

Terms of Reference

Resource Person/Trainer for MS Project Training

Project Name: Strengthening PRS Monitoring Project (SPRSMP)
Location: Planning & Development Department, Government of the Khyber Pakhtunkhwa
Post Title: Resource Person/Trainer
Duty Station: Peshawar
Posted on: June 01, 2011
Last Date to Apply: June 08, 2011
Duration: Approx: 10-15 Working Days

Background:

The PRSP Secretariat underpins the government's institutional mechanism for poverty monitoring. The PRSP Secretariat has been mandated with the overall lead in coordinating, monitoring, evaluating, and tracking the implementation of the PRSP; and reporting progress on anti-poverty public expenditures, intermediate social indicators, and final outcomes. A critical input in achieving the targets set out in the PRSP is the effective utilization of anti-poverty public expenditures.

The purpose of the Strengthening PRS Monitoring project is to strengthen institutional capacities for results-based monitoring and evaluation of poverty reduction strategies (PRS) and has the following three outputs:

1. Public spending and allocations in pro-poor sectors analysed reviewed and analysed through a gender lens to better understand the contribution and needs of men and women
2. Quality, collection, analysis and management of PRSP data improved at national and province levels
3. National engagement in PRSP monitoring mobilized through participatory processes

Objective of Training:

It is expected that this short term training will provide SPRSM-KP's team hands-on skills needed to improve the implementation, monitoring and controlling of the project.

Responsibilities/Scope of Work:

- Imparting MS Project training to 5-6 Government and Project Officials
- Preparing training modules for the trainees
- Practical Implementation of MS Project on a dummy project
- Assisting project team in transforming the project's Annual Work Plan (AWP) and activities in MS Project
- Preparing training report

Qualification:

The candidate should have:

- At least Masters Degree in Computer Sciences or Information Technology
- Posses good teaching and training skill in MS Project
- Experience in Project Management and Implementation
- Experience in automation of project planning, control, reporting and contract administration through Microsoft Enterprise Project Management

Supervision:

The support person will work under the guidance and supervision of the Provincial Project Manager.

Please send your CV to:

Provincial Project Manager
Strengthening PRS Monitoring Project – Khyber Pakhtunkhwa
House # 50, Street 14, Defense Officers' Colony
Khyber Road, Peshawar Cantt: Or

Email to: sprsm.kp@gmail.com