

Terms of reference
Research Associate - I (PTEGP)

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:

- Conduct time and quality efficient primary and secondary research as per instruction of direct supervisor.
- Preparation of briefs, working papers, summaries 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 any capacity 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 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 Research Associate will report to the Project Manager, PTEGP.

Qualification and Experience:

- 16 years of Education in Public/Social policy, Public Administration, Economics, Finance and Business Administration and Management from a reputed/ recognized foreign or a local university
- At least 3 years of work experience in Public, Private or non-government Sector in relevant field.
- A research piece/thesis be completed as part of degree program.
- Demonstrated and excellent report writing and presentation skills.
- Good communication skills.
- Ability to work independently, as well as in a team.
- Proficiency in Microsoft Office is highly preferred.

Selection Process

An individual will be selected in accordance with process stipulated in Section V of “Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011) revised July 2014.