

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

Country: Pakistan

Name of Project: Digital Economy Enhancement Project

Credit No: 7514-PK

Assignment Title: HR, Admin and Facility Specialist

Reference No.: PK-MOITT-531329-CS-INDV

The Government of Pakistan has received financing from the International Development Association (IDA) toward the cost of Digital Economy Enhancement Project (DEEP) and intends to apply part of the proceeds for consulting services, which shall be implemented by the Ministry of IT and Telecom.

The consulting services (“the Services”) include professional expertise of “**HR, Admin and Facility Specialist**” at a monthly lump sum remuneration. The Ministry of IT and Telecom, being Project Management Unit (PMU) intends to hire services of “**HR, Admin and Facility Specialist**” for DEEP that can assist the project management in relevant field. The consultant, as an expert in the field, will provide quality advice maintaining the highest degree of integrity and ethical standards. The services of individual consultant shall be initially hired for a period of 36 Months.

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below or can be downloaded from <https://moitt.gov.pk>

Ministry of IT and Telecom being Project Management Unit invites eligible candidates (“Consultants”) to indicate their interest in providing the Services as “**HR, Admin and Facility Specialist**” in Digital Economy Enhancement Project. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the expected Services. The services of individual consultant will be required /hired to assist project team on DEEP as per ToRs. The short-listing criteria are based on: (i) Qualification, (ii) Experience (iii) Additional Skills

The selected candidates will be required to present their original documents at the time of the credential’s verification. Submission of any false information will lead to immediate disqualification of the candidate at any stage of the hiring process.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" September 2023, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0830 to 1630 PST.

Applicants shall apply online at National Job Portal www.njp.gov.pk or email at deep.consultant@moitt.gov.pk.

Section Office (IT)

Ministry of IT and Telecom

7th Floor, Kohsar Complex

Pakistan Secretariat

F-5, Islamabad

Telephone: 051-9215348

Hiring for Individual Consultants Under DEEP

TERMS OF REFERENCE

Announcement Reference no:		Date	15 January 2026
Project	Digital Economy Enhancement Project (P174402)		
Position Name	HR, Admin and Facility Specialist	Position ID	PK-MOITT-531329-CS-INDV
Vacancy	1	Type of Contract	Individual
		Duration	36 Months

BACKGROUND

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government’s capacity for digitally enabled public services delivery for citizens and businesses.

MoITT is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund.

PROJECT DESCRIPTION

The Digital Economy Enhancement Project (DEEP) aims at building the capacity of the Government to provide digitally enabled public services to citizens and businesses. 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 HR, Admin and Facility Specialist will be responsible for managing all aspects of human resources, administrative functions, and facility management under DEEP. The role ensures efficient office operations, optimal use of resources, and a safe, well-managed working environment.

The incumbent will also ensure compliance with relevant government policies, project rules, and World Bank requirements.

SCOPE OF THE ASSIGNMENT

Work Will Include:

- 1) Support in recruitment, selection and onboarding processes for project staff.
- 2) Coordinate with the various departments regarding tasks related to Admin, HR and facility management.
- 3) Maintain HR records, contracts, and personnel files in accordance with World Bank and MoITT guidelines.
- 4) Manage performance appraisal processes and ensure fair implementation of HR policies.
- 5) Coordinate staff training, capacity building, and development initiatives.
- 6) Ensure compliance with labor laws, employment regulations, and HR standards.
- 7) Manage day-to-day office administration, logistics, procurement of supplies, and office asset maintenance.
- 8) Coordinate administrative support for meetings, workshops, and events.
- 9) Maintain inventory records, travel logs, and documentation for audit purposes.
- 10) Support procurement and contract management in coordination with the procurement team for activities related to administration and facilities management.
- 11) Assist in budget planning for HR and administrative activities.
- 12) Coordinate with vendors for repairs, cleaning, IT infrastructure support, and building maintenance.
- 13) Implement workplace safety and emergency response procedures.
- 14) Manage utility services, space planning, and physical resource optimization.
- 15) Ensure all facilities meet operational standards aligned with sustainability and accessibility goals.

QUALIFICATION AND EXPERIENCE

- 1) Minimum 16 years of education from a reputable/HEC recognized university in Business Administration, HR, Supply Chain Management, Management Sciences, Social Sciences or a related field.
- 2) Minimum 3 years of post-qualification experience in HR, administration, or facility management, preferably in large-scale public/private sector projects.
- 3) Knowledge of HR principles, labor laws, and administrative management practices.
- 4) Proficiency in MS Office suite, HRIS, and facility management software.
- 5) Strong analytical, organizational, and interpersonal communication skills.

ADDITIONAL SKILLS / EXPERTISE

- 1) Excellent written and verbal communication skills in English and Urdu.
- 2) Strong leadership, teamwork, and problem-solving capabilities

SCHEDULE FOR THE ASSIGNMENT

The HR, Admin and Facility Specialist will be appointed on contract basis for a period of 36 Months.

REPORTING OBLIGATIONS

- 1) The HR, Admin and Facility Specialist will report to the Program Director PMU, Ministry of IT & Telecom.

SELECTION CRITERIA

Procurement will be carried out in accordance with the Open Competitive Selection of Individual Consultants in accordance with Bank's Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services and applicable to Investment Project Financing (IPF) hereinafter referred to as "Regulations" dated September 2023.