

**TERMS OF REFERENCE: TEMPORARY DISPLACED PERSONS
EMERGENCY RECOVERY PROJECT, TDP-ERP TERMS OF REFERENCE
FOR ADMINISTRATIVE COORDINATOR**

A. BACKGROUND

In early 2009, The Government of Pakistan launched major military operation against militants in various agencies of Ex- Federally Administrated Tribal Areas(FATA) of Pakistan which led to displacement of approximately 340,000 families mainly in the settle areas of Khyber Pakhtunkhwa province. After rooting out extremist elements in the region, Government of Pakistan took the onus to repatriate the displaced families back to their homeland. Repatriation of TDP's had to be carried out in a way that would ensure restoring livelihood of returning families thereby providing a viable health and wellness package to families with newborn children.

Responding to the challenge and working jointly with the international community, the Government of Pakistan in collaboration with international development partners launched Temporary Displaced Persons-Emergency Relief Program(TDP-ERP) that aims to promote early recovery with further cash payments to targeted beneficiaries. The World Bank is providing Technical Assistance through EAD and NADRA, to assist in management and implementation of the programme.

NADRA is in the process of putting in place the required Administrative Coordinator for TDP- ERP that can assist the TDP-ERP in relevant field.

B. Objectives of Consultancy

The Administrative Coordinator will support in institutional capacity assessments led by stakeholders, coordinate between stakeholders of KP merged districts. As the project scope of TDP-ERP has increased from 7 districts to 11 districts, there has been shortage of human resources for managing and monitoring the implementation. The consultant will support in office management tasks at HQ and field level which such as managing the office inventory, transportation of HQ and field staff, support in meetings, record keeping and information management of TDP-ERP.

The incumbent shall directly report to Project Manager TDP-ERP and will provide regular updates. He/She will work in close liaison with stakeholders to ensure compliance with GoP and World Bank program design.

C. Scope and Responsibilities

The Consultant would be responsible to:

1. Manage office equipment and staff conduct.
2. Manage the transportation needs of staff at HQ level.



3. Assign suitable vehicles and support staff during field visits.
4. Maintenance of TDP-ERP vehicles and inform regarding any occurrences in a timely manner.
5. Keep record of all the vehicle log books.
6. Maintain inventory of office supplies.
7. Provide office supplies to the staff in an orderly manner.
8. Inform management when the inventory turns low.
9. Any other related assignment required for project implementation.

D. Time frame and Supervision

The consultancy will be performed over a period of one year.

The Administrative Coordinator will be under the supervision of Project Manager for periodic evaluation and progress reporting and management of the assigned functions.

E. Evaluation Criteria.

- i. The candidate must have 16 years of education.
- ii. Must have proficiency in MS office (Word, Excel and Power point) and any other related software.
- iii. Minimum of 5 years of post-qualification experience as an office management/transport in charge.
- iv. Preference will be given to the candidates having experience in public departments.

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