

**Selection of Senior Specialist – Digital Program Integration and Commercial Coordination
under DEEP MOITT PMU**

TERMS OF REFERENCE					
Announcement Reference no:		PK-MOITT-556879-CS-INDV			
Project	Digital Economy Enhancement Project (DEEP) (P174402)				
Position Name	Senior Specialist – Digital Program Integration and Commercial Coordination				
Vacancy	1	Type of Contract	Individual Consultancy	Duration of Contract	July 2028
BACKGROUND					
Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective of enhancing the Government’s capacity for digitally enabled public services delivery for citizens and businesses. Ministry of IT & Telecom (MoITT) is the Executing Agency of the project with implementation support from (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) Ignite – National Technology Fund and (iv) National IT Board (NITB).					
PROJECT DESCRIPTION					
DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric unified services nationwide. The project will support the development of digital public infrastructure including for responsible data exchange, digital authentication, and verifiable credentials and digitalization of public services (including to make them available through a new national citizen portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection. In addition, DEEP will support a transition towards a digital inventory of administrative procedures and the development of an electronic single window—the Pakistan Business Portal (PBP)—integrated across all three layers of government for new and existing businesses to apply, renew, pay, and meet all their compliance needs. It will also promote civic innovation and digital inclusion.					
OBJECTIVES OF THE ASSIGNMENT					
The Consultant will provide senior-level technical and program integration support to the DEEP PMU. The incumbent will serve as a bridge between technical implementation streams and the project's procurement, contract management, and financial processes. The Consultant will work under the guidance of the Program Director and in close coordination with the Procurement, Finance, and technical teams of PMU and PIUs.					
The responsibilities include (but are not limited to) the following:					
1. Technical Program Integration and Oversight: Support planning and implementation of digital, IT, ICT, data governance, telecom, cloud, cybersecurity, and e-government initiatives under DEEP. Review and validate technical TORs, specifications, and deliverables to ensure coherence, quality, and alignment with project objectives and World Bank standards.					
2. Cross-Stream Coordination and Quality Assurance: Facilitate coordination and alignment between multiple technical streams, implementation partners, and external consultants. Review technical deliverables for quality, completeness, and contractual compliance. Identify technical and implementation risks and propose practical mitigation measures.					
3. Reporting and World Bank Liaison: Support preparation of progress reports, Aide-Mémoire inputs, and Implementation Status & Results (ISR) technical inputs. Participate in World Bank review missions, meetings, and technical discussions.					
4. Procurement and Financial Coordination: Provide technical inputs to the Procurement Team in the preparation and review of TORs and technical specifications. Coordinate with the Finance Team to facilitate timely submission of invoices and deliverables by technical consultants and vendors.					

SCOPE OF THE ASSIGNMENT

The Consultant shall work under the overall guidance of the Program Director (DEEP) and in close coordination with Procurement, Finance, and Technical Teams. The scope includes, but is not limited to, the following:

- 1. Technical Program Support:** Support planning and implementation of digital, IT, ICT, data governance, telecom, cloud, cybersecurity, and e-government initiatives under DEEP. Review and validate technical TORs, specifications, and deliverables prepared by various technical consultants and teams to ensure coherence and alignment between multiple technical streams and project objectives.
- 2. Cross-Stream Coordination:** Act as a coordination focal point between MoITT, NITB, Ignite, PMU, PIUs, and external consultants. Monitor implementation progress, milestones, and risks across assigned technical activities. Support the preparation of consolidated implementation schedules and dashboards.
- 3. Quality Assurance and Risk Management:** Review deliverables for quality, completeness, and contractual compliance. Identify technical and implementation risks and propose mitigation measures. Support knowledge transfer and capacity building of PIU staff.
- 4. Reporting and World Bank Interface:** Support preparation of progress reports, Aide-Mémoire inputs, and Implementation Status & Results (ISR) technical inputs. Participate in World Bank review missions, meetings, and technical discussions. Ensure documentation meets World Bank standards and audit requirements.
- 5. Procurement Support (Technical Inputs):** Provide hands-on support in the preparation and review of TORs for consulting services, technical specifications for IT-related procurements, and evaluation criteria/reports. Assist in resolving implementation bottlenecks related to vendors, consultants, and service providers.
- 6. Financial Coordination:** Coordinate with Finance Teams to support timely submission of invoices and deliverables, ensure compliance with contract terms and World Bank disbursement requirements, and facilitate resolution of payment-related issues. Support interim and final financial reporting related to technical contracts.

QUALIFICATION AND EXPERIENCE

- 1) Bachelor's/ Master's degree (equivalent to at least Sixteen (16) years of education) in Computer Science, Information Technology, Engineering, Information Systems, or a related field from an HEC-recognized university.
- 2) Minimum fifteen (15) years of progressively responsible experience in one or a combination of the following areas:
 - a. Digital / IT / ICT program implementation
 - b. Large-scale IT-focused organizations/operations
 - c. Public sector or donor-funded projects or leading private corporations
- 3) At least three (03) years of experience working on World Bank or other IFI-financed projects.
- 4) Demonstrated experience in techno-commercial roles, with a strong emphasis on technical program coordination and integration..

ADDITIONAL SKILLS / EXPERTISE

- 1) Strong understanding of digital public infrastructure, e-government, data governance, and related technologies.
- 2) Proven ability to manage complex, multi-stakeholder environments and coordinate across multiple implementing agencies.
- 3) Excellent report writing, analytical, and documentation skills.
- 4) Good understanding of procurement and contract management principles for IT and consulting services.
- 5) Proficiency in MS Office and project management tools.
- 6) Excellent communication, coordination, and negotiation skills.
- 7) High level of integrity and professionalism.

SCHEDULE FOR THE ASSIGNMENT
The Consultant will be appointed on a contract basis for the project life.
REMUNERATION AND OTHER BENEFITS
1) The consultant will receive remuneration as per the scope of work defined and based on the World Bank guidelines applicable to individual consultants for this position. 2) Travel expenses as approved by the World Bank and the Government of Pakistan. 3) This is a consulting-based appointment and does not offer medical or other benefits.
REPORTING OBLIGATIONS
1) The position is based in Islamabad, Pakistan. 2) The Consultant will report to the Program Director, PMU – MoITT (DEEP). 3) The Consultant will ensure timely and accurate submission of all reports and inputs. 4) The Consultant is required to comply with all applicable Government of Pakistan regulations and World Bank policies.
SELECTION CRITERIA
Procurement will be carried out in accordance with the Open Competitive Selection of Individual Consultants in accordance with the World Bank’s “Procurement in Investment Project Financing, Goods, Works, Non-Consulting and Consulting Services, Fifth Edition, September 2023” (“Procurement Regulations”).
SUBMISSION
Candidates meeting the required criteria should submit their applications at http://www.njp.gov.pk within 15 days of publication of the advertisement. No hard copy of application shall be accepted and all applications must be sent via NJP online. Shortlisted candidates who are working in Government sector are required to produce NOC at the time of interview.