TERMS OF REFERENCE (TOR)

CS16(a)-OF: PROJECT MANAGER

Objective and Purpose of the Assignment

The Government of Sindh has received a loan from the Asian Development Bank (ADB) to improve the inclusiveness and quality of the secondary education system in Sindh Province through construction and upgrading of secondary school infrastructure, improvement of teaching and learning capacity, and reforms in the secondary education examination system.

Applications are invited for the position of Project Manager, purely on a contractual basis, in the Project Implementation Unit (PIU) of the Sindh Secondary Education Improvement Project (SSEIP), under the School Education & Literacy Department (SELD), Government of Sindh. Part of the loan proceeds will be utilized for the consultancy services of a Project Manager.

Scope of Work

The Project Manager will provide overall project management and implementation support to the Project Director and will be responsible for planning, coordination, supervision, monitoring and management of project activities across all components of SSEIP.

The Project Manager will support the effective functioning of the Project Implementation Unit (PIU), including management and coordination of multidisciplinary project teams, consultants, contractors and other stakeholders. The Project Manager will oversee project implementation, infrastructure development, procurement and contract management, financial and physical progress, safeguards compliance, and institutional coordination to ensure timely achievement of the project outputs and outcomes in accordance with the approved project documents, Government of Sindh (GoS) requirements and ADB policies and procedures.

The Project Manager will also promote the effective use of modern project management tools, digital monitoring systems, data analytics and Artificial Intelligence (AI)-assisted applications to strengthen project planning, implementation monitoring, progress reporting, risk identification, contract management and evidence-based decision-making, while ensuring data accuracy, confidentiality and compliance with applicable Government of Sindh and ADB requirements.

Detailed Tasks and/or Expected Output

The specialist will perform the following functions, duties and tasks:

I. Provide support to the Project Director in the overall direction, planning, supervision, coordination and day-to-day operations of the Project Implementation Unit (PIU), ensuring effective and timely implementation of all project components.

II. Assist the Project Director in providing leadership, guidance and support to the PIU staff, including technical, procurement, contract management, finance, monitoring and evaluation, education, environmental and social safeguards teams, to enable them to perform their functions and duties effectively.

III. Assist the SELD, as Executing Agency, and the Project Director in establishing and maintaining appropriate project management, procurement, contract management, financial monitoring, reporting and risk management systems in accordance with Government of Sindh and ADB policies, guidelines, rules and regulations.

IV. Manage and coordinate the day-to-day functions and activities of the PIU to ensure timely discharge of its responsibilities and effective coordination with implementing partners, the Project Steering Committee, Executing Agency, government departments, consultants, suppliers, contractors, ADB and other stakeholders.

Identify implementation bottlenecks and recommend appropriate corrective actions to facilitate timely project delivery.

V. Prepare, update and monitor project implementation plans, procurement plans, contract implementation schedules and timelines for various project activities. Monitor physical and financial progress, review contractor and consultant performance, and provide technical and managerial guidance on project implementation and infrastructure-related matters, as and when required.

VI. Oversee and coordinate procurement and contract management activities for works, goods, consulting and non-consulting services, ensuring compliance with approved procurement plans and applicable ADB and Government of Sindh requirements. Provide guidance on procurement planning, bidding documents, evaluation processes, contract administration, and timely resolution of contractual and implementation issues.

VII. Coordinate and monitor the implementation of infrastructure contracts, including conventional construction, design-build and Engineering, Procurement and Construction (EPC) contracts, where applicable. Review contractor work programs, design submissions, progress reports, interim payment certificates (IPCs), variations, extensions of time (EOTs), claims, contract amendments and other contractual matters in coordination with the concerned consultants and PIU specialists.

VIII. Coordinate preparation and submission of quarterly and annual project progress reports, including physical and financial progress, procurement and contract implementation status, safeguards compliance, technical components and achievement of project outputs and outcomes, with inputs from the respective PIU specialists, consultants, committees and working groups, for submission to ADB, the Government of Sindh and other relevant stakeholders.

IX. Coordinate the activities of consultants, contractors and specialists engaged for project implementation, including monitoring and reporting of the Gender Action Plan, Initial Environmental Examination, Environmental Management Plans, social safeguards requirements and other specialized activities under the project.

X. Support the Project Director in project planning, restructuring, preparation of revised PC-1 and additional financing proposals, where required, including project costing, implementation arrangements, procurement strategies, financial projections, risk assessment and coordination with relevant government departments and development partners.

XI. Assist in strengthening institutional capacity and project management practices through development of monitoring tools, reporting mechanisms, contract management systems, staff guidance and capacity-building initiatives to improve project implementation efficiency, transparency and compliance.

XII. Utilize appropriate project management software and digital tools, including Microsoft Project, Primavera P6, Microsoft Excel, Power BI, or equivalent applications, for project scheduling, implementation planning, physical and financial progress tracking, performance monitoring, dashboard development, risk management and management reporting. Support the development and maintenance of integrated project monitoring and reporting systems to facilitate timely identification of implementation delays and corrective actions.

XIII. Promote the responsible use of Artificial Intelligence (AI)-assisted tools and digital technologies, where appropriate, to improve project management efficiency, including data analysis, progress reporting, procurement and contract monitoring, document review, risk identification and preparation of management information. Ensure that AI-assisted outputs are subject to professional verification and human oversight, with appropriate safeguards for data confidentiality, accuracy and compliance with applicable ADB and Government of Sindh requirements.

XIV. Perform such other duties and tasks as may reasonably be requested or assigned by the Project Director and the SELD, as Executing Agency.

Minimum Qualification Requirements

I. A graduate degree (16 years of education) in Civil Engineering, Project Management, Construction Management, Infrastructure Management, or a related discipline is required. A relevant postgraduate degree will be an added advantage.

II. The candidate shall have at least twelve (12) years of general professional experience, including ten (10) years of relevant experience in project management, infrastructure development, construction management, procurement and contract management, or project implementation.

III. Demonstrated experience in project planning, implementation monitoring, procurement, contract administration, physical and financial progress monitoring, risk management, and coordination with multidisciplinary teams, consultants and contractors is required.

IV. Experience in ADB, World Bank or other MDB-financed projects, preferably within Government PIUs/PMUs, with knowledge of donor procurement, financial management and safeguards requirements, will be preferred.

V. Experience in civil works, EPC/design-build and FIDIC-based contracts, particularly in education, urban infrastructure, transport, municipal services or other public-sector projects, will be an added advantage.

VI. Experience in project preparation, restructuring, revised PC-1, additional financing, project costing, implementation planning and institutional coordination will be preferred.

VII. Strong leadership, communication, analytical, organizational and interpersonal skills, together with proficiency in written and spoken English, are essential.

VIII. Knowledge of modern project management and monitoring tools, including MS Project, Primavera P6, Excel, Power BI or equivalent applications, is preferred. Familiarity with AI-assisted tools for project planning, monitoring, reporting and data analysis will be an added advantage.

Minimum General Experience: 12 Years

Minimum Specific Experience (relevant to the assignment): 10 Years