

## **Terms of reference Project Officer – Coordination Punjab Tourism for Economic Growth Project**

### **BackGround:**

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project with the total project cost of USD 55 million over five years (30th April 2023). The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

### **Major Responsibilities:**

- Liaison and coordination with stakeholders and implementing partners e.g UNESCO , Museums, Archaeology etc. and contract management of relevant firms as assigned by Supervisor
- Conduct technical studies and analysis as well as quality primary and secondary research on regional Tourism, Heritage Management, Museums, Archaeological sites etc. to facilitate Project Team.
- Preparation of Project briefs, working papers, summaries, Tourism related concept papers and proposals as and when assigned by the supervisor .
- Conduct policy analysis on Tourism Sector in Punjab in line with the international best practices in similar territories and ability to synthesize project outputs and relevant findings for preparation of quality reports.
- Provide Planning and Technical support to direct supervisor in terms of research as and when required.
- Organize and participate in meetings, discussions, workshops as instructed by direct supervisor.
- Any other task assigned by Project Manager/Immediate supervisor.

### **Institutional Arrangements and Reporting:**

It is recognized that activities may undergo with frequent changes in a view of dynamic environment and implementation operational and ground realities. Therefore, the individual is expected to be flexible and adapt to requirement of process. The Project Officer will report to the Project Manager, PTEGP.

**Qualification & Experience:**

- Master's Degree (minimum sixteen years of education) in Public/Social Policy, Public Administration, Economics, Finance, Business Administration and Management or related field from a reputed/ recognized foreign or a local university. Candidates with foreign qualifications will be preferred.
- At least 3 year of work experience in Public, Private or non-government Sector in relevant field.
- Prior experience of working in tourism sector will be accorded due weightage
- Demonstrated and excellent report writing and presentation skills.
- Good communication skills.
- Proficiency in Microsoft Office is highly preferred.

**Duration of the Assignment:**

The consultant shall complete the tasks assigned by Project Manager PTEG for the duration of the Project subject to satisfactory performance.

**Selection Method:**

Selection of the Individual Consultant will be made in accordance with the World Bank Procurement Guidelines for employment and selection of Consultants January 2011 (Revised July 2014).