

## **Job Description and Requirements for Field Officer PHCIP**

### **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 programs, among poor and vulnerable households in select districts in Punjab.

The project has the following 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 labor 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 programs 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.

### **1.3 Role of Foundational Learning Cell**

The Foundational Learning Cell will be instituted at the PMIU Lahore to provide oversight on the monitoring and implementation of the PHCIP in Punjab. The unit will be responsible for key functions of service delivery under PHCIP, including project planning, implementation, staff development, quality assurance and monitoring and evaluation (M&E). It will be responsible for preparing and executing a detailed implementation plan for PHCIP, including key activities like strengthening the quality of ECE classrooms in the PHCIP districts, establishment of reading corners in pre-primary to Grade 3, teacher training, and budget and planning. The unit will also be responsible for coordinating with apex educational institutions and district governments and extend implementation support to SED stakeholders involved in the PHCIP.

## **Objective**

The objective to hire the services of Field Officer is to ensure that the implementation of the Project meets the quality standards and requirements of PMIU-SED and to fulfill the delivery monitoring criterion defined by the Monitoring and Evaluation framework for the Project. The field officer will have to provide quality field support through extensive field visits of the schools situated in Project districts (Bahawalnagar, Bahawalpur, Bhakkar, Dera Ghazi Khan, Khushab, Layyah, Lodhran, Mianwali, Muzaffargarh, Rahim Yar Khan, Rajanpur) in the Punjab to gather data for research and analysis at the Foundational Learning Cell, PMIU situated in Lahore.

## **Job Descriptions:**

1. Coordination with district education authorities for tasks assigned
2. Conduct field visits across various Project districts of Punjab to oversee ECE classrooms and use of reading and learning corner in early grades
3. Provide monitoring support to MEAs and technical team of PHCIP to ensure teaching and learning materials are being used according to the purpose outlined for them
4. Ensure that ECE classrooms meet the quality standards as defined in the ECE policy and ECCE SNC
5. Develop operational relationships with local district education officers and Head Teachers to support effective monitoring of all Project interventions in PHCIP schools/sites.
6. Develop feedback mechanisms eliciting information from teachers and schools to be relayed to technical team of PHCIP.
7. Develop mechanism to effectively communicate data to delivery teams and to the Foundational Learning Cell at PMIU.
8. Assist the wider Foundational Learning Cell on drafting future strategy for expansion of Punjab Human Capital Investment Project interventions in the Punjab.
9. Assist Individual Consultants/Specialists at Punjab Human Capital Investment Project in coordinating and managing field activities.
10. Perform in coordinating, handling, receiving and verifying the deliveries of goods, works and services in schools/offices nominated situated in Project Districts under PHCIP.
11. Provide support in executing all project interventions at PHCIP schools and districts.
12. Prepare monthly, quarterly and annual progress reports of the field activities
13. Maintain record and reports of tasks assigned
14. Assist in implementation and verification of social mobilization campaigns.
15. Any other task assigned by the Competent Authority

## **Qualification and Experience**

### **Qualifications**

- At least Sixteen (16) years of education in Development Studies/Business Administration/ Public Policy/ Social Policy/ Social Sciences/ Economics/ Public

Administration/Engineering/MBBS or relevant discipline from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan.

- Project Management Professional (PMP) or any other relevant certification, shall be accorded due weightage.

### **Experience**

- At least, eight (8) years of documentary verifiable experience, after acquiring stipulated qualification, in public and/or private sector in national/ international organization in relevant role.
- Experience in project management/implementation, planning and design of large-scale government or donor-funded programs.
- Comprehensive understanding of the public sector and broader educational challenges in Pakistan.
- Experience of implementing projects in field and coordinating with various stakeholders.
- Knowledge of education and early childhood education shall be preferred.

### **Skills Required**

- Excellent verbal and written communication skills.
- Demonstrated report-writing skills.
- Proficient in using MS Office (Word, Excel, & Power Point).

### **Selection Method:**

The appointment of staff shall be made as per applicable rules/policy of the Government.