

Benazir Income Support Program (BISP)
National Social Protection Program (CR.5973-PK)
TERMS OF REFERENCE
ENROLMENT & MONITORING SPECIALIST (WASEELA-E-TALEEM)

1. BACKGROUND

Initiated in July 2008 by the Government of Pakistan (GoP), BISP is the first ever comprehensive and countrywide Social Safety Net (SSN) programme. BISP's primary aim is to eradicate poverty through provision of unconditional and conditional SSNs. Unconditional SSNs through cash injection enhance buying capacity of the disadvantaged families. Through conditional SSNs schooling of the children aged 05-12 is supported. Between 2008 and 2012, BISP carried out a National Socio-Economic Survey (NSES) to take stock of the socio economic status of entire population of the country by applying a comprehensive Proxy Means Test (PMT) to NSES in order to identify eligible beneficiary families with PMT scores less than 16.17.

It is widely acknowledged that household demographics change to a considerable extent over a duration of five years, and, often, economic registries have errors at three levels i.e. (i) design, (ii) Implementation, and (iii) time/aging factor which in turn affect the measure of accuracy. In consideration of these, this year, BISP has initiated a fresh National Socio Economic Survey to update its National Socio-economic Registry (NSER).

The World Bank is actively engaged with the GoP and BISP since 2009. The World Bank's initial support to BISP came through sectoral Development Policy Credit (US\$150) in 2009, accompanied by Social Safety Net Technical Assistance (TA) Project (US\$60 million). In 2012, the TA Project was restructured with additional financing of US\$ 150 million to support expansion of the program and strengthening administration and performance by introducing disbursement linked indicators (DLIs) and was closed on June 30, 2017.

World Bank is extending its support through National Social Protection Program (NSPP), a US\$ 100 million credit from IDA. It will support the GoP through, a Program for Results (PforR) in an amount of US\$ 90 million by making disbursement against the key results as part of the Government's program; and an Investment Project Financing (IPF) TA component in an amount of US\$ 10 million to finance critical areas to achieve the quality of results. The expected closing date of NSPP is June 30, 2021.

2. OBJECTIVES OF THE ASSIGNMENT

The timing of enrolment has a very crucial impact on the inclusion/exclusion of beneficiary families from the programme. The Enrolment & Monitoring Specialist shall ensure timely and effective mobilization of recipients by Enrolment Firms and the Education Department and would help the BIP's in designing and implementation of Compliance Monitoring process for Waseela-e-Taleem Beneficiary children. S/he will ensure high rates of enrolment of recipients into the programme while providing technical input for all activities relevant to compliance monitoring within BISP Headquarter and at the field level. Coordination with all the stakeholders would also be required.

3. RESPONSIBILITIES

The Enrolment & Monitoring Specialist shall be responsible for the following tasks:

Enrollment:

- Coordinate the development of a realistic time line for implementation of all the Enrolment activities by Enrolment Firms, two weeks after signing of contract and having it approved from BISP as part of the inception report.
- Ensure timely hiring of qualified human resource, team building and training of staff as per the standard training material.
- Design a mobile enrolment camp structure. The camps/centers must have provision for four enrolment counters, one information desk and a training centre. Moreover ensure that a waiting area for the beneficiary families is also be part of enrolment camp.
- As per logistics plan, ensure completion of infrastructure development activities before start of any field operation which might include provision of office buildings, furniture, communication setup, security setup, transportation arrangement etc.
- Take hold of all the logistics, public information and enrolment material and store it in warehouses which must be guarded by security personal.
- As part of enrolment process, coordinate targeted public information campaign in localities of enrolment camps to mobilize BISP's recipients to come to enrolment camps and get registered.
- Coordinate and build all the enrolment camps at enrolment sites which will be mutually agreed upon by the enrolment firm staff in a district.
- Coordinate in establishment of minimum 2 enrolment camps in each tehsil for a maximum duration of 60 days. The enrolment camps can be moved from one area in a tehsil to another during the 60 days period, to allow coverage of maximum families. The exact number of enrolment centers in a tehsil will depend upon the beneficiary population density of that particular tehsil.
- Designate enrolment camp in-charge and provide all the necessary resources for operations of camp.
- Hold meetings with WT regional coordinators of BISP to timely inform them of all the plans; give progress briefings; communicate progress reports and resolve any field issues.

Monitoring:

- Formulate all operational processes through the interpretation of applicable policies, procedures, rules and regulations for Waseela-e-Taleem Compliance Monitoring process.
- Design Compliance Monitoring process in coordination with all the stakeholders within BISP and outside.
- Develop Compliance Monitoring instruments/forms.
- Support monitoring and ensure that all programme activities are in compliance with all operational systems and procedures both at national and tehsil levels by establishing relevant internal controls.
- Coordinate execution and implementation of field activities of compliance monitoring with the assistance of BISP provincial and Tehsil Offices and its stakeholders.
- Periodic reporting on process status.

- Identify programme needs in terms of logistics and administration of the compliance process in the field.
- Undertake any other tasks assigned by BISP Management.

4. TIMEFRAME AND SUPERVISION

Initial contract will be for one year subject to further extension based on satisfactory performance. The consultant will work with BISP management to perform the assigned tasks and will report directly to the Director Waseela-e-Taleem, BISP.

5. QUALIFICATIONS AND EXPERIENCE

- A university degree in business administration, project management, development planning or equivalent.
- Field Experience of at least 5 years in public and/or private sector with national/international organization(s) demonstrating evidence of achieving results and graduation to responsible positions.
- A thorough practical knowledge of field level Project Management.
- Should have designed and implemented monitoring initiatives.
- Should have an in-depth understanding of various monitoring processes. Practical knowledge of tools for compliance monitoring would be an advantage;
- Should have excellent command on MS office and working knowledge of project scheduling and management software e.g. Ms Project, Primavera etc.;
- Written and oral fluency in Urdu and English. Knowledge of any regional language(s) will be considered a big plus;
- Proven ability to work in a collaborative, multi-tier team environment; and
- Good communication, people management, and writing skills.