Government of Pakistan
Ministry of Federal Education & Professional Training

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TERMS OF REFERENCE (ToR)

Young Professional – Education /Training

Position Title	***Young Professional – Education /Training***
Engaging Organization	Ministry of Federal Education & Professional Training (MoFE&PT), Government of Pakistan
Reporting To	Additional Secretary, MoFE&PT, / National Project Director (ASPIRE) or any officer designated by him
Duration	Initially for one year and may be extendible till life of project

Background and Context

Under the Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE) Program, the Project Coordination Unit (PCU) requires the services of a Young Professional to support the implementation, coordination, monitoring, and reporting of education sector interventions.

Duties and Responsibilities

Working under the guidance of the designated supervisor, the Young Professional will support the following activities:

1. Assist in the coordination, implementation, and monitoring of activities under the ASPIRE Program.
2. Conduct qualitative and quantitative research and desk reviews to support evidence-based planning and decision-making.
3. Draft concept notes, briefs, reports, proposals, official correspondence, and presentations required for project implementation and donor coordination.
4. Support the monitoring of field activities, data collection processes, and compliance with approved work plans.
5. Coordinate with government departments, NGOs, INGOs, and other development partners on project activities.
6. Manage assigned technical activities and provide day-to-day support for project implementation.
7. Support the review and quality assurance of training materials, curriculum content, and digital learning platforms.

8. Liaise with the Ministry, Provincial Education Departments, the World Bank, and the PCU to support the planning, implementation, and monitoring of program activities.
9. Perform any other project-related duties assigned by the competent authority.

Qualification and Experience Requirements

Education

- At least 16 years of education from an HEC-recognized university in Social Sciences, Public Policy, or Development Studies; preference will be given to candidates holding higher degree in these disciplines

Professional Experience

- At least 2 years of relevant experience in public sector education development programmes, preferably including 1 year on a World Bank PforR education project.
- Experience in field-based data collection and monitoring, including surveys, FGDs, interviews, and stakeholder consultations.
- Experience in teacher training programmes, digital learning platforms, curriculum review, and quality assurance of educational content.
- Experience in government reporting and donor-funded project implementation.
- Experience in preparing or publishing education-related policy content, including policy briefs, reports, newsletters, or newspaper articles.
- Exposure to inclusive education programming (e.g., Out-of-School Children, Special Education, and Non-Formal Education) is preferred.
- Experience supporting meetings, workshops, consultations, or stakeholder coordination will be an asset.
- Excellent command of Microsoft Word, Excel, and PowerPoint; knowledge of R, STATA, and Canva will be an added advantage.

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