

## **TERMS OF REFERENCE**

### **Financial Management Specialist**

#### **Background:**

SWAT Project Development Objective (PDO) is to increase agricultural water productivity in selected Farmers' Organization command areas, improve integrated water resources management and contribute to restoring crop production by small and medium-sized farmers affected due to the 2022 floods. The project has five components: i) water resources management; ii) water service delivery; iii) agricultural incentives and investments; iv) project coordination and monitoring; and v) agricultural flood emergency rehabilitation. More information on the SWAT project can be found in the World Bank's publicly available Project Appraisal Document.

The PCMU for the overall project coordination and monitoring, ensuring the integration of the components to address the water-agriculture nexus and continuous evaluation to ensure there will be lessons learned from the interventions proposed in the operation. The PCMU will be assisted by a Project Management Consultant (PMC) firm and individual consultant for technical, safeguards, procurement, financial management, evaluation, and oversight functions.

#### **Objective:**

The objective of the job is to ensure that office of the Project Coordinator shall maintain a financial management system and prepare financial statements ("Financial Statements") in accordance with consistently applied accounting standards acceptable to the Bank and Government, both in a manner adequate to reflect the operations, resources, and expenditures related to the Project.

#### **Scope of Work:**

The Financial Management Specialist will be responsible to maintain financial records, to provide timely financial information to Project Coordinator and to ensure compliance Government's a) Financial Rule, b) Delegation of Powers c) Finance Department's standing orders/ instructions circulated from time to time and World Bank's Financial/ Procurement and Consultants Guidelines as referred in the Financing agreements and Project Appraisal Agreement devised and implemented in modern methods of financial management of project in line with the requirement of World Bank funded projects. Further, in addition to the primary tasks mentioned above, the FMS will be responsible to improve financial management practices by strengthening its institutional practices for effective internal controls and inventory management, efficient fund flow and timely financial reporting for decision makers.

#### **Specific Tasks and Responsibilities:**

##### **General Management and Leadership**

- Liaise with the World Bank on all aspects of project's relevant components financial management.
- Coordinate with Accounts Officer on all financial matters.

- Conduct need-based trainings for the project staff.
- Capacity building in achieving Minimum Conditions and Performance Measures relating to Financial Management.
- Keep abreast the Project Coordinator, PCMU with the latest developments and issues in project's financial management and provide suggestion to the best possible option.
- Assist the Project in designing job descriptions for staff in Finance team and selection of suitable applicants, when needed.
- Open (when needed), maintain and be joint signatory of assignment account (s) in accordance with revolving fund account procedures issued by Ministry of Finance (Finance Division), Federal Government, as adopted by Government of Sindh.
- Maintain liaison with the bank where the assignment account is opened or to be opened.
- Participate in Project Steering Committee meetings and activities; assist/advise the Project Coordinator, PCMU in all financial matters as and when required.
- When decided, liaise with Director General Audit to timely conduct financial statements audit.

#### **Budgeting and Planning:**

- Assist Project Coordinator, PCMU in preparation of annual work plans and annual Cash Plans.
- In accordance with Government of Sindh budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/Cash Plan and timely submit to Planning and Development Department for inclusion in Annual Development Program of the relevant year and also to Project Steering Committee.
- Upload annual budget on National FMIS/ SAP; compare actual performance against the budget and underline weak performing areas for attention of Project Coordinator, PCMU.
- Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/Cash Plan.

#### **Funds Management:**

- Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the World Bank.
- Prepare realistic cash forecasts on quarterly basis in coordination with the project team and submit to the World Bank for advance and replenishment of advance, once allowed.

- Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project.
- Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the project's assignment account(s).
- Transfer PBGs subject to achievement of Minimum Conditions and Performance Measures followed by approval of Project Coordinator, PCMU.

#### **Expenditure/Payment Processing:**

- Ensure compliance with internal control framework of the government and the respective rules and procedures while processing payments.
- Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- Ensure that No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any payment.
- Prepare request for payment and forward to Project Coordinator, PCMU for approval after fulfilling all codal formalities.
- Ensure that only eligible payments are forwarded Project Coordinator, PCMU approval and drawing funds from the assignment account.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.
- Prior to processing payments, ensure compliance with Financing Agreement requirements for upload of procurement documents to the World Bank Systematic Tracking of Exchanges in Procurement (STEP) system.
- Impart training to and subsequently review (on quarterly basis) the accounting records to ensure (i) compliance with internal control framework of the government and the respective rules and procedures while processing payments, (ii) pre-audit checks on all payments before payment from the PBGs are applied, (iii) NOL is obtained from the Bank by every prior review activity before processing any payment, and (iv) compliance with Financing Agreement requirements for upload of procurement documents to the World Bank STEP system.

#### **Accounting and Record Management:**

- Record all transactions timely and accurately in the books of accounts (both in Pak Rupees and US\$) and ensure that no expenditure remained unaccounted.

- Maintain accounts on cash basis as per government accounting procedure i.e., New Accounting Model.
- Maintain PIFRA SAP R/3 (National FMIS) software to be implemented at the project.
- Oversee the process of entering transaction level data in National FMIS.
- Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- Maintain imprest /petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.
- Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and US\$.
- Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- Prepare and process monthly project payroll and submit to Project Coordinator, PCMU for approval prior to making any payment under salaries.
- Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating the records.
- Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.
- Record transfer of PBGs and subsequent expenditures incurred by PCMU's books of accounts.

### **Financial Reporting:**

- Track expenditure incurred on project components for reporting to World Bank through Interim Financial Reports.
- Prepare quarterly financial reports and submit to Project Coordinator, PCMU and Bank in a timely fashion for review and approval.

- Generate financial reports from National FMIS that includes information on budget execution under Eligible Expenditure Programs and the Technical Assistance Component.
- Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreement and as per recommended/suggested by Bank supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS ‘Financial Reporting under Cash Basis of Accounting’.
- Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- Define and produce other financial reports, as and where required on utilization of funds to facilitate Project Coordinator, PCMU in decision-making process.
- Ensure that all government financial reporting requirements are complied with:
  - a) Specifically monthly financial reports to AG Office and regular/ timely reporting in SAP.
  - b) Schedule of Cheque to be prepared, submitted to Project Coordinator, PCMU for sign off and onward submission to NBP and following up on outstanding/ un-cleared cheque
  - c) Statement of Receipts and Payment as per CoA prepared and submitted to Project Coordinator, PCMU.
  - d) Prepare Grant Disbursement Estimates (Budget and Revised) on EAD format and submit to Project Coordinator, PCMU for onward submission to EAD on annual basis.

## **Audit**

- Make arrangements for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the World Bank.
- Ensure that the project is adequately reflected in audit plan of internal auditors and that internal audit is periodically conducted in accordance with the internal audit plan. Liaison as focal person for conducting internal audit activity.
- Cooperating with World Bank, Government to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings and coordinating with various office in settling audit observations.

- Prepare working papers on audit observations raised by external auditors and arrange to convene a Departmental Accounts Committee (DAC) meeting to settle the audit observations to the extent legally and logically possible.

### **Qualification And Experience:**

- Nationally/ internationally recognized Professional accounting qualification/certification (ACCA/CA/ICMA) is mandatory. MS degree in finance and accounting will be an added advantage.
- At least 07 years of relevant experience in financial management, audit or accounts, after acquiring stipulated qualifications.
- Good communication skills and have experience of working with Finance Department, Auditor General Office, Planning & Development Department and donor funded projects.
- Demonstrated Computer Skills (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

### **Reporting:**

The Consultant will report to the Project Coordinator, PCMU-SWAT, through monthly progress reports delineating all the activities undertaken during a certain month.

### **Selection Method:**

Consultants will be selected in accordance with the methods/procedures set out in the World Bank Procurement Regulation for IPF Borrowers Goods, Works, Non-Consulting and Consulting Service 4th Edition, November 2020.

## **Terms of References (TORs)**

### **Social Safeguard Specialist**

#### **Background:**

SWAT Project Development Objective (PDO) is to increase agricultural water productivity in selected Farmers' Organization command areas, improve integrated water resources management and contribute to restoring crop production by small and medium-sized farmers affected due to the 2022 floods. The project has five components: i) water resources management; ii) water service delivery; iii) agricultural incentives and investments; iv) project coordination and monitoring; and v) agricultural flood emergency rehabilitation. More information on the SWAT project can be found in the World Bank's publicly available Project Appraisal Document.

The PCMU for the overall project coordination and monitoring, ensuring the integration of the components to address the water-agriculture nexus and continuous evaluation to ensure there will be lessons learned from the interventions proposed in the operation. The PCMU will be assisted by a Project Management Consultant (PMC) firm and individual consultant for technical, safeguards, procurement, financial management, evaluation, and oversight functions.

#### **Objective:**

The objective of recruiting a social safeguard specialist is to ensure that all activities under SWAT project are designed, implemented, and managed in a manner that protects the interests, rights, and well-being of the communities and individuals affected by these initiatives.

#### **Specific Tasks and Responsibilities of Social Safeguard Specialist:**

He / She will be responsible to the following tasks/activities:

- I. Serve as focal person for social/gender safeguards and ensure compliance with Environment and Social Commitment Plan and Environmental & Social Management Framework as applicable.
- II. Act as the owner and custodian of the Social sections in all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD), bidding documents and the Environmental and Social documents.
- III. Update and implement Environmental and Social Management Framework, Labor Management Procedures (LMP), Stakeholder Engagement Plan (SEP) (where applicable) for the project, aligned with the national and local legal requirements as well as the World Bank OP requirements.
- IV. Follow up with Stakeholder's Engagement Consultation process and Grievance Redress Mechanism of the project in satisfactory manner.

- V. Play lead role on social and environmental management for shared services unit and support all the other donors funded projects as and when required.
- VI. Oversee the implementation of the overall as well as sub-project specific social action plans and see that the actions proposed in the plans are properly addressed during the execution of project civil works.
- VII. Provide input and support on the documents / reports related with social aspects and oversee the survey required to be conducted during the project execution period.
- VIII. Coordinate with other sections of the PCMU as well as project partners for speedy implementation and updating of the project activities including social aspects.
- IX. Arrange monthly/quarterly progress review meeting with the concerned project partners to follow up with the compliance of the social aspects.
- X. Consolidate activity / status reports with the subject and share with concerned quarters.
- XI. Ensure programs and processes comply with applicable social rules and regulations.
- XII. Support processes to ensure that social risks of all initiatives under the project are understood and mitigated and provide routine status updates.
- XIII. Conduct field visits and assist in social screening and assessment.
- XIV. Maintain documentation of required compliance and non-compliance records.
- XV. Develop and conduct training on social safeguards for the project staff regularly.
- XVI. Ensure that the approved milestones are achieved as per the agreed timelines and keep the PD updated on the progress of activities and flag any related issues.
- XVII. Review monitoring reports for the progress of social -related activities;
- XVIII. Make sure that the Contractor is implementing the additional measures suggested by the Supervision Consultant (SC) and third party (if any).
- XIX. Make sure that all the contractual obligations related to social compliance are met;
- XX. Monitor the progress regarding the implementation of social safeguards and oversee the compliance of all the monitoring programs as given in ESMF and other social related documents prepared for the project;
- XXI. Document and disclose monitoring results and identify necessary corrective and preventive actions in the periodic monitoring reports, and make follow-up on these actions to ensure progress toward the desired outcomes;
- XXII. Any other official assignment/activity being assigned by the competent authority. The services of the professional may be hired from market or from government offices if available keeping in view of the required experience and expertise in the relevant fields.

### **Qualification and Experience:**

- Master's degree in social sciences with at 07 years of experience in project planning, designing, implementation and monitoring of the development works with special focus on community / social development and safeguards compliance especially in Donor funded projects.
- Full knowledge of the use of social safeguards instruments/policies of donors as well as government for the project implementation.
- Having good communications skills with proficiency in English and local languages including Sindhi and Urdu and use of computer, report writing and leadership skills.



- Working experience in water/agriculture sectors development projects would highly be preferred.
- Awareness of Participatory Irrigation Management (PIM) and Community Development process would be given advantaged.

**Reporting:**

The Consultant shall report to the Project Coordinator, PCMU-SWAT through monthly progress reports indicating all the activities undertaken during the month.

**Selection Method:**

Consultants will be selected in accordance with the methods/procedures set out in the World Bank Procurement Regulation for IPF Borrowers Goods, Works, Non-Consulting and Consulting Service 4th Edition, November 2020.

# **Terms of References (TORs)**

## **Resettlement Specialist**

### **Background:**

SWAT Project Development Objective (PDO) is to increase agricultural water productivity in selected Farmers' Organization command areas, improve integrated water resources management and contribute to restoring crop production by small and medium-sized farmers affected due to the 2022 floods. The project has five components: i) water resources management; ii) water service delivery; iii) agricultural incentives and investments; iv) project coordination and monitoring; and v) agricultural flood emergency rehabilitation. More information on the SWAT project can be found in the World Bank's publicly available Project Appraisal Document.

The PCMU for the overall project coordination and monitoring, ensuring the integration of the components to address the water-agriculture nexus and continuous evaluation to ensure there will be lessons learned from the interventions proposed in the operation. The PCMU will be assisted by a Project Management Consultant (PMC) firm and individual consultant for technical, safeguards, procurement, financial management, evaluation, and oversight functions.

### **Objective:**

The development projects consisting civil works merely affects the residential and commercial settlement of peoples living in or aside the project sites. The resettlement specialist is required social aspects specially related with resettlement at all stages of the project life cycle.

### **Scope of Work:**

The Specialist is required to monitor and examine the required involuntary resettlement and livelihood support to project affected families in view of legal rights under existing local laws and policies of funding agencies / World Bank as proposed in project documents. Preparation and compliance processes of Resettlement Action Plan (RAP) and Resettlement Policy Framework (RPF), mainly and provide support in preparation of Environment and Social Impact Assessment (ESIA) and compliance of Environment and Social Management Plan (ESMP). To ensure the projects remains with World Bank Operational Policies (WB-OP) and guidelines as of following:

- OP / BP 4.12 Involuntary Resettlement
- OP / BP 4.11 Physical Cultural Resources
- OP / BP 4.01 Environmental Assessment

### **Tasks and responsibilities of the Resettlement Specialist:**

1. Ensure implementation of the Social and Resettlement Management Plan for Akram Wah in its truest spirit, including all its requirements of compensations, housing upgrades, livelihood support etc.
2. Ensure smooth closure of SRMP of Akram Wah including all outstanding grievances
3. Liaise with all external stakeholders for third party review and regular monitoring of SRMP
4. Maintain and oversee the GRM for resettlement issues including that for SRMP

5. Monitor compliance of World Bank Social Safeguard Policies in implementation of the agreed resettlement action plan to oversee any acquisition of public and private land and assets, agreements reached, and arrangement made for acquisition of assets on a voluntary basis.
6. Review and follow up with Environmental & Social Management Framework (ESMF) including Resettlement Policy Framework (RPF) of the project.
7. Supervise and monitor the Consultants for all tasks particularly preparation, updating and implementation of the resettlement related documents including Resettlement Action Plan (RAP) / Abbreviated Action Plan / Livelihood Restoration Plan (where applicable) for the project.
8. Assess & confirm if there are any areas in the scope of project which have been impacted by the project activities and a census of such areas will be done to quantify the number of individuals and settlements impacted as per guidelines of OP 4.12.
9. ensure the land acquisition and resettlement to be carried out in accordance with Bank policy Op 4.12 up to payment of compensation and audit.
10. Monitor and evaluate the social assessment and socio-economic surveys which will include the baseline, socio-economic data and census & steps for the preparation of RAPs.
11. Evaluate and endorse the estimates related to population displacement, eligibility categories and methods of valuing the assets i.e. displace population, land acquisition, impact categories, eligibility criteria for PAPs, valuation of Land and calculations for compensation payments.
12. Develop organizational elements and procedures for delivery of entitlements, the submission and approval of RAPs and develop link between RAP, project execution and the civil works.
13. Develop methodology for consultation and participation by PAPs in the resettlement process until they receive their entitlement.
14. Develop the time plan stating the source of funding for RAPs and monitoring of resettlement activities at each of sites and communities.
15. Categorize the financial responsibilities of stakeholders to avoid uncertainty of sources of funds for resettlement activities.
16. Prepare the resettlement implementation schedule and set the cut-off dates and other time lines in consideration to pay the compensation prior to commencement of civil works.
17. Prepare RAP development methods including timeframe, resettlement schedule, grievance redressal mechanism, consultations & participation methods and monitoring & evaluation methods.
18. Supervise the implementation of mitigation measures for land related impacts as defined in RAPs and ESMPs.
19. Ensure the establishment and functioning of Project Grievance Redresses Mechanism (GRM) as per GRM operating procedures notified by the project executing authorities.
20. Carryout frequent field visits to conduct monitoring of RAPs / CAPs implementation and compliance of ESMP.

21. Consult the agencies responsible for land acquisition within institutional arrangement of resettlement activities as per existing national legal and policy framework for land acquisition, especially key clauses of Land Acquisition Act 1894.
22. Prepare internal monitoring & evaluation progress reports of RAPs / CAPs implementation and functioning of GRM.
23. Prepare monthly, quarterly, annual monitoring and progress reports of RAPs / CAPs implementation & functioning of GRM and submit to the project stakeholders & funding agencies.
24. Support third party monitors in terms of sharing information, data, reports and to organize project site visit.
25. Any other responsibility assigned by the management.

### **Qualification and Experience:**

- Masters' degree in social sciences especially in sociology/ anthropology/ economics or other related discipline from a recognized university.
- Knowledge of the social issues especially resettlement issues and related mitigation measures associated with the construction and rehabilitation of social and civil infrastructure.
- At least 07 years of relevant experience in implementing resettlement activities. Knowledge on legal process on land acquisition, population displacement and World Bank guidelines on social safeguard and social development issues.
- Working experience in water/agriculture sectors development projects would highly be preferred. Awareness of Participatory Irrigation Management (PIM) and Community Development process would be given advantaged.
- Having good communications skills with proficiency in English and local languages including Sindhi and Urdu and use of computer, report writing and leadership skills.

### **Reporting:**

The Consultant shall report to the Project Coordinator, PCMU-SWAT through monthly progress reports indicating all the activities undertaken during the month.

### **Selection Method:**

Consultants will be selected in accordance with the methods/procedures set out in the World Bank Procurement Regulation for IPF Borrowers Goods, Works, Non-Consulting and Consulting Service 4th Edition, November 2020.

## **Terms of References (TORs)**

### **Gender Specialist**

#### **Background:**

The Gender Specialist in World Bank financed projects is essential for promoting gender equality and women's empowerment, ensuring that projects are responsive to the needs of both women and men, and increasing the effectiveness and sustainability of development projects.

The Gender Specialist for PCMU-SSU will be responsible for identification of gender needs in projects identification, designing and implementation processes and will respond to gender based violence at works sites of World Bank financially supported projects.

Gender Specialist has to ensure that the women, children, elderly, people with disability are addressed, and their capacities are enhanced. He will lead and identify strategic approaches to address gender issues as well as the risks of gender-based violence (GBV) at project sites and ensure gender inclusive in project interventions. Provide gender activities to be planned and executed under the project and will point out the steps to mainstream gender considerations in project activities. Identify risks and propose measures to address them aligned with Gender Equality Strategy (GES) and Gender Action Plan, in compliance with the requirements of the World Bank and management of risks of GBV.

#### **Scope of Work:**

Gender Specialist will lead to develop a detailed Gender and GBV Action Plans for projects with activities in accordance with Gender Equality Strategies (GES) and Gender Action Plans (GAPs), World Bank guidance on addressing GBV and to support the Projects Implementation Units (PIUs) in strengthening social and gender considerations in projects.

#### **Specific Tasks and Responsibilities:**

Assist associated project partners to develop & monitor the GBV Action Plans and support to PIUs include the following:

1. Serve as focal person for gender and ensure compliance with Environment and Social Commitment Plan and Environmental & Social Management Framework as applicable.
2. Review the existing national policies, laws and regulations, strategies and action plans on gender, gender strategy and GBV guidance of World Bank and consolidate legal and policy framework and identify gaps between national policy and practices in compliance with the requirements of the World Bank;
3. Prepare and implement the Sexual Exploitation and Abuse (SEA)/Sexual Harassment (SH) Assessment/ GBV Action Plan for the project, aligned with the national and local legal requirements as well as the World Bank Operational Policies requirements.
4. Act as the owner and custodian of the Gender sections in all the strategic documents for the project, including Project Appraisal Document (PAD), Project PC-I, Project Operations Manual (POM), Project Procurement Strategy Document (PPSD), bidding documents and the Environmental and Social documents.
5. Ensure programs and processes comply with applicable gender rules and regulations.

6. Identify areas of participation of the women, children, elderly, the persons with disabilities & vulnerable communities and employment opportunities for the poor and needy women in projects activities;
7. Engage the stakeholders for identification of potential GBV issues and possible prevention and mitigation strategies;
8. Identify service providers in the project area to control on violence against women and children, sexual exploitation and abuse (SEA);
9. Ensure the collection, compilation and analysis of data related to gender equality and risks of GBV for identifying the gaps and risks likely to associate with the projects activities and identify measures;
10. Ensure the preparation of the Gender Action Plan (GAP) and GBV action plans by project design consultant and help project implementing partners to review the draft plans and get them approved as per requirement of the World Bank policies.
11. Provide guidance to project associated partners in developing policy, programs and procedures of projects to implement the GAP & GBV action plan and promote women representation in projects at all levels
12. Provide support for planning to increase women participation & representation in project executing institutions and promote female staff to management positions;
13. Taking measures for securing safe and comfortable working environment for women and persons with disabilities and ensure the equal pay for equal work, gender friendly work environment and work place safety for women;
14. Involve in identification and involvement of disadvantaged women, the poor and indigenous communities in the project activities;
15. Monitor labor contracting by the civil works contractors following the requirements of management focusing GBV risks and securing gender friendly work environment;
16. Assist in establishing gender sensitive monitoring and evaluation system at all levels in collaboration with the consultants;
- 17.
18. Identify knowledge and skill of the project staff and awareness of the communities and other stakeholders on gender mainstreaming, risks of gender based violence, sexual exploitation & abuse;
19. Conduct gender training need assessments and develop appropriate training curriculum and programs, identify potential trainees among the project staff, communities and key stakeholders and include the training plan in annual work plans;
20. Identify female labor force among the communities in the project area and their skills and interests for engaging in the project activities;
21. Organize awareness raising campaign to all project-related agencies to promote the increase of female workers ratio and equal pay for equal work;
22. Support as required in training initiatives for capacity development of the poor, women and other disadvantaged groups;
23. Provide gender inputs for all training plans at institution and community level.
24. Facilitate equal access to benefits and participation of men and women in all respects of policy formulation and adoption, advocacy, gender gap analysis, employment and working environment, training & capacity building, participation & empowerment.
25. Any other tasks related to projects requirements will be delivered from time to time.

## **Qualifications and Experience**

- Master's degree in social sciences in relevant fields of gender/women's studies from a reputed university;

- At least 07 years of relevant experiences in social and gender development with five years specific project/program, strategy design and implementation, strong understanding of commitment to gender mainstreaming gender action plan analysis, gender-responsive monitoring & evaluation, solid understanding, proven results in relevant technical field;
- Knowledge / understanding of the relevant policies and strategies of the Government and donors requirement preferably World Bank on gender, GBV and labor;
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders.
- Working experience in water/agriculture sectors development projects would highly be preferred. Awareness of Participatory Irrigation Management (PIM) and Community Development process would be given advantaged.
- Having Good personal organizational, interpersonal and communication skills with proficiency in English and local languages including Sindhi and Urdu and use of computer, technical report writing and leadership skills.

### **Reporting:**

The Consultant shall report to the Project Coordinator, PCMU-SWAT, through monthly progress reports indicating all the activities undertaken during the month.

### **Selection Method:**

Consultants will be selected in accordance with the methods/procedures set out in the World Bank Procurement Regulation for IPF Borrowers Goods, Works, Non-Consulting and Consulting Service 4th Edition, November 2020.