing finances of the project. Lead assignments involving moderate to high levels of risk with many variables, requiring constant review of deliverables and process, and multi-discipline including those outside of own field of expertise in-line with the Project Design.

Scope of Functions

1. Provide specialist services for PSPA programs and develop a financial/implementation plan accordingly.
2. Establish a mechanism ensuring strengthening of budget transparency and accessibility at provincial and district levels.
3. Provide technical input to other implementing agencies for jointly implemented programs, as and when required.
4. Oversee recording of all transactions timely and accurately in the books of accounts and ensure that no expenditure remains unaccounted.
5. Ensure maintenance of cash registers, books of accounts and records in appropriate order and format to meet the government and donors' requirements and to facilitate classification and analysis of the financial information for monitoring the project progress.

6. Prepare and process withdrawal application in accordance with the external funding agency's Disbursement Guidelines. Track funds and follow up with National Bank of Pakistan and external funding agencies to ensure timely credit of funds into the project's assignment account.
7. Process payments from the Designated Assignment Account as per Government applicable Rules and procedures.
8. Review existing funds flow reports (e.g. PIFRA) and reconcile with the government accounting office, and identify specific budget execution improvements.
9. Prepare Interim Unaudited Financial Reports (IUFs) for all government and externally-funded UCT/CCT programmes as per prescribed formats and timelines. This includes reviewing IUFs of other implementing entities for jointly implemented programmes; and preparing consolidated IUFs for subsequent provision to external financing agencies.
10. Prepare Annual Financial Statements of the CCT/UCT programmes on International Public Sector Accounting Standards (IPSAS) Cash Basis. This includes preparing a consolidated statement, including for other components of the program being managed by different implementing entities.
11. Liaise with the Finance Department and Planning and Development Department for budget and release issues. Additionally, coordinate with other implementing entities with respect to budgeting, accounting and reporting issues.
12. Coordinate and liaise with donor agencies and all other stakeholders for provision of information in the manner they require.
13. Provide support to internal/external auditors by facilitating in the provision of information required to conduct audit.
14. Respond to queries of internal/external auditors and donors with regard to CCT/UCT programmes.
15. Ensure maintenance of all data and record in soft and hard form for review by external funding agencies, third party monitoring agents, and external and internal auditors.
16. Act as lead for the PSPA system operating all conditional and unconditional social protection payments to target beneficiaries through government and external agency funded programmes.
17. Get well acquainted with all the payment conditionalities including target groups, targeting mechanism, payment conditions and timing/phasing of payments to translate into comprehensive Manuals/guidelines containing protocols/procedures, eligibility, payment mechanism, payments to service providers, payment monitoring and reconciliation systems and complaints management for each government and donor-funded CCT/UCT programme.
18. Develop strict financial controls for UCT and CCT policy.
19. Prepare annual budget estimates and phasing for each CCT/UCT programme (expected amounts needed for beneficiary's payments and service charges to payment agencies) as a contribution to preparation of PSPA annual workplans and budgets. Prepare cash forecasts on quarterly basis, in coordination with relevant programme managers, and ensure submission of withdrawal applications/budget releases accordingly in a timely manner.
20. Monitor functioning of the complete Payment Cycle throughout the payment period and prepare reports on Cash withdrawal, De-crediting/Re-crediting beneficiaries and their amounts by PAs, notifying discrepancies to PAs for correction as well as new beneficiary enrollment, beneficiary deposit and beneficiary withdrawal.
21. Liaise with Payment Agencies (PA) for improving beneficiary related services and resolving payment related issues. Ensure efficient handling of payment-related complaints at PSPA and field level
22. Analyse, plan, design, implement, and monitor and ensure compliance with internal control framework (Operations Manual, SOPs and the funding entities fiduciary guidelines etc.) and government rules and procedures while processing beneficiary and other payments.
23. Maintain regular liaison with PSPA IT Wing for upgradation and modifications of any required software for efficient monitoring, recording and reconciliation of payment system.
24. Conduct regular data analysis, with the support of the MIS team, to improve/overcome deficiencies in payment reports, payments generation and disbursement.
25. Perform any other task assigned by PD, PHCIP in furtherance of PSPA mandate and objectives.

Qualification and professional experience

Qualifications

- Preferably CA/ACCA/ ACMA/ CIMA or equivalent professional qualification; or
- Masters' Degree or equivalent in Finance / Accounting or relevant discipline from an HEC-recognized university/ institute
- Moreover, Higher Qualification in the relevant field shall be accorded due weightage

Experience

- At least, eight years of experience, after acquiring stipulated qualification (Other than CAs), in Accounting & Financial Management in public or private sector.
- In Case of CA/FCAs, at least, five years of experience, after acquiring stipulated qualification.
- Out of total experience the candidate must have at least three years' experience in government sector, preferably in foreign funded projects.
- Working knowledge of implementation of ERP, public sector accounting with thorough understanding of PFM cycle, regulatory mechanism, financial modelling & Reporting will be an added advantage

Skills

- Ability to work on any accounting software or Enterprise Resource Planning Package.
- Proficient in using MS Office (Word, Excel, & Power Point).

Selection Process

The appointment will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 and August 2018.