

Terms of Reference

Research Analyst

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.

Objectives:

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

Main Responsibilities of the Research Analyst:

- Conduct time and quality efficient primary and secondary research as per instruction of direct supervisor.
- Preparation of briefs, working papers, summaries, presentations, etc.
- Provide updated data and analysis as and when required
- Provide administrative and technical support to direct supervisor and section
- Participate in any meetings, discussions, workshops in as instructed by direct supervisor.
- Conduct technical studies and analysis as and when required
- Short-term inputs to complement the work of the direct supervisor
- Contribute through all reasonable means to ensuring operational efficiency of the concerned / respective sections.
- Any other task assigned by the supervisor

Required Experience:

1. 2 years of work experience in Public or Private Sector in research, policy development, stakeholder engagement.
2. Prior experience of working in tourism sector and with government departments and development partners is required.
3. Demonstrated and excellent report writing and presentation skills in English.
4. Ability to work independently, as well as in a team.
5. Proficiency in Microsoft Office is required including Word, PowerPoint, Excel etc.

Qualification:

16 years of education in Public/Social policy, Economics, Business Administration and similar discipline from a reputed/ recognized foreign or a local university.

Selection Method:

A consultant will be selected in accordance with the procedures set out in the Section V 'Selection of Individual Consultants' World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers January 2011 (Revised July 2014)