

TERMS OF REFERENCE OF PROJECT STAFF

Name of the Post	Senior Finance Officer
Qualification	<ul style="list-style-type: none"> • Professional accounting qualification (CA/ACCA/CPA) or a Master's degree in Business Administration in finance or M. Com, or equivalent degree in finance or accounting from HEC recognized University or Institution.
Age	<ul style="list-style-type: none"> • Up to 45 Years
Experience	<ul style="list-style-type: none"> • Minimum of 07 years of financial management or Audit & Accounts management experience, including 02 years as Finance Specialist or in a similar position. • Strong analytical and problem-solving skills. • Ability to retrieve and gather information from various sources. • Excellent organizational skills with the ability to prioritize and meet deadlines. • Proven initiative in improving project efficiency and effectiveness. • Strong interpersonal skills and ability to work in a team-oriented, multicultural environment. • Fluent oral and written communication skills in English and the national languages. • Proficient in PC-based applications such as Word, Excel, and PowerPoint, as well as sound knowledge of financial software.
TORs	<ul style="list-style-type: none"> • Ensure implementation and compliance with organizational policies, processes, rules, and regulations, particularly in the area of financial management. • Review payments for compliance with financial guidelines and supporting documentation. • Manage grants and ensure accurate reporting to the donor. • Ensure accurate and timely recording of financial transactions in accordance with applicable laws and donor agreements. • Oversee financial management of projects, including budgeting, forecasting, funds flow management, expenditure monitoring, grant accounting, contract payment processing, reporting, disbursing grants and audits. • Analyze financial data to compare planned activities with implemented activities. • Conduct monthly reconciliations and review expenditure reports against budgets. • Prepare for and facilitate internal and external audits, donor transaction reviews, and other monitoring missions. • Update financial management manuals and other finance-related aspects in the Operation Manual. • Prepare regular and ad hoc financial management information for KP-RIISP management.

	<ul style="list-style-type: none"> • Establish and improve systems and procedures at district offices, conducting periodic visits to ensure efficiency and effectiveness. • Collaborate with the MIS development team to develop an integrated financial management and reporting system for KP-RIISP. • Report to the Director and seek guidance and direction in carrying out duties and responsibilities. • Manage the day-to-day work of the KP-RIISP Grant Management, Operation Fund, Payments, and Reporting.
Name of the Post	Lead IT Specialist
Qualification	<ul style="list-style-type: none"> • BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
Age	<ul style="list-style-type: none"> • Up to 45 Years
Experience	<ul style="list-style-type: none"> • At least 07 years working experience in the field of Information Technology and Management. Experience of working with aid agencies desired and <p>She/He must also has:</p> <ul style="list-style-type: none"> • Strong knowledge of computer applications; • Knowledge of IIS and other web servers. • Knowledge of Domain Environment an ISA Servers • Certified in Hardware A+, Net+ or MSCE. • Experience in database operations; • Excellent organizational and interpersonal skills; • Must be self-starter with excellent demonstrated teamwork skills
TORs	<ul style="list-style-type: none"> • Develop and implement a comprehensive IT strategy aligned with the project's overall objectives. • Responsible for the design, implementation, and maintenance of the organization's IT infrastructure. • Responsible for maintenance of all switches, patches, panels, network cables and over all network setups. • Establish, revise and implement the required procedures for IT and System security. • Provide technical support to all personnel; • Supervise maintenance, and expansion of the server architecture of the project (MS SQL Server, File Server, Database Server, DMS server, corporate Antivirus Server, mail Server, Print Server, Domain Server and Proxy Server); • Plan, design and maintain the Wide Area Network (WAN) between different offices. • Maintaining, troubleshooting, and expanding the Windows based Local Area Network (LAN Domain environment) including

	<p>network routers, internet modems and firewall.</p> <ul style="list-style-type: none"> ● Be Responsible for the user administration of the network, including implementation of domains and workgroups according to the IT policy. ● Providing Specifications for purchasing IT Equipment. ● Checking the quality of purchased IT Equipment. ● Maintain and repair IT equipment. ● Provide training on basic IT/Network concept to staff.
Name of the Post	Environmental & Social Specialist
Qualification	<ul style="list-style-type: none"> ● Master`s degree in Environmental Sciences, Environmental Economics/ Bachelor of Engineering or Master degree in (Social Sciences, Public administration, Political science, Agricultural Sciences, Anthropology and other relevant Qualification) from the HEC recognized university/institution
Age	<ul style="list-style-type: none"> ● Up to 40 Years.
Experience	<ul style="list-style-type: none"> ● with 5 years related work experience; ● Have clear understanding and knowledge of relevant guidelines and policies as stated in the KP-RIISP Operations Manuals (OMs) ● Have previous experience with World Bank Operational Policies, International/National Social Laws and Regulation and implementation of the ESMF. ● Have clear understanding and knowledge of MS Office (specially excel functions), ● Having professional English writing skill to prepare operational/Social and Environmental plans, to contribute in implementation progress plans/missions. ● Having required skills in the related technical field.
TORs	<ul style="list-style-type: none"> ● To Support all KP-RIISP stakeholders to operationalize the Social and Environmental safeguard mainstreaming. ● To take part in the review and clearance of KP-RIISP documents for compliance with the World Bank safeguards policies, ESF standards and guidelines; ● To develop and review the environmental and social screening & assessment procedures for the implementation of the ESMF, ARP, SEP and LMP of KP-RIISP project. ● Lead district and VFP safeguards focal points/officer and maintain regular communication and establish field level reporting mechanism; ● To review the Site-Specific Environmental and Social Management Plans (ESMPs), for the KP-RIISP sub-projects as per the prescribe value of the project, and may be responsible to prepare some site specific ESMP when needed. ● To ensure that social and environmental related modules are

	<p>incorporated in the training and capacity building programs designed for the KP-RIISP at all levels.</p> <ul style="list-style-type: none"> • To support grievance handling focal points in conduction of Social and Environmental related GRM trainings for field and VFP staff in order to solve ES related grievances. • To conduct periodic district/VC/NC visits and provide technical advice during social and environmental surveys/risk assessments and reflect their concerns and views in ESMPs prior and during the sub-project design and implementation stages. • He/she will be also responsible for overall development, implementation, supervision, and monitoring of Abbreviated Resettlement Plan (ARP), Stakeholder engagement Plan (SEP), Labor Management Procedures (LMP) and site-specific LMP for the KP-RIISP project. • To ensure that all site engineers and relevant project staff are trained in proper application of the ESMF, ESMP and its components. • To design and conduct the health & safety and safeguard trainings and workshops for the project staff and VFP. • To follow up the integration of safeguard assessment information and completion of safeguards self-screening checklist during the KP-RIISP sub-projects development process. • Support the management in responding to queries from donors/ external monitors/ auditors on KP-RIISP Social and Environmental Safeguard issues/ grievance investigations. • Ensure regular interaction with the World Bank safeguards experts on social and environmental aspects, including representing the KP-RIISP Social and Environmental issues during Implementation Support Missions (ISMs). • To be responsible for strategic advice on social and environmental Safeguards measures to the KP-RIISP senior management; • To provide specific technical advice on mitigation measures for construction and operational activities related to the project; • Coordinate and liaison with Third Party Monitoring (TPM) Agent and other relevant stakeholders and follow up on the findings. • To compile monthly, quarterly and annual reports on safeguards related issues and deliver to Program management and the World Bank Task Team as part of the project M&E reports; • To undertake other duties as per the requirements of the project or as directed by PIU
Name of the Post	Senior MIS Officer
Qualification	<ul style="list-style-type: none"> • BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC

	recognized university / institution.
Age	<ul style="list-style-type: none"> Up to 40 Years.
Experience	<ul style="list-style-type: none"> At least 5 years related work experience in the field of programming, website, database, and application development is required. <p>She/he must also has:</p> <ul style="list-style-type: none"> Extensive experience in the design, development, and implementation of complex database systems; Knowledge of IIS and other web servers; 2+ Years of work experience as a Python Developer Expertise in at least one popular Python framework preferably Django Knowledge of object-relational mapping (ORM) Familiarity with front-end technologies like JavaScript, HTML5, and CSS3 Familiarity with event-driven programming in Python Good understanding of the operating system and networking concepts. Good analytical and troubleshooting skills GIS/Data processing expertise, with at least 5 years of experience setting up and maintaining management information systems in rural development projects. Demonstrated track record in independently establishing and maintaining a web-based MIS in a public or private sector entity is an asset. Strong GIS skills with two or more GIS packages is an asset. Strong Macro / C / C++ / Visual Basic programming skills.
TORs	<p>The main duties of the Senior MIS Officer include, but are not limited to, the following:</p> <ul style="list-style-type: none"> Development/Integration of a comprehensive MIS that will include, Data Collection module for village facilitation and Grant both offline and web based, Monitoring module, Financial Module, HR module and other modules as needed. Oversee and contribute to the development/integration of the main application for data collection, recording and management in ways that are locally feasible, enable as much open access to information as possible in real time and are flexible enough to allow updating as information needs evolve; Work with the Project team to fully understand the monitoring

	<p>and reporting procedures (based on the project appraisal document and other documentation) and to ensure that the developed MIS and the data collection and reporting arrangement will work for targeted locations;</p> <ul style="list-style-type: none">• Review and revise forms & reports to streamline and measure the Project progress more efficiently and effectively;• Assist with preparing project reports and running project data queries as needed.• Assess mobile device requirements, including for SMS & GPS, options available in-country, and costs.• In consultation with the Project team, develop a set of flows and forms accessed via mobile devices and browsers that allow users to enter data on the project progress at the VC level (in rural areas).• Provide a web-based data store and report infrastructure to deliver rich maps and summary reports at the district, Tahsil, and village level with drill-down capabilities.• Work with the Sr. Capacity Development Officer to conduct a pilot model in 1-2 districts where Village Facilitating Partners will directly enter data into the MIS using a mobile device provided by the project. The aim of this pilot is to determine the viability of improving the speed of reporting by enabling data entry at the community level.• Develop easy-to-use training materials, how-to guides, flyers for Facilitating Partners or people responsible for data entry.• Train Facilitating Partners and other involved stakeholders to enter data into the MIS.• Deliver a fully validated end-to-end solution for data captured in a device regardless of connectivity, uploaded to the cloud upon next period of connectivity, allow for quality assurance at the central level, and the ability to see that uploaded data displayed anywhere in the world immediately.• Provide training sessions to relevant staff as well as the district and community level stakeholders on how to use the MIS and mobile phone applications.• Provide just-in-time technical support and on-demand online training (if applicable).• Conduct a mid-term assessment to ensure the MIS is fully functional and analyze whether there are any technical or practical issues that need to be fixed. If any problems are found, provide solutions and report to the Project team.• Develop/suggest additional features to allow for additional relevant project data collection and management during the project implementation.• Provide the information system, application & website with in-code and technical documents as well as user manual
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	<ul style="list-style-type: none"> • Conduct systems analysis, feasibility study and produce diagrams for information system processes and flows.
Name of the Post	Senior Capacity Development Officer
Qualification	<ul style="list-style-type: none"> • Master's Degree in Social Sciences/ Social Work from the HEC recognized university/ institution.
Age	<ul style="list-style-type: none"> • Up to 40 Years.
Experience	<ul style="list-style-type: none"> • At least 07 years' experience in planning & implementation of capacity development projects/ training projects. • 5 years' experience as Trainer / Master Trainer • Experience using participatory methodologies at the community level • Knowledge of capacity building at grassroots level. • Demonstrative technical and management skills. • Strong written and oral communications skills, with good expertise in the use of information technology. • Excellent communication skills in English, Urdu, and Pashto, and good presentation. • Knowledge of IT tools to communicate with stakeholders.
TORs	<ul style="list-style-type: none"> • Guide 4 Capacity Development Officers • Ensure quality facilitation at the community level (for VCs, Sub-Committees and community people) • Ensure quality facilitation for women's sub-committees and women's meetings • Represent LGD in external meetings/ events related to capacity building • Coordinate with Village Facilitating Partners and assist them to conduct social mobilization trainings (and follow-up trainings) for KP-RIISP Village Facilitating Partners' staff • Coordinate with the LGD Sr. Engineer for the parallel implementation of the training plans for engineering related trainings for Village Facilitating Partner Engineers • Review and assist in revisions of training packages (where training materials are already available). Revisions should include best practices from the field and the vision of standardization in KP-RIISP. The materials and training tools should be appropriate to the NMD context, taking into account low literacy levels and women's restricted mobility • Assist and summarize Training Need Assessment (TNA) by Capacity Development Officers to identify additional areas of capacity building • Support capacity building plan of identified target group for:

	<ul style="list-style-type: none"> ❖ Members of VCs/ Tehsil Councils/ District Councils ❖ Secretaries of VCs ❖ Line Departments (aligned with the project) ❖ Project Staff ❖ Communities <ul style="list-style-type: none"> • Summarize Spot Check Reports by Capacity Development Officers and provide reports to management and VFP management • Advise the KP-RIISP senior management on key issues related to KP-RIISP capacity building and implementation of social mobilization and planning in villages • Evaluate key trainings provided by VFPs to village facilitators to quantify the impact of training on the participants. • Conduct best practice/ lessons-learned workshops with VFP field staff and with select community/ VC representatives to compile these from field implementation and ensure these are communicated to senior management to influence policies and process guidelines and captured in revisions of training approaches and materials as appropriate • Develop KPIs/ mechanism to access impact of knowledge gained in training. • Work with the KP-RIISP LGD M&E to formulate indicators (quantitative and qualitative) for KP-RIISP capacity building and trainings. Ensure data collection is gender disaggregated • Coordinate with MIS/dashboard developers for inclusion all aspects of capacity building component in the database. • Develop mechanism for Capacity Development Officers to upload the data along with snapshots in the MIS on 5th day of each month. • Any other task assigned by the Project Director/Senior Management.
Name of the Post	Capacity Development Officer
Qualification	<ul style="list-style-type: none"> • Master’s Degree in Social Sciences/ Social Work/ from the HEC recognized university/ institution.
Age	<ul style="list-style-type: none"> • Up to 35 Years.
Experience	<ul style="list-style-type: none"> • At least 05 years’ experience in planning & implementation of capacity development projects/ training projects. • Knowledge of capacity building at grassroots level. • Knowledge of PRA methodology at the community level • Demonstrative technical and management skills. • Strong written and oral communications skills, with good

	<p>expertise in the use of information technology.</p> <ul style="list-style-type: none"> • Excellent communication skills in English, Urdu, and Pashto, and good presentation. • Knowledge of IT tools to communicate with stakeholders.
<p>TORs</p>	<ul style="list-style-type: none"> • Monitor and assist/ guide village facilitators to provide quality facilitation at the community level and to follow the facilitation manuals in terms of sequence, frequency activities, and type of participants (village level, incl VC, Sub-Committees and community people) • Monitor facilitation for women’s sub-committee and women’s meetings (quality, frequency, sequence, and active participation) • Undertake Training Need Assessment (TNA) for village facilitators to identify specific areas of capacity building. • Support Sr, Capacity Building Officer in creation for capacity building plan of identified target group for: <ul style="list-style-type: none"> ❖ Members of VCs/ Tehsil Councils/ District Councils ❖ Secretaries of VCs ❖ Line Departments (aligned with the project) ❖ Project Staff ❖ Communities • Coordinate with selected VFP on training manuals for distribution to participants of the training programs. • Conduct spot checks on VFP trainings for communities and report to Sr. Capacity Building Officer • Develop criteria for selection of training institutes for imparting training under the project. • Listing the training institutes for imparting specialized training to the target groups. • Execute contracts with the selected training institutes for imparting training. • Coordinate in inviting nomination of participants, logistics arrangement for each training program and assist in conducting the trainings. • Assist Sr, Capacity Development Officer to evaluate each training program to quantify the impact of training on the participants. • Implement KPIs/ mechanism to access impact of knowledge gained in training. • Report all relevant trainings in village and classroom for

	<p>inclusion in MIS dashboard</p> <ul style="list-style-type: none"> • Upload the data along with snapshots in the MIS on 5th day of each month. • Any other task assigned by the Project Director/Senior Management.
Name of the Post	MIS Officer
Qualification	<ul style="list-style-type: none"> • BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
Age	<ul style="list-style-type: none"> • Up to 35 Years.
Experience	<ul style="list-style-type: none"> • At least 03 years in IT management, programming software and computer networks. • Excellent communication skills in English, Urdu and good presentation.
TORs	<ul style="list-style-type: none"> • Coordinate in the development of dashboard regularly and updating of Management Information System for display of implementation status of all project activities. • Development and maintenance of a comprehensive MIS that will include, Data Collection module for village facilitation and Grant both offline and web based, Monitoring module, Financial Module, HR module and other modules as needed. • Develop/integration of the main application for data collection, recording and management in ways that are locally feasible, enable as much open access to information as possible in real time and are flexible enough to allow updating as information needs evolve. • Develop mechanism for collection of information relating to: <ul style="list-style-type: none"> ❖ Project Management (HR) ❖ Appointment of Consultants ❖ Appointment of Contractors ❖ District wise database relating to award and implementation of project activities: ❖ Administrative Infrastructure ❖ Strategic Infrastructure ❖ Village Grant ❖ Financial Management ❖ Capacity Building ❖ Monitoring & Evaluation ❖ Proceedings of Steering/ Allied Committees • Snapshots of implementation status of each intervention • Periodical review of the data shared by stakeholders and ensure consistency of its registry.

	<ul style="list-style-type: none"> • Develop reporting system to meet the requirements of each section of PMU, Senior Management and others. • Capacity building of the human resources in management and utilization of database. • Procurement details of project requirements. • Produce ad-hoc reports and develop customizable reports for end user so that all team members could produce their own reports. • Maintenance of the overall system and Provide the information system, application & website with in-code and technical documents as well as user manual. • Help the senior MIS officer with review of the forms & reports to streamline and measure the Project progress more efficiently and effectively; • Assis other team members in the development of mobile based data collection system. • Any other task assigned by the Project Director/Senior Management.
Name of The Post	Database Officer
Qualification	<ul style="list-style-type: none"> • BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
Age	<ul style="list-style-type: none"> • Up to 35 Years.
Experience	<ul style="list-style-type: none"> • 3 years' experience in relevant field. • Computer knowledge, filing and fundamental of database understanding • Excellent organizational and interpersonal skills • Must be self-starter with excellent demonstrated teamwork skills • Good written and verbal communication skills in English, Urdu and Pashto essential and as well as having good interpersonal skills • Ability to prepare operational plans of organization or project. • Having required skills in the related technical field.
TORs	<ul style="list-style-type: none"> • Data Entry and quality check of all the data received from the field to the MIS system. • Travel to communities for training, supervision, quality check and data collection/management. • Responsible for the complete management of the MIS system at the district level. • Perform extensive database related verification checks on the data for accuracy, completeness and quality according to the existing procedures and guidelines • Scan the forms and maintain the physical and digital archive.

	<ul style="list-style-type: none"> ● Perform data entry of the forms ● Upload the scanned forms to the MIS ● Ensure that reports are produced precisely, timely and regularly. Also assist in the development of the periodic and ad-hoc reports ● Keep track of documents needed for further reporting from the projects in process and assist with the regular reporting. ● Ensure that the necessary backup procedures for database is in place and regular backups are taken ● Liaise with MIS Specialist on a daily basis for the smooth operation of the decentralized system. ● Prepare daily progress report and be responsible for the reporting from the MIS.
Name of the post	Database developer
Qualification	<ul style="list-style-type: none"> ● BS (4 Years) Information Technology, Software Engineering, Computer Science / Master in Computer Science from HEC recognized university / institution.
Age	<ul style="list-style-type: none"> ● Up to 35 Years.
Experience	<ul style="list-style-type: none"> ● At least 03 years in Database Management, IT management, programming software and computer networks. ● User's needs assessment, data security, monitoring database performance and customer support. ● Troubleshooting in computer database ● In-depth understanding of data management (e.g. permissions, recovery, security and monitoring) ● Knowledge of software development and user interface web applications ● Excellent analytical and organization skills ● An ability to understand front-end users requirements and a problem solving attitude ● Excellent communication skills in English, Urdu and good presentation.
TORs	<ul style="list-style-type: none"> ● Design stable, reliable and effective database ● Optimize and maintain legacy systems ● Modify database according to requests and perform tests ● Solve database usage issues and malfunctions ● Gather user requirements and identify new features ● Develop technical and training manuals ● Provide data management support to users ● Ensure all database programs meet department's performance requirements ● Coordinate in the updating of dashboard regularly and updating of Management Information System for display of

	<p>implementation status of all project activities.</p> <ul style="list-style-type: none"> • Develop mechanism for collection of information relating to: <ul style="list-style-type: none"> ❖ Project Management (HR) ❖ Appointment of Consultants ❖ Appointment of Contractors ❖ District wise database relating to award and implementation of project activities: • Administrative Infrastructure Strategic Infrastructure <ul style="list-style-type: none"> ❖ Financial Management ❖ Village Grant ❖ Capacity Building ❖ Monitoring & Evaluation ❖ Proceedings of Steering/ Allied Committees ❖ Snapshots of implementation status of each intervention • Periodical review of the data shared by stakeholders and ensure consistency of its registry. • Develop reporting system to meet the requirements of each section of PMU, Senior Management and others. • Procurement details of project requirements. • Any other task assigned by the Project Director/Senior Management
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Project Director,
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