

Terms of Reference

Project:	Pakistan: National Disaster Risk Management Fund		
Expertise:	Project Coordinator-I Project Coordinator-II Project Coordinator-III Project Coordinator-IV	Contract Type:	Per month Remuneration (Time-Based)
Source:	National	Category:	Independent
Estimated Start Date:	15 th September, 2022	End Date:	31 st December, 2024
Reports to:	Head PHCSP	Location	I- Lahore II- Peshawar III- Karachi IV- Quetta

Background:

The National Disaster Risk Management Fund (NDRMF) is a not-for-profit company incorporated with the Securities and Exchange Commission of Pakistan, under Section 42 of the Companies Act 2017. It is a government-owned non-banking financial intermediary with a corporate structure. NDRMF (hereinafter may also be referred to as "Fund") recently launched World Bank funded project "Pakistan Hydromet and Climate Services Project/PHCSP". The Project Development Objective is; to strengthen delivery of reliable and timely climate and hydro-meteorological services and enhance community resilience to shocks. Shocks include socio-economic disruptions caused to communities by climate risks, health emergencies, food security and natural disasters. The proposed objective is also aligned with World Bank's existing Country Partnership Strategy for Pakistan which identifies climate change adaptation and mitigation as a cross-cutting area. Under the project, Fund will provide the funds as "Grant Financing" to Fund Implementation Partners (FIPs), both from the public and non-public sectors, to implement project activities according to its devised/approved mechanisms and protocols.

In this regard, under the project's financing, Fund intends to hire services of Project Coordinators to perform following tasks:-

Detailed Tasks:-

- 1) Provide technical support to relevant Federal / Provincial departments in the development and finalization of PC-I's as well as project budgeting and other relevant documentation within precincts of Project's legal agreements
- 2) Acting as the interface between the NDRMF and the Federal / Provincial Government. Help and facilitate in getting approvals required for successful project execution.
- 3) Undertake periodic monitoring visits to the field and target areas to ensure smooth and timely implementation of the project activities and to provide technical assistance and troubleshoot. Ensure all reports from the field sites are received and submitted on time, as needed.

- 4) Help to evaluate projects as per the agreed tool planned in the work plans / utilize the results for improvement in the project and future projects of the same nature.
- 5) Coordinating and liaising project activities according to project specific work plans.
- 6) Regular knowledge management and information sharing for the programme.
- 7) Supervise the preparation, organization, quality management, monitoring, reporting, communication and documentation of project activities in the province.
- 8) Support and extend administrative assistance for logistical arrangements of project activities.
- 9) Coordinate and facilitate the work of NDRMF team, short-term experts, ensuring all related logistical support as required.
- 10) Act as focal point in the relevant Federal / Provincial departments, ensuring the positioning of the projects and supporting the roll out of the project's communication strategy.
- 11) Advocate for cross cutting topics including gender, social inclusion and youth issues and ensure due consideration in project activities.
- 12) Endeavour to link project activities to provincial SDG task forces.
- 13) Draft activity reports and formulate appropriate input (when required) for various project reports.
- 14) Support in identifying and implementing PR activities (publications, workshops, conferences, press articles, electronic media) in close cooperation with the NDRMF.

Qualification and Experience:

Qualifications

- Master's degree (min 16 years or equivalent) in, Forestry, Environmental Sciences/Engineering, International Affairs / Development studies/ MBA/ MPA or a related field.

Professional experience

- At least 12 (twelve) years progressive professional experience of development sector in coordination, project development, networking and providing policy advisory.
- Prior work experience with Federal, Provincial Government departments,/ private sector/ non-profit sector donors etc. pertaining to Climate Change ,DRR or similar will be considered an advantage

Other knowledge, additional competences

- Excellent project writing skills

- Good working knowledge of ICT technologies (related software, phone, fax, email, the internet) and computer applications (e.g. MS Office, database programmes)
- Working knowledge of communication systems e.g. MS-Teams, Skype for Business
- Proficiency in English and the local language of assignment
- Excellent communication and networking skills
- Good report writing skills

Selection Method:

Selection shall be done in accordance with Para 7.36 of “Procurement Regulations for IPF Borrowers” July 2016 [Revised November 2017, July 2018 and November 2020] (“Procurement Regulations”)