

TERMS OF REFERENCE (TOR)

Higher Education Development in Pakistan (HEDP)

Contract & HR Management Specialist

Job Title:	Contract & HR Management Specialist
Category:	Individual Consultant
Duty Station:	Islamabad
Type of Contract:	Fixed Term
Expected Starting Date:	July 2024
Duration of Assignment:	Upto the life of the project
Salary:	Market competitive

CORE RESPONSIBILITIES:

The Contract Management Specialist will be a part of the Project Coordination Unit (PCU) and will be responsible for carrying out contract management of contracts specified in the Procurement Plan for the Project and support Contract Management of various contracts. She/he will be responsible for ensuring the smooth implementation of contracts procured as per the terms of contract.

She/He will report to the Project Coordinator. Under the direct supervision of Project Coordinator and in close coordination with the Procurement Specialist, the key responsibilities of the Contract Management Specialist shall include, but not limited to the following:

JOB DESCRIPTIONS

Prepare and maintain contract Roaster of all the Services, Goods and Non- Consulting services procured under the Project. Manage the contracts as per the applicable regulations/policy and terms of the contracts.

Keep a close track of contract proceedings, monitoring deliverables, processing payments, and identifying any delays.

Assessment of variation orders and Extension of Time (EOT) proposals as per the applicable clauses of the contract.

Drafting addendums for the contracts where required and obtaining necessary approvals.

Facilitate a technical dialogue between HEC, Consultant/s; with a view to achieve closure on divergent interpretation of contractual.

Act as a focal person on behalf of HEC for contract administration issues that may accrue liabilities for the project

Support HEC in checking the quality of procured services upon provision by Service Providers/Consultants

Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures, and planned ti

Provide support to Procurement Specialist in maintain the record for the contracts procured under the project.

Develop TORs in consultation with the component owners and maintain data base of expressions received against the floated Consulting Positions.

Processing of invoices of consultants and contractors in coordination with the procurement specialist as per the terms and conditions of the respective contract.

Coordinating with HR division of HEC for all recruitments.

Support HEDP for drafting ToRs of staff position.

QUALIFICATIONS:

The Consultant will possess the following qualifications:

A Bachelor's/Master's degree (16 years of education) from a reputable national/international university.

5 years' experience (after acquiring stipulated qualification) with at least two years of working in public contracts management.

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

Demonstrates good oral and written communication skills in substantive and technical areas

Excellent writing, editing and analytical skills and capability of working independently

SELECTION PROCESS:

An individual consultant will be selected in accordance with process stipulated in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016) revised November 2017 & August 2018.

Financial Management Specialist Terms of Reference

TERMS OF REFERENCE (TOR)

HIGHER EDUCATION DEVELOPMENT IN PAKISTAN (HEDP) FINANCIAL MANAGEMENT SPECIALIST

Job Title:	Financial Management Specialist
Category:	Individual Consultant
Duty Station:	Islamabad
Type of Contract:	Fixed Term
Expected Starting Date:	July 2024
Duration of Assignment:	Upto the life of the project
Salary:	Market competitive

1. BACKGROUND:

Pakistan Vision 2025 has set an ambitious target for Pakistan to revive economic growth and become among the world's top 25 economies by year 2025. Knowledge economy has been identified as one of the key pillars for growth. Higher Education Development in Pakistan (HEDP) will contribute directly to knowledge economy by addressing these issues through the higher education system in Pakistan. This project will directly support selected areas of HEC Vision 2025. This project will support interventions aimed at improving quality and relevance of second and third tier higher education institutions and encouraging research and innovation in tier 1 Universities of the country.

2. PROJECT DESCRIPTION:

The project supports the implementation of a subset of activities from the Higher Education Commission's (HEC's) Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the Government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24.

In essence the objectives of the project are to support research excellence in strategic sectors of the economy, improve teaching and learning, and strengthening governance, in the higher education sector. More information on HEDP can be found here: <http://projects.worldbank.org/P161386?lang=en>.

3. CORE RESPONSIBILITIES:

The Financial Management Specialist will be a part of the Project Coordination Unit (PCU), and will be responsible for maintaining financial records, providing financial information to the Project Coordinator and ensuring compliance to the financial management policies.

The Financial Management specialist will work for PCU, which has been established to support the implementation of the project. She/He will report to the Project Coordinator.

Under the direct supervision of Project Coordinator, the key responsibilities of the Financial Management Specialist (FMS) shall include, but not limited to the following:

- Monitor flow of funds, organizational structures, budget, accounting policies and procedures, financial reporting and audit effectiveness (internal and external). The output includes development of a good practice model which will serve as a benchmark for developing institution specific improvement plans.
- Conduct a study in selected public Higher Education Institutions (HEIs), to review financial management and internal control systems consistent with international best practices (such as coso principles).
- Review of tertiary expenditure system viz-a-viz institutional productivity such as scorecard of enrolment, graduates produced, per student cost, faculty student ratio, local and international publications with impact factor, research and its practical application and to design and implement policy reforms and its monitoring systems.
- The financial management specialist will also be required to comply with financial management and reporting requirements of the World Bank for the project.
- Identify the capacity building need and prepare training plans/programs on financial management and other associated areas for staff at HEC and HEIs/TEIs.

4. COMPETENCIES:

The Consultant will possess the following qualifications:

- A Bachelor's/Master's degree (16 years of education) from a reputable national/international University
- Possession of an internationally recognized accounting accreditation (such as CA, ACCA, CPA) would be a distinct advantage. At least 08 years of experience in public financial management environment (preferably on PIFRA) on independent higher level assignments
- Knowledge of ERPs like SAP and management Information Systems
- Preparation of Annual cash plans, work plans and Annual Budget of the project
- Proven report writing skills
- 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
- Strong interpersonal and communication skills, commitment to team work and to be able to work across disciplines and with people of different background
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills in substantive and technical areas
- Demonstrates openness to change and ability to manage complexities
- Excellent writing, editing and analytical skills and capability of working independently
- An ability to work effectively, take initiative and deliver results, even under pressure, and willing to visit sites in remote areas.

5. SELECTION PROCESS:

- An individual consultant will be selected in accordance with process stipulated in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016) revised November 2017 & August 2018.

HIGHER EDUCATION COMMISSION PAKISTAN

Higher Education Development in Pakistan

Terms of Reference (TORs)

Consultant- University Autonomy

Job Title:	Consultant- University Autonomy/Revenue Generation
Category:	Individual Consultant
Duty Station:	Islamabad
Type of Contract:	Project Staff
Expected Starting Date:	July 2024
Duration of Assignment:	Up to close of project life
Salary:	Market competitive
1. PROJECT DESCRIPTION:	
<p>The Higher Education Development in Pakistan (HEDP) project financed by the World Bank supports the implementation of a subset of activities from the Higher Education Commission's (HEC's) Vision 2025, which is in line with the broader development framework for Pakistan as envisaged in the Government's Vision 2025. The project will be implemented over a five-year period of 2019/20 – 2023/24. More information on HEDP can be found here: https://www.hec.gov.pk/english/services/universities/HEDP/Pages/default.aspx</p>	
2. INTRODUCTION	
<p>Pakistani universities have substantial autonomy in some important domains, however, with several practical limits; Pakistani universities do not have complete autonomy on curriculum design; Public universities can hire, promote, and fire academic staff, although HEC still keeps a representative on the university senates, as well as on search committees for faculty appointments. Governance and autonomy is limited for public universities; the appointment of Vice-Chancellors of public universities has substantial involvement of both provincial and federal governments and members of the parliament and assemblies. Public universities do have substantial financial autonomy such as own and sell land and other assets and deliver contractual services to diversify their income.</p>	
3. SCOPE OF WORK	
<p>The Development Objective(s) of the HEDP project include strengthening the governance in the higher education sector that include supporting the universities to enhance their autonomy and responsibilities. Accordingly, HEDP will contract to a suitable firm to perform the activities to develop criteria for the award of autonomous status to qualifying universities including granting preferential status for accessing HEC's research and support funding, establishing new programs and/or determining own curricula, and independently awarding tenure to faculty, as well as to study and compare the variances in Acts/Ordinances of the universities. The consultant will be part of the Project Coordinating unit and will oversee the work under this part of the project.</p>	
4. CORE RESPONSIBILITIES:	
<p>The consultant working in close coordination with HEC management will strengthen and improve university autonomy as well as revenue generation avenues for Pakistani public sector HEIs. HEC under the project intends to hire a specialized firm for the above assignments. Whereas the individual "Consultant- Responsible University- Autonomous Status" will coordinate, supervise oversee the work of the firm. Key responsibilities of the consultant shall include, but not limited to the following:</p> <ul style="list-style-type: none">▪ Devise/ review the strategy for university financial autonomy / revenue generation▪ Analyze the proposals and collecting evidence from responsible universities to meet the required criteria for enhanced autonomy	

- Coordinate all activities defined in scope of work of the firm that will be hired to improve financial autonomy of the universities and grant university autonomous status
- Review reports and data analysis submitted by the firm to identify useful insights for granting autonomous university status.
- Suggest the areas of improvement in the study and findings of the firm hired for this assignment.
- Ensure relationship management encompassing all the stakeholders of the assignment. This is very crucial as the universities are spread across Pakistan and great communications skills are essential for this work
- Arrange meetings, prepare agenda and draft minutes of the meetings of the concerned committee(s) and periodic review of the progress.
- Ensure that all targets as laid down in the Contract Agreement with the firm are achieved in a timely manner
- Review of the deliverables and ensure quality of the work done.
- Assist monitoring and evaluation specialist in monitoring performance of the firm and progress of the work. Identify any risks in a timely manner and design mitigation strategies
- Design and maintain Gantt charts for monitoring progress
- Assist in necessary approvals in conducting the study, its adoption and implementation
- Frequent travel across Pakistan may be required
- Other tasks relevant to this assignment.

5. COMPETENCIES:

- At least degree (18 years of education) in Management sciences, Finance or a related field from a reputable national/international University or equivalent
- Working knowledge of handling large public sector/Bank-funded contracts as well as of international revenue generation and university autonomy models.
- A minimum of 08 years of experience in the relevant field particularly in the higher education sector.
- Experience in the field of improving governance of higher education sector is essential
- Experience in higher education financial management is preferred.
- Good communication and writing skills are essential as the incumbent will need to communicate with senior management at the universities, provincial and federal government
- 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 data analysis and information management systems.
- Experience in any project management software (Ms. Projects, PrimaVera, etc.) is preferred

6. SELECTION PROCESS:

An individual consultant will be selected in accordance with process stipulated in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016) revised November 2017 & August 2018.