



**TA-8990 PAK: Enabling Economic Corridors through Sustainable Transport Sector Development –
002 Road Safety Firm (49063-001)**

Contract Ref: FED2013/328-556

Contract Title:

Doc. Specific TOR No. 2017/05

Date: 10/05/2017

Terms of Reference for Experts – Project Activities Coordinator

This document outlines the scope of work and key requirements for recruitment of national expertise in accordance with the provision main ToR, of the above-referenced contract. This specific ToR builds on the main ToR of the above-mentioned project and complements it, as applicable.

Expert position	Project Activities Coordinator
Category	Senior
Objective	Assist the Team Leader in coordinating and administrating the project and the Capacity Building Programme
Scope of the work	Assist the Team Leader and in collaboration with the rest of the team and key stakeholders in organization and delivery of programme activities administrated under the project in a timely manner.
Specific tasks:	<ul style="list-style-type: none"> • Assist the TL in organizing project activities, training/workshop delivery • Assist in drafting the technical and administrative reports • Assist the TL with preparation of detailed Project Plan and periodic planning reviews/adjustments and continuous coordination of all project activities and resources for the successful delivery of the capacity building programme • Ensure reporting timelines as defined in the Work Plan and that all outputs are produced and delivered on time for allowing adequate internal quality control • Ensure effective supervision of all project team members, coordinate their work and plan • Liaise with the MoC and all project beneficiaries on all project-related issues • Develop and maintain good working relationships with all project stakeholders, related projects and the donors community • Draft minutes of all project official meetings • Assist the TL with drafting interim and final reports • Ensure synergy between the various project Components
Expected Outputs	Project Reports/ Milestones and Deliverables
Methodology	The Coordinator will report to the Project Manager and the Team Leader for guidance regarding inputs and outputs.
Completion Date	September 2019
Start date	June 2017
Minimum requirements	<p><i>General experience:</i></p> <ul style="list-style-type: none"> • A University degree in Economics, Business, Transport Engineering or equivalent. A relevant post-certification qualification in project administration will be advantageous. • Minimum 10 years professional experience is required. Experience in administering donor funded projects and programmes will be advantageous. • Comprehensive experience in formulation and implementation of docor



	<p>funded projects in transport and or road sector in an international team environment</p> <ul style="list-style-type: none"> • Relevant work experience in Pakistan an advantage <p><i>Specific experience:</i></p> <ul style="list-style-type: none"> • Experience of developing and managing capacity building activities and working with authorities on associated administrative and contractual issues will be advantageous • Minimum 4 years' experience in planning, budgeting and administration of programme activities • Written and oral fluency in the English language is required. • Fluency of Urdu is an advantage
Assignment Duration	10 Man Months
Location	Pakistan
Expected start date:	15 June 2017
E-mail	aam@ntu.eu