

Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016 – 18

Terms of Reference: Programme Consultant

Duration: 6 months [May 22 – November 22, 2018]

Responsibilities:

- Compile, summarize, and present basic information/data and related topics/ issues.
- Produce research reports identified by Chairperson/National Technical Advisor and coordinate with universities for conducting analysis planned in ESW log frame/project plan.
- Support Chairperson in coordinating and administration of ESW project and its multiple components.
- Preparation of annual and quarterly project work-plans/reports.
- Co-ordination of all knowledge sharing activities between PMU and partners in consultation with Programme Officers and Chairperson.
- Any other task assigned by Chairperson and Project Director.

Deliverables:

- Compile the project reports.
- Coordination for Board Meetings, stakeholders liaison and/or other relevant events on behalf of Chairperson.
- Gather and compile the project quarterly and annually reports.

Required Qualification: Master's (16-years education) in Development Planning, Economics, Social Policy, Social Sciences, Statistics, or related fields from HEC recognized institution. Good knowledge of computer applications and appropriate software packages.

Required Experience & Skills:

- Experience of 2-years preferably in development sector, also having data analysis skills. Proficient in MS office especially Excel. Knowledge of statistical analysis software such as Stata / SPSS // MAXQDA etc. preferred.
- Demonstrable experience in conducting and/or managing programs or projects.
- Strong project analytical skills and knowledge of results-based management approach.
- Demonstrable writing and presentation skills.

- Fluency in English is required.