

## Terms of Reference for the hiring of Project Director

Pakistan has had a protracted refugee situation since 1979, hosting more than three million Afghans at its peak. Pakistan is currently hosting 1.435 million Afghan refugees, of which nearly half are women. This is in addition to 0.84 million Afghan Citizen Card Holders and more than 0.5 million undocumented Afghans.

The Government of Pakistan (GoP), jointly with UNHCR, has been successfully facilitating the voluntary repatriation of Afghan refugees. Although the repatriating figures are going down from 6220 in 2019 to 1125 in 2020, the process is still offered to interested refugees. In 2018, the GoP on its own resources completed the documentation of about 840,000 undocumented Afghans, and issued Afghan Citizen Cards in Pakistan. The GoP has also streamlined Border Management at Torkham to better regulate cross border movements between Afghanistan and Pakistan.

The GoP has recently signed a Financing agreement with World Bank on a project titled, **“Strengthening Institutions for Refugee Administration”**. The objective of this project is to improve organizational and institutional capacity for managing refugees and host communities in Pakistan.

Ministry of States and Frontier Regions (SAFRON) through Chief Commissionerate for Afghan Refugees plans to hire a Project Director to oversee several related activities during project implementation.

This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace with a harassment committee. We offer equal pay for equal work and strictly adhere to transparent pay practices. We believe in on-job trainings to optimize efficient performance and implement regular capacity programs to enhance the technical and managerial skills of the staff, where all staff are provided equal opportunities. We promote **inclusive, safe, fair, and respectful** environment for all employees. We support flexible work options (e.g. work location, hours, etc.), provide paid parental leave and support childcare.

### **Key Tasks**

The Project Director will, among others, be responsible for the following tasks:

- i. Manage the day to day implementation of the project by leading Operations Support Unit (OSU) established by Ministry of SAFRON through Chief Commissionerate for Afghan Refugees.
- ii. Responsible for all activities pertaining to implementation of the Project and carry out coordination with OSU, C/Commissionerate for Afghan Refugees (C/CARs) and Ministry of SAFRON
- iii. Responsible for Project Planning, Procurement and Contract Management and Financial Management as well as all operational matters in consultation with respective OSU Specialists as per project design and provisions as indicated in the Project PC-I and Project Appraisal Document (PAD) and Financing agreement.
- iv. Supervise and coordinate activities of OSU Individual Specialists/staff members and any other consultants/consultancies recruited under the project.
- v. Act as authorized co-signatory for operation of designated Project Account and assignment Account.
- vi. Prepare and issue monthly implementation activity report and participate in project related meetings / briefings / presentations etc. at Provincial and Federal level.
- vii. Oversee project administration as well as HR management in consultation with Chief Commissioner Afghan Refugees.
- viii. Responsible to work with project staff to explain links to outcome and work more closely with external partners for achieving outcomes.
- ix. Ensure the work is properly scheduled across components and convene project team meetings to review progress towards the agreed milestones and indicators.
- x. Provides support, as needed, to project management staff with programmatic and administrative tasks.
- xi. Establish reliable and trustworthy relationships with other partners/stakeholders in same

- field.
- xii. Effectively and accurately communicates relevant project information to the project team.
  - xiii. Exercise strong check on time and cost over run
  - xiv. Ensure that proper procedures for reviewing and responding to the progress reports are established and followed. Plan from outset, how, what and when to monitor and evaluate.
  - xv. Custodian of all project documents.
  - xvi. Responsible to prepare and submit project completion report(PC-IV)
  - xvii. Would be accountable for any lapse under the jurisdiction of his administration, functional and financial powers.
  - xviii. He/she under obligation to account for all actions, steps, and decision taken during project execution.
  - xix. Responsible to supervise project activities and try his /her best to resolve day to day problems faced in implementation independently with in the administrative and financial powers delegated to him /her If necessary, he/she may seek help from CCAR/SAFRON, concerned federal ministries, provincial Govt's for resolving the issues.
  - xx. Responsible to set up headquarter of the project director as close to site of the work as possible to ensure his availability for spot decision-making on unforeseen issues or other ancillary matters.
  - xxi. Responsible for revision of PC-I, if need be.
  - xxii. Any other task as required

### **Qualification**

The successful candidate will possess the following minimum qualifications:

- i. Master's degree or BS (4 Years) in Public Administration, Business Administration, Project Management, MBBS/MPH, B.Sc. Engineering or Economic.
- ii. At least 12 years of experience, in the field of project management and coordination. Candidate familiar with the project planning/implementation of World Bank funded projects will be preferred.
- iii. Candidate having an experience of managing Afghan Refugees in Pakistan would be an additional advantage.
- iv. Substantive knowledge of project management, and monitoring and evaluation
- v. Ability to research and gather information from a variety of external and internal sources.
- vi. Demonstrated ability to apply good judgment in the context of assignments given.
- vii. Written and oral fluency in English is required.
- viii. Ability to self-manage and multitask across various projects but also work as part of a collaborative team
- ix. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point.

### **Reporting**

The Project Director will report to the Chief Commissionerate of Afghan Refugees-Islamabad.

### **Duration of Assignment**

The duration of the assignment will be until Feb 15, 2025 from the date of appointment, renewable based on satisfactory performance and availability of funds.

### **Selection Process:**

Will be selected on competitive basis 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 and November 2020) or as revised from time to time.

The CCAR operates a **zero-tolerance policy for gender discrimination and strong anti-sexual harassment at the workplace policy.**

The CCAR also commits to **equal pay for equal work/transparent pay practices.**

*Female candidates are strongly encouraged to apply*

## **Terms of Reference for the hiring of a Communication Specialist**

This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace with a harassment committee. We offer equal pay for equal work and strictly adhere to transparent pay practices. We believe in on-job trainings to optimize efficient performance and implement regular capacity programs to enhance the technical and managerial skills of the staff, where all staff are provided equal opportunities. We promote **inclusive, safe, fair, and respectful** environment for all employees. We support flexible work options (e.g. work location, hours, etc.), provide paid parental leave and support childcare.

### **Key Tasks**

The Communication Specialist will be responsible for, but not limited to the following tasks:

- I. To plan and design internal and external strategies/plans for communications as well as support the implementation of the communication plan for the SIRA Project;
- II. To support the development of outreach and communications strategies for CAR and CCAR for engagement with refugees and host communities;
- III. Support the development of a stakeholder engagement strategy to ensure good coordination on the SIRA project with relevant stakeholders, including government agencies and departments, bilateral and multilateral partners, community leaders;
- IV. Support the Project Director with the development of the Grievance Redress Mechanism for the SIRA project;
- V. Develop learning materials and train staff on effective communications and outreach
- VI. Prepare and disseminate relevant articles, documents and news releases to publish in different media channels, including print, broadcast and social;
- VII. Develop content, update and manage information for electronic media;
- VIII. Promote optimum visibility of the project's results and activities through effective media relations and dissemination of information,
- IX. Collaborate closely with World Bank team including External Relations colleagues as well as other development partners and stakeholders to facilitate knowledge building and knowledge sharing;
- X. Plan and conduct surveys and media campaigns;
- XI. Provide regular media analysis to the Project Director and Chief Commissioner;
- XII. Support the development of talking points and briefing materials;
- XIII. Manage relations with key media personnel;
- XIV. Working with the Gender Specialist to ensure that all communications and outreach activities are gender-informed and sensitive

### **Deliverables**

- I. Internal and External Communications and Outreach Strategy
- II. Updating the website monthly
- III. Conduct at least two media campaigns and surveys
- IV. Develop training materials

### **Qualification**

The successful candidate will have the following minimum qualifications:

- Master's degree or BS (04 Years) in Journalism and Mass Communication.
- At least 10 years of experience for BS 04 years (Hons) and 07 years of experience for Master Degree in communications at the national or international level, including experience in media relations. Preference will be given to those who have worked on donor funded projects.
- Excellent English/Urdu writing, presentation and editing skills.

- Strong knowledge of and practical experience in a range of communications planning and implementation approaches such as, opinion research, media engagement, message targeting, and marketing communication.
- Demonstrated experience working and interacting with members of the media, executive leaders, and a wide variety of internal and external stakeholders;
- Solid conceptual, research and analytical skills, with an ability to think strategically and rapidly synthesize information from varied sources into concise conclusions and recommendations.
- Demonstrated willingness to assist others and perform whatever tasks are necessary to help the team achieve its goals.
- Strong diplomatic, interpersonal skills and excellent team player.
- Ability to deal sensitively in a multi-cultural environment and to build effective working relations with clients and colleagues.
- High levels of initiative, judgment, and decisiveness in accomplishing tasks; proven ability to work independently; good time-management skills and an eye for detail; ability to work effectively under stress and to handle multiple tasks within tight deadlines.
- Demonstrated High-Level Computer Literacy Skills required (MS Office and content management systems, and newsletter development software)

### **Reporting**

The Communication Specialist will report to the Project Director-SIRA at CCAR.

### **Duration of Assignment**

The duration of the assignment will be until Feb 15, 2025 from the date of appointment, renewable based on satisfactory performance and availability of funds.

### **Selection Process:**

Will be selected on a competitive basis in accordance with the 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 and November 2020) or as revised from time to time.

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