



REQUEST FOR EXPRESSION OF INTEREST (REOI)



(HIRING OF INDIVIDUAL CONSULTANTS)

Country: Pakistan
Name of Project: Punjab Clean Air Program (PCAP)
Practice Area / Sector: Transport & Mass Transit Department (T&MD), Govt. of Punjab
Credit No: 7735-PK
Project ID No. (P508222)

The Government of Punjab through the Government of Pakistan in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure. The overall Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted PM 2.5 annual average exposure in Lahore Division.

Program Implementation Unit (PIU), PCAP, Transport & Mass Transit Department (T&MD), Govt. of Punjab now invites experienced candidates having relevant qualification and experience as indicated in the Terms of Reference (TORs):

Sr. No	Name of Position	No. of Positions
1	Transport Specialist	01
2	Electric Vehicle Specialist	01
3	Automotive Engineer	01
4	Procurement Specialist	01
5	Financial Management Specialist	01
6	Management Accountant	01
7	Environment Specialist	01
8	Monitoring and Evaluation Specialist	01
9	Social Safeguard & Gender Specialist	01
10	Communication and Marketing Specialist	01
11	Contract Management Specialist	01
12	Accounts Officer	01
13	Admin Officer	01

The detailed TOR with qualification and experience can be downloaded from <https://transport.punjab.gov.pk/>. The selection will be made in accordance with the Open Competitive Selection of Individual Consultants of World Bank Procurement Regulations for IPF Borrowers, 2023".

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers 2023", setting forth the World Bank's policy on conflict of interest. Further information can be obtained at the address below during office hours i.e., 0900 to 1700 hours at contact No. 042-99200484.

Interested candidates should submit the Expression of Interest with Curriculum Vitae (CV), copies of educational degrees, certificates, experience certificates, and CNIC by **October 10, 2025** during office hours i.e. 9:00 a.m. to 5:00 p.m. through courier at the following address: Program Coordinator, Program Implementation Unit (PIU), Punjab Clean Air Program (PCAP) Transport & Mass transit Department, Transport House, 11-A Egerton Road, Lahore Pakistan. The applicants should clearly mention relevant years of experience and qualification at the top of the CV. If a face-to-face meeting is required, same shall be done physically or virtually.

Program Coordinator,
Program Implementation Unit (PIU)
PUNJAB CLEAN AIR PROGRAM (PCAP)
Transport & Mass transit Department,
Transport House, 11-A Egerton Road, Lahore.
Ph: 042-99200484

IPL-4738

TERM OF REFERENCEs (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
TRANSPORT SPECIALIST

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Masstransit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Transport Specialist will be one of the individual consultants with following credentials and responsibilities;

Key Responsibilities:

- Lead the implementation of transport-related projects, including electric bus deployment, vehicle inspection systems, and public transport route optimization.
- Provide technical guidance on urban mobility planning, traffic management, and transport infrastructure development.
- Provide input on the E-Bus Business Models Study and support the development of operational plans for electric bus deployment.
- Advise on route planning, fleet management, and integration of electric buses with existing public transport systems.
- Conduct data analysis to evaluate the performance of public transport systems and recommend improvements to reduce emissions and enhance efficiency.
- Collaborate with the Punjab Masstransit Authority (PMA) to ensure the successful rollout of electric buses.
- Monitor the performance of public transport systems and recommend improvements to enhance efficiency and reduce emissions.
- Oversee the Expanding Vehicle Inspections and Enforcement project, ensuring compliance with technical and legal frameworks.
- Assist in the development of transport policies and regulations to promote sustainable urban mobility.
- Any other task assigned by the competent authority.

Qualifications & Experience:

- Masters in Transport Engineering / Planning/ Urban Planning/ Civil Engineering or a related field from HEC recognized university.
- Minimum 10 years of experience in public transport systems and policy design.
- Experience in electric vehicle integration, route planning, and fleet management.
- Familiarity with World Bank-funded projects and Punjab Government transport policies.
- Experience in conducting feasibility studies and technical assessments for transport projects

Reporting

The Specialist shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

The Transport Specialist will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
ELECTRIC VEHICLE SPECIALIST

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Electric Vehicle Specialist will be one of the individual consultants with following credentials and responsibilities;

Key Responsibilities:

- Provide technical support regarding adaptation of e-buses as public transport in the province.
- Lead the implementation of the Transition to Electric Two- and Three-Wheelers project.
- Conduct technical assessments of electric buses, two-wheelers, and three-wheelers to ensure compatibility with local conditions.
- Oversee the development of EV charging infrastructure, including site selection, design, and implementation.
- Provide technical input on the Study on Electric Two- and Three-Wheeler Adoption and the development of the Provincial Electric Vehicle Policy.
- Provide technical input for the development of Punjab's Electric Vehicle Policy, including incentives for EV adoption and regulatory frameworks.
- Advise on the design and implementation of the EV financing facility to support the uptake of electric vehicles.
- Collaborate with EV manufacturers, charging infrastructure providers, and government agencies to promote EV adoption.
- Monitor the adoption of electric vehicles and provide recommendations to address barriers to EV uptake.
- Any other task assigned by the competent authority.

Qualifications & Experience:

- Masters in Electrical Engineering / Automotive Engineering/ Transportation Engineering or related field from HEC recognized university.
- Minimum 8 years of experience in EV technology and infrastructure planning, or a similar field.
- Familiarity with battery technology, energy storage systems, and renewable energy integration.
- Experience in working with government agencies/ international organizations on EV projects would be preferred.

Reporting

The Specialist shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

The Specialist will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
AUTOMOTIVE ENGINEER

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Automotive Engineer will be one of the individual consultants with following credentials and responsibilities;

Key Responsibilities:

- Provide technical support regarding adaptation of e-buses as public transport in the province.
- Lead the implementation of the Transition to Electric Two- and Three-Wheelers project.
- Conduct technical assessments of electric buses, two-wheelers, and three-wheelers to ensure compatibility with local conditions.
- Oversee the development of EV charging infrastructure, including site selection, design, and implementation.
- Provide technical input on the Study on Electric Two- and Three-Wheeler Adoption and the development of the Provincial Electric Vehicle Policy.
- Provide technical input for the development of Punjab's Electric Vehicle Policy, including incentives for EV adoption and regulatory frameworks.
- Advise on the design and implementation of the EV financing facility to support the uptake of electric vehicles.
- Collaborate with EV manufacturers, charging infrastructure providers, and government agencies to promote EV adoption.
- Monitor the adoption of electric vehicles and provide recommendations to address barriers to EV uptake.
- Any other task assigned by the competent authority.
- Provide technical support for the design, development, and deployment of electric buses, two-wheelers, and three-wheelers.
- Conduct feasibility studies and technical assessments for EV adoption, including battery technology, charging infrastructure, and vehicle performance.
- Collaborate with EV manufacturers, suppliers, and stakeholders to ensure the compatibility of EVs with local conditions and requirements.

- Oversee the development and implementation of vehicle inspection systems to ensure compliance with emission standards.
- Provide technical guidance on the maintenance and repair of electric vehicles, including battery management and charging systems.
- Support the design and implementation of EV charging infrastructure, including site selection, technical specifications, and integration with the power grid.
- Collaborate with energy providers and government agencies to ensure the availability of reliable and sustainable energy for EV charging stations.
- Conduct research on emerging automotive technologies, including battery efficiency, regenerative braking, and lightweight materials.
- Provide input on the development of the Provincial Electric Vehicle Policy, including technical standards and incentives for EV adoption.
- Collaborate with academic institutions and research organizations to promote innovation in the automotive sector.
- Monitor project progress, identify technical challenges, and recommend solutions to ensure timely delivery of project objectives.
- Prepare technical reports and presentations for stakeholders, including the World Bank and Punjab Government.
- Work closely with the Punjab Masstransit Authority (PMA), Punjab Transport Company (PTC), and other agencies to ensure the successful rollout of electric buses and other clean transport solutions.
- Any other task assigned by the competent authority.

Qualifications & Experience:

- Bachelor's or Master's degree in Automotive Engineering/ Mechanical Engineering/ Electrical Engineering/ or a related field from HEC recognized university.
- Minimum 8 years of experience in automotive engineering, preferably for electric vehicles and clean transport solutions.
- Proven experience in the design, development, and deployment of buses, two-wheelers, or three-wheelers, experience in electric vehicles will be preferred.
- Experience in conducting technical assessments and feasibility studies for transportation sector.
- Familiarity with vehicle inspection systems and emission standards, particularly in the context of reducing air pollution.
- Experience in managing automotive projects, including coordination with manufacturers, suppliers, and government agencies.
- Knowledge of international standards and best practices in automotive engineering, vehicle engines, vehicle technical specifications and EV technology (e.g., ISO, SAE, or IEC standards).
- Experience in working with international donor-funded projects (e.g., World Bank, ADB, or UN) will be preferred.
- Strong analytical skills and proficiency in automotive design software

Reporting

The Specialist shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

The Automotive Engineer will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
PROCUREMENT SPECIALIST

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Procurement Specialist will be one of the individual consultants with following credentials and responsibilities;

Qualification and Experience:

- i. Master's in Supply Chain Management/ Business Administration / Project Management / Contract Management / Procurement, Engineering or related field from HEC recognized university.
- ii. Minimum 8 years of experience in procurement and contract management, preferably in transport infrastructure projects.
- iii. Experience in managing largescale procurements following local or international donor's procurement framework.
- iv. Familiarity with World Bank procurement procedures and Punjab Government procurement rules.

Main Responsibilities:

- i. Develop and implement procurement plans for the acquisition of electric buses, EV infrastructure, and other project-related goods and services under the PforR component following applicable Punjab procurement rules.
- ii. Prepare contracts for consultants, contractors, and service providers, ensuring compliance with World Bank procurement regulations or the government procurement guidelines as the case may be.
- iii. Provide input on the E-Bus Business Models Study to identify appropriate procurement and contracting approaches and methods.
- iv. Oversee the preparation, negotiation, and management of contracts with consultants, contractors, and service providers.
- v. Monitor contract performance and ensure timely delivery of goods and services.
- vi. Resolve procurement-related issues and ensure transparency and accountability in

- all procurement activities.
- vii. Identify and mitigate risks related to procurement.
- viii. Prepare procurement reports for the World Bank and other stakeholders and ensure compliance with procurement related actions in Program Action Plan.
- ix. Any other task assigned by the competent authority

Detailed functions of Procurement Specialist

Procurement Functions

1. Planning & Compliance

- i. Get fully acquainted with the World Bank Procurement Regulations and PPRA Rules.
- ii. Take full charge of all procurement functions related to consulting services, non-consulting services, goods, and works.
- iii. Prepare, update, and monitor the Procurement Plan in consultation with the World Bank and relevant stakeholders.
- iv. Update the Project Procurement Strategy for Development (PPSD) as and when required.

2. Process Management

- i. Prepare standard procurement documents including EOIs, RFPs, RFQs, and Bidding Documents.
- ii. Assist technical teams in preparing Terms of Reference (ToRs) and technical specifications.
- iii. Conduct market research and pre-proposal/bid meetings, and manage clarifications to bidders.
- iv. Lead the bid evaluation process and prepare bid evaluation reports in line with donor requirements.
- v. Ensure procurement activities are conducted transparently, competitively, and efficiently.

3. Coordination & Capacity Building

- i. Facilitate meetings of the Procurement Committee and Consultant Selection Committee (CSC).
- ii. Maintain close liaison with the World Bank, including providing updates and responding to procurement-related queries.
- iii. Provide guidance and training to CMU staff on procurement processes.

4. Documentation & Reporting

- i. Ensure proper documentation and filing of all procurement records as per World Bank guidelines.
- ii. Maintain an updated Contract Roster and procurement tracking system.

- iii. Regularly update procurement activities on STEP.

5. Risk Management

- i. Identify procurement risks and propose mitigation measures.
- ii. Manage the process of procurement and complaint resolution in accordance with World Bank regulations.

Audit & Compliance

- i. Respond to procurement -related audit queries and respond to procurement complaints in accordance with the applicable guidance for the PforR and IPF component.

Duration of Assignment

The candidate shall be hired for a period of Three(03) years, further extendable to the duration of the program based on satisfactory performance.

Reporting

PS shall report to the Program Coordinator, PCAP-PIU

Selection Method:

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing (July 2016) revised in November 2017, August 2018, November 2020 & September 2023.

TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
FINANCIAL MANAGEMENT SPECIALIST (FMS)

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Financial Management Specialist will be one of the individual consultants with following credentials and responsibilities;

Qualification and Experience

- i. Masters in Finance, Accounting, ACCA or related field
- ii. Minimum 8 years of experience in financial management, budgeting, and financial modeling.
- iii. Experience in managing budgets for large scale projects by government or international agencies.
- iv. Experience in preparing financial models, cash flow projections, and risk assessments for complex projects.
- v. Familiarity with Punjab Government financial regulations, World Bank financial management procedures, and international accounting standards.
- vi. Experience in coordinating audits and ensuring compliance with financial regulations.
- vii. Strong analytical skills and proficiency in financial software (e.g., SAP, MS Excel, Oracle, or QuickBooks)

Specific Tasks and Responsibilities

- I. Develop and manage the program budget, ensuring alignment with project activities and Disbursement Linked Indicators (DLIs)
- II. Monitor financial transactions and ensure compliance with World Bank and government financial regulations.
- III. Prepare and submit financial reports to the World Bank and government agencies / departments, including consolidated financial statements.
- IV. Provide input on the financial aspects of the Buyback Scheme Consultancy and EV financing facilities.
- V. Conduct financial audits and ensure proper documentation of all financial transactions.
- VI. Coordinate internal and external audits, ensuring compliance with financial regulations and timely resolution of audit findings.

- VII. Develop financial models to assess the feasibility of project components, including electric bus operations, EV infrastructure, and vehicle buyback schemes and other schemes initiated by T&MD.
- VIII. Identify financial risks and develop mitigation strategies to ensure the efficient utilization of funds.
- IX. Any other task assigned by the competent authority.

Budgeting and Planning

- i. To Assist in preparation of annual work plans; and on the basis of which prepare annual Cash Plans.
- ii. To assist by all means, in the approval of annual work plan from the Project Steering Committee.
- iii. In accordance with Government of the Punjab budgeting rules and regulations, prepare annual budget estimates and revised budget estimates based on Work Plan/ Cash Plan.
- iv. Upload annual budget on SMDP; compare actual performance against the budget and underline weak performing areas for attention of Program Team.
- v. Prepare annual, quarterly and semi-annually disbursement forecasts for all components of the project in line with project's procurement plan and Work Plan/ Cash Plan.

Funds Management

- i. Ensure timely releases of funds from Finance Department against Disbursement Linked Indicators (DLIs) and counterpart funding.
- ii. Prepare request for authorization of signatories to sign Withdrawal Applications, IFR and/or correspond with the World Bank. Ensure confirmation in this regard is received from the World Bank.
- iii. Prepare realistic cash forecasts on quarterly basis in coordination with the project team and submit to the World Bank for advance and replenishment of advance, once allowed.
- iv. Prepare and process withdrawal application in accordance with the Bank's Disbursement Guidelines for drawing funds from the assignment account(s) opened for the project.
- v. Track funds and follow up with National Bank of Pakistan and the World Bank to ensure timely credit of funds into the project's assignment account(s).

Expenditure/Payment Processing

- i. Ensure compliance with internal control framework (Operations Manual, SOPs and the Bank's fiduciary guidelines etc.) and government rules and procedures while processing payments.
- ii. Analyze, plan, design, implement, and monitor a system to augment internal controls in line with best practices in the process of payment and expenditure management.
- iii. Apply pre-audit checks on all payments before payment from the assignment account(s) including budget availability, sanction of competent authority and compliance with applicable financial rules & regulations.
- iv. Ensure that procurable items are entered in STEP, and No Objection Letter (NOL) is obtained from the Bank for every prior review activity before processing any

- payment.
- v. Prepare request for payment and forward it for approval after fulfilling all codal formalities.
- vi. Ensure that only eligible payments are forwarded for approval and drawing funds from the assignment account.
- vii. Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.

Accounting and Record Management

- i. Record all transactions timely and accurately in the books of accounts (both in Pak Rupees and JPY) and ensure that no expenditure remained unaccounted.
- ii. Maintain accounts on cash basis as per government accounting procedure IPSA
- iii. Ensure up-to-date maintenance of adequate registers, books of accounts and records in appropriate order and format to meet the government and World Bank's requirements and to facilitate classification and analyzing the financial information for monitoring the project progress.
- iv. Prepare supplementary record, which provides timely and up-to-date financial information of contracts.
- v. Maintain imprest /petty cash account (where applicable) and ensure maintenance of separate petty cash book and petty cash vouchers in compliance with petty cash SOPs as approved by the government from time to time.
- vi. Prepare monthly bank reconciliation statements of assignment account both in Pak Rupee and JPY.
- vii. Reconcile the expenditure on government prescribed format with the office of Accountant General on monthly basis.
- viii. Be the payroll manager and process monthly payroll of project employees. Ensure proper payroll controls are applied and the payments are made directly in the Bank accounts.
- ix. Ensure that the fixed assets records are maintained for the project identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating the records.
- x. Ensure safe custody of all financial records for review by Bank Missions, third party monitoring agents; and external & internal auditors.

Financial Reporting

- i. Prepare half yearly Interim financial reports and submit to Bank in a timely fashion for review and approval.
- ii. Generate financial reports/data that includes information on budget execution under Eligible Expenditure Programs and the Technical Assistance Component.
- iii. Ensure that annual financial statements and other monthly and quarterly reports as specified under the Financing Agreement and as per recommended/ suggested by Bank supervision missions are accurately prepared and timely submitted – annual financial statements to be prepared in accordance with Cash Basis IPSAS 'Financial Reporting under Cash Basis of Accounting'.
- iv. Prepare annual financial statements as per Cash Basis IPSAS and submit to the Auditors within two months of the close of the financial year.
- v. Define and produce other financial reports, as and where required on utilization of funds to facilitate Program Director in decision-making process.

- vi. Ensure that all government financial reporting requirements are complied with:
 - o Specifically monthly financial reports to AG Office and regular/ timely reporting in SAP.
 - o Schedule of Cheque to be prepared and following up on outstanding/ un-cleared cheque with NBP.
 - o Statement of Receipts and Payment should be prepared and submitted to Program Director.

Internal Controls:

Suggest strengthening of internal control practices towards ***Institutional strengthening.***

Audit

- i. Make arrangement for timely initiation and completion audit of project and ensure that report produced is in compliance with audit requirements of the Government and the World Bank.
- ii. Ensure that the project is adequately reflected in audit plan of internal auditors and that internal audit is periodically conducted in accordance with the internal audit plan. Liaison as focal person for conducting internal audit activity.
- iii. Cooperating with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions, Aide Memoires and the recommendations of external auditors and internal auditors.
- iv. Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries etc.
- v. Prepare working papers on audit observations raised by external auditors and arrange to convene Special Departmental Accounts Committee (SDAC) meeting to settle the audit observations to the extent legally and logically possible.

Duration of Assignment

The candidate shall be hired for a period of Three years, further extendable to the life of the program based on satisfactory performance.

Reporting

FMS shall report to the **Program Coordinator, PCAP-PIU**

Selection Method:

The selection will be made in accordance with the "World Bank Procurement Regulations for Investment Project Financing (July 2016) revised in November 2017, August 2018, November 2020 & September 2023.

TERM OF REFERENCEs (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
MANAGEMENT ACCOUNTANT

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Management Accountant will be one of the individual consultants with following credentials and responsibilities;

Key Responsibilities:

- Develop and manage detailed budgets for P-CAP projects, ensuring alignment with project activities and Disbursement Linked Indicators (DLIs).
- Conduct cost analysis to identify cost-saving opportunities and ensure efficient utilization of funds.
- Monitor project expenditures and ensure compliance with approved budgets.
- Prepare and submit comprehensive financial reports to the World Bank, including quarterly and annual financial statements, budget variance analyses, and cash flow projections.
- Ensure compliance with World Bank financial management guidelines and Punjab Government financial regulations.
- Designing and implementation of internal controls to track program expenditures and ensure alignment with the approved budget.

- Ensure compliance with World Bank and Punjab Government financial regulations, including procurement, disbursement, and reporting requirements.
- Coordinate external audits and ensure timely resolution of audit findings.
- Maintain proper documentation of all financial transactions for audit purposes.
- Identify financial risks and develop mitigation strategies to ensure the efficient utilization of funds.
- Conduct regular financial risk assessments and prepare risk management reports.
- Any other task assigned by the competent authority.

Qualifications & Experience:

- Certified Management Accountant (CMA)/ qualified Chartered Accountant (CA)/ or Masters degree in Finance, Accounting, or related field.
- Minimum 2 years of experience with (CA or CMA) in cost management, internal controls, and financial planning.
- Minimum 6 years of experience with (Master's degree in Finance, Accounting, or related field) in cost management, internal controls, and financial planning.
- Experience in donor-funded projects, preferably in the transport or environmental sector.
- Hands-on experience with financial reporting, internal audits, and compliance frameworks.
- Familiarity with Punjab Government financial regulations, World Bank financial management procedures, and international accounting standards.
- Proven experience in managing budgets and conducting cost analysis.
- Strong analytical skills and proficiency in financial software.
- Strong knowledge of financial regulations, budgeting, and cost control strategies.
- Experience in designing and implementing internal controls.

Reporting

The Management Accountant shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

He/she will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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**TERM OF REFERENCEs (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)**

ENVIRONMENT SPECIALIST

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Masstransit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Environment Specialist will be one of the individual consultants with following credentials and responsibilities;

Environment Specialist

The Environment Specialist will support the PIU-PCAP to ensure that all P-CAP projects comply with environmental standards and contribute to reducing air pollution. In carrying out his/her mission, the specialist will manage risks according to the World Bank Environmental and Social Framework (ESF); the World Bank Group's general and specific environmental, safety, and health guidelines; International environmental and social conventions ratified by Pakistan; National legal policy frameworks relevant to environmental and social management; E&S instruments prepared as part of the P-CAP : ESSA, ESCP, POM, and others Project procedures manual and relevant documents.

Key Responsibilities:

- Conduct comprehensive EIAs for all P-CAP projects, including electric bus deployment, EV infrastructure development, and vehicle inspection systems. Ensure compliance with national and international environmental standards.
- Develop strategies to reduce greenhouse gas (GHG) emissions and align P-CAP projects with Pakistan's climate action goals under the Paris Agreement.
- Conduct and monitor IEE and EIA of the projects particularly bus depots construction and operations.

- Provide input on the Battery Waste Management Consultancy and ensure the development of environmentally sustainable waste management practices.
- Monitor the environmental risks and impacts of P-CAP projects and recommend mitigation measures.
- Ensure that standard environmental management clauses are effectively included in consultation documents and works or service contracts before signing.
- Establish and implement a strategy for monitoring occupational health and safety aspects of the project, including accident management.
- Contribute to the development of the project's annual training plan.
- Establish and implement a strategy for monitoring occupational health and safety aspects of the project, including accident management.
- Contribute to the management of project-related grievances.
- Review the quality of reports prepared by IAs, consultants and various other reports.
- Develop the terms of reference for Environmental and Social Impact Assessments and any other environmental assessments of the P-CAP projects.
- Produce periodic reports (detailed, quarterly, and annual) to report on compliance with environmental requirements.
- Promote the use of clean technologies and practices to reduce greenhouse gas emissions and align with Pakistan's climate action goals.
- Collaborate with the Environmental Protection Agency (EPA) to ensure compliance with environmental regulations.
- Promote the use of clean technologies and practices to reduce emissions.
- Any other task assigned by the competent authority.

Qualifications & Experience:

The Environmental Specialist will be recruited based on his/her academic qualifications, relevant professional experience, and ability to carry out the mission. The position of Environmental Specialist is open to all candidates who meet the following requirements:

- Hold a higher education degree (at least five years of study) in environmental management, natural sciences, Climate, or environmental sciences (ecology, biology, botany, forestry, natural resources, human health and safety, etc.), land

use planning, geography, or any other degree deemed equivalent and based on environmental management from HEC recognized university.

- Provide evidence of additional training in environmental and social assessment, occupational health and safety and emergency preparedness response.
- Have a good knowledge of Punjab's environmental regulations, World Bank environmental and social framework, and international environmental standards (e.g., ISO 14001; ISO45001).
- Have a good knowledge of Environmental and Social Commitment Plan (ESCP) implementation and monitoring and evaluation systems.
- Have and provide evidence of at least five (5) years of general experience in conducting environmental assessment and/or management studies for development projects/programs.
- Minimum of 5 years of experience in climate change mitigation.
- Have held for at least five (5) years a position as an environmental specialist on at least one (1) development project financed by technical and financial partners (World Bank, AIIB, ADB, European Union, etc.).
- Have led or participated in at least three (03) specific environmental and social assessment missions (Strategic Environmental and Social Assessment, Environmental and Social Management Framework, In-depth or Simplified Environmental and Social Impact Assessment, Resettlement Framework, Resettlement Plan, E&S Audit, E&S Risk Analysis, etc.) for agricultural, land use planning or forestry programs and projects, and urban or rural infrastructure projects.
- Have experience in capacity building, training, and communication on environmental issues.
- Have experience in conducting public consultations; Have participated as an environmental expert in at least five (05) specific missions for environmental control, monitoring, and surveillance of projects or programs financed by the World Bank or other Technical and Financial Partners (AfDB, AFD, BOAD, EU, etc.).
- Experience in developing and implementing climate action plans, preferably in the transport or energy sectors.

Skills and qualities

- Ability to collaborate with a variety of stakeholders.
- Ability to work under pressure and good teamwork skills in a multisectoral and multicultural environment.
- Ability to work closely with management while maintaining a certain degree of autonomy.
- Organized, rigorous, and able to produce quality results within deadlines.

- Ability to work independently and take responsibility for tasks.
- Good writing and communication skills in English, Urdu and Punjabi.
- Good command of IT tools and various common software programs and browsers (Word, Excel, PowerPoint, etc.).
- Strong analytical skills and proficiency in environmental modeling software (e.g., GIS, Air Dispersion Modeling).
- Strong presentation skills.

Reporting

The Specialist shall report to the Program Coordinator. He/she will work in close coordination with the social, the procurement specialists at PIU-PCAP and other members of the PCAP team.

Contract Term

The environmental specialist will work full-time in this role. The specialist's contract term is one (1) year, renewable for the duration of the project and in accordance with the provisions of the contract signed with the project coordinator in agreement with the World Bank. The candidate will only be confirmed after their performance during the one-year trial period has been reviewed by the project's supervisory authority. The contract may only be renewed if the performance is satisfactory to the Project

TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
MONITORING & EVALUATION SPECIALIST

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Director. Monitoring and Evaluation Specialist will be one of the individual consultants with following credentials and responsibilities;

Key Responsibilities:

- Develop and implement an M&E Framework specifically for Results Area 2: Transport Sector Abatement Measures of the P-CAP Program, in line with the approved Program Appraisal Document (PAD).
- Monitor the achievement of DLIs and DLRs (DLIs 5–8) under Results Area 2, and prepare timely progress reports for submission to the World Bank.
- Conduct evaluations of transport-sector interventions (e.g., adoption of electric buses, vehicle inspection and maintenance, end-of-life vehicle/scrappage measures) to assess effectiveness, impact, and opportunities for improvement.
- Prepare and administer the Annual Work Plan & Budget relating to the Transport Sector, ensuring alignment with program goals and financing agreements.
- Contribute to the Carbon Credit Monetization Study by providing transport-sector data, measuring emission reductions, and supporting accurate reporting.
- Integrate M&E findings into program decision-making, providing actionable recommendations to improve the design, implementation, and impact of P-CAP's transport-sector activities.

- Any other task assigned by the competent authority.

Qualifications & Experience:

- 16 (Master) Years of education in Statistics/ Economics/ Social Sciences/ Development Studies/ Public Administration/ or a related field from HEC recognized university.
- Minimum 8 years of post-qualification experience in monitoring and evaluation, preferably in large-scale infrastructure or transport projects.
- Proven experience in developing and implementing M&E frameworks, preferably for international donor-funded projects.
- Familiarity with Punjab’s M&E frameworks and international M&E standards.
- Strong analytical skills and proficiency in data analysis tools (e.g. SPSS, STATA).
- Experience in conducting project evaluations using both quantitative and qualitative methods.

Reporting

The Specialist shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

The Specialist will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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SOCIAL AND GENDER SPECIALIST

TERMS OF REFERENCE (TORs)

Project Background:

The Punjab Clean Air Program (PCAP) is a strategic, multi-sectoral initiative launched by the Government of Punjab with the support of the World Bank. Its core objective is to address the growing air pollution crisis across the province through integrated policy actions, technological interventions, institutional strengthening, and behavioral change campaigns. The Program targets both urban and rural sources of air pollution, including transport emissions, industrial discharges, agriculture practices (such as crop residue burning), waste management inefficiencies, and construction activities. The program emphasizes collaboration across key departments, including Environment Protection, Agriculture, Transport and Planning & Development Board.

Environmental and Social Risk:

Environment and Social risks are Substantial, stemming from potential mismanagement of battery and electronic waste, possible land acquisition for bus depots, exclusion of vulnerable groups, and occupational health and safety concerns.

Objective:

The program aims to reduce population-weighted exposure to PM2.5 by implementing multi-sector interventions in air quality management (RA1), transport sector (RA2), and agriculture sector (RA3). The IPF Component supports technical studies, capacity building, verification of DLIs, institutional strengthening, and environmental and social risk management. The Social & Gender Specialist will support the PIU-PCAP to manage social risks according to the World Bank (WB) PforR Policy and Directive, World Bank Environmental and Social Framework (ESF), and Government's environmental and social (E&S) Framework, as well as ensure gender related commitments are met.

Key Responsibilities:

- Oversee the development and implementation of training for PIU-PCAP, PIU, and other relevant agency staff on the World Bank ESF Policy and Environmental and Social Standards (ESS) applicable to PCAP, including E&S screening, community and occupational health and safety, and labor management procedures.
- Conduct specialized training and awareness sessions on child labor, gender-based violence (GBV), sexual exploitation and abuse/sexual harassment (SEA/SH), stakeholder engagement, and the operation of grievance mechanisms (GM), including SEA/SH-sensitive GM.

- Manage the Project's E&S risks and impacts according to the Environmental and Social Commitment Plan (ESCP) and relevant national and provincial policies, laws, and institutions within the Government's E&S Framework.
- Ensure that both direct and contracted workers participate in the implementation of the Project in compliance with ESS2: Labor and Working Conditions.
- Develop, implement, and ensure effective operationalization of the Grievance Redress Mechanism (GM), including SEA/SH-sensitive GM and project workers' GM, in line with the Environmental and Social Commitment Plan (ESCP).
- Ensure integration of labor management measures and continuous monitoring of GM implementation throughout the program life, in consultation with the Environment Specialist.
- Respond to and manage E&S incidents relating to PCAP as specified in the ESCP.
- Lead the planning, implementation, and monitoring of strategies to ensure social inclusion and gender equity across the program, by identifying and addressing barriers to participation and benefits, and developing actionable measures to promote inclusive development outcomes.
- Responsible for development of grievance redressal mechanism, Labour management measures and ensure their implantation throughout the program life.
- Conduct social and gender analyses to identify key challenges, risks, and opportunities in project interventions.
- Facilitate consultations and focus group discussions with marginalized groups, including women, youth, and vulnerable populations.
- Regular submission of environmental, social, health and safety performance reports to the World Bank.
- Engage with stakeholders to identify and address social and gender-related challenges by facilitating consultations and focus group discussions with marginalized groups, including women, youth, and vulnerable populations, to ensure inclusive participation and development outcomes.
- Oversee the implementation of standard operating procedures for land acquisition and resettlement in PCAP
- Visit project sites regularly, supervise implementation, and report social issues to PIU-PCAP
- Prepare social screening checklists and/or social impact assessments for all sub-projects.
- Develop and/or implement a Gender Inclusion & SEA/SH Action Plan to promote the inclusion of women and marginalized groups in P-CAP activities, Program Stakeholder Engagement Plan (SEP) including GM, and Disability Inclusion Plan
- Coordinate with E&S focal points within implementing agencies
- Oversee the design and implementation of annual citizen feedback surveys and publication of results
- Provide input on the Buyback Scheme Consultancy to ensure that the scheme is socially inclusive and equitable

- Collaborate with community groups, NGOs, and government agencies to ensure that P-CAP projects are socially inclusive
- Monitor the social impact of P-CAP projects and prepare reports for the World Bank and other stakeholders
- Any other task assigned by the competent authority

Qualifications & Experience

- Master’s or higher in Social Sciences, Gender Studies, development Studies, or related field from HEC recognized university.
- Minimum Eight (8) years of documentary verifiable post qualification relevant experience in public or private sector national / international organizations to deal with social assessments, involuntary resettlement, gender equality, GBV, inclusion of vulnerable groups, labor management, community and stakeholder consultations, and grievance redress.
- Knowledge of the World Bank ESF and/or Social Safeguards Policies, including OP/BP 4.01 Environmental Assessment and OP/BP 4.12 on Involuntary Resettlement, or other multilateral organization standards, such as AfDB ISS, IFC-PS, or ADB
- Proven experience in conducting social impact assessments (SIAs) for public and/or private sector projects.
- Experience in developing and implementing Gender Action Plans (GAPs) for large-scale infrastructure or transport projects.
- Familiarity with Punjab’s social policies and gender sensitive approaches in sectors such as Transport, environment etc.
- Experience in managing grievance redress mechanisms (GRMs) and resolving community complaints.
- Familiarity with gender sensitive approaches in sectors such as Transport, environment etc.
- Knowledge of international social and gender frameworks and conventions.
- Proficiency in data collection and analysis tools related to social inclusion.

Reporting

The Specialist shall report to the Program Coordinator. He/she will work in close coordination with procurement specialists at PIU-PCAP and other members of the PCAP team.

Duration of contract:

The Social & Gender Specialist will work full-time in this role. Initial duration of contract may be one (01) year, extendable subject to satisfactory.

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TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
COMMUNICATION & MARKETING SPECIALIST

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Communication & Marketing Specialist will be one of the individual consultants with following credentials and responsibilities;

Key Responsibilities:

- Develop and implement a comprehensive Communication Strategy to promote P-CAP projects, objectives, and achievements.
- Design and execute targeted communication campaigns to encourage the adoption of electric buses, two-wheelers, and other clean transport solutions.
- Plan and deliver awareness campaigns on **vehicle inspection and maintenance requirements**, as well as **end-of-life vehicle (ELV) / scrappage regimes**, to support compliance and public acceptance of these measures.
- Collaborate with media outlets, journalists, and influencers to disseminate accurate and timely information on P-CAP activities, benefits, and progress.
- Develop and manage marketing materials including brochures, videos, press releases, digital campaigns, and social media content to strengthen public outreach.
- Monitor and analyze public perception, media coverage, and stakeholder feedback to recommend strategies for improving outreach and engagement.

- Coordinate with project teams, government departments, and stakeholders to ensure consistency and clarity of messaging across all communication channels.
- Support capacity-building and training activities by preparing communication toolkits and awareness material for partner organizations and stakeholders.
- Provide regular communication reports and contribute to knowledge sharing of best practices in clean transport communication.
- Any other task assigned by the competent authority

Qualifications & Experience:

- Master’s (16 years of education) in Communications/ Public Relations/ or Marketing from HEC recognized university.
- Minimum 8 years of experience in communication and public engagement.
- Proven experience in developing and implementing communication strategies.
- Experience in managing media relations, including interviews, and media events.
- Familiarity with Punjab’s media landscape and communication strategies.
- Strong writing and editing skills, with experience in developing high-quality marketing materials.
- Proficiency in digital marketing tools and social media platforms.
- Experience in conducting public perception surveys and focus groups.

Reporting

The Specialist shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

The Specialist will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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**TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
CONTRACT MANAGEMENT SPECIALIST**

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Contract Management Specialist will be one of the individual consultants with following credentials and responsibilities;

Key Responsibilities:

1. Contract Monitoring & Oversight

- Monitor the performance of contracts for **electric buses, EV infrastructure, and all other project-related services**.
- Track progress against milestones, deliverables, and performance indicators, ensuring timely completion and quality compliance.

2. Compliance Assurance

- Ensure that all contractors, service providers, and partners comply with the terms and conditions of their contracts.
- Conduct regular reviews to verify adherence to technical specifications, timelines, and financial obligations.

3. Dispute Resolution

- Manage and resolve contract-related disputes in a fair and timely manner.
- Develop mechanisms for early identification of risks and bottlenecks to avoid delays.

4. Contribution to Business Models Study

- Provide technical input to the **E-Bus Business Models Study**, focusing on contract management practices, risk-sharing mechanisms, and performance-based contracting.

5. Documentation & Database Management

- Maintain a centralized and updated database of all contracts, including amendments, variations, and correspondence.
- Ensure systematic documentation and record-keeping in line with World Bank and Government requirements.

6. Program-Wide Contract Coverage (PforR & IPF Components)

- Support the management of **all contracts under the Program**, covering both **Program-for-Results (PforR)** and **Investment Project Financing (IPF)** components.
- Provide oversight for contracts with private sector partners, service providers, and any project-linked entities.

7. Financing Facility & MoUs

- Monitor and support contract and **MoU management with the Bank of Punjab (BOP)** or any other financial institution engaged under the program.
- Ensure compliance with agreed financing facility arrangements and timely reporting.

8. Consultancy & Technical Assistance Contracts

- Oversee consultancy contracts, technical assistance agreements, and studies commissioned under the Program.
- Review deliverables, verify quality, and ensure consultants adhere to agreed terms of reference.

9. Cross-Cutting Input & Advisory Role

- Provide input into procurement planning, contract structuring, and risk management for upcoming procurements.
- Advise the Project Management Unit (PMU) on best practices for performance-based contract management and sustainability.

10. Support & Other Duties

- Perform any additional tasks assigned by the competent authority to ensure smooth execution of the program.
- Coordinate closely with procurement, technical, and financial management teams for integrated contract oversight.

Qualifications & Experience:

- Masters in Law/ Business Administration/ or related field from HEC recognized university.
- Minimum 8 years of post-qualification experience in contract management, preferably in large-scale infrastructure or transport projects.
- Proven experience in managing contracts preferably for international donor-funded projects.

- Familiarity with World Bank procurement procedures and Punjab Government procurement & contract management rules.
- Experience in resolving contract-related disputes and managing legal risks.
- Strong analytical skills and proficiency in contract management software.

Reporting

The Specialist shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

The Specialist will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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**TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
ACCOUNTS OFFICER**

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Mass Transit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Account Officer will be one of the individual consultants with following credentials and responsibilities;

Scope of Work:

The Accounts Officer will be responsible for maintaining accurate and compliant financial records, processing payments, monitoring expenditures, and ensuring readiness for internal and external audits. The position will directly support the Program Coordinator and work in close coordination with the Finance Unit of P-CAP.

Key Responsibilities:

- Maintain accurate and up-to-date financial records for all **P-CAP projects under RA2 (Transport) and DLIs 5–8**.
- Process payments for consultants, vendors, and contractors in a timely and transparent manner.
- Assist in the preparation of budgets, financial forecasts, and financial reports for activities under RA2.
- Ensure compliance with **Government of Punjab accounting procedures and World Bank financial regulations**.
- Prepare and submit financial statements and reports to the **Program Coordinator** and, as required, to the World Bank.
- Monitor and track expenditures against the approved budget, ensuring proper allocation of funds under RA2 activities.
- Ensure audit readiness by maintaining proper documentation and records of all financial transactions.
- Coordinate with the **Finance Unit of P-CAP** on fund allocation, expenditure tracking, and financial planning.

- Assist in the preparation of financial models and projections for P-CAP activities aligned with RA2.
- Maintain accurate and up-to-date financial records for all P-CAP projects.
- Process payments for consultants, vendors, and contractors in a timely manner.
- Assist in the preparation of budgets, financial forecasts, and financial reports for P-CAP projects.
- Ensure compliance with government accounting procedures and World Bank financial regulations.
- Prepare and submit financial statements and reports to the Financial Management Specialist and World Bank as required.
- Monitor and track expenditures against the approved budget, ensuring proper allocation of funds.
- Ensure audit readiness by maintaining proper documentation and records of all financial transactions.
- Coordinate with the Financial Management Specialist on fund allocation, expenditure tracking, and financial planning.
- Assist in the preparation of financial models and projections for P-CAP activities.
- Any other task assigned by the Program Coordinator or Financial Management Specialist.

Qualifications & Experience:

- Master’s degree (16 years of education) in Accounting/ Commerce/ Finance/ M.Com/ or a related field from HEC recognized university.
- Professional accounting qualifications (e.g., ACCA, CA, CPA) will be an added advantage.
- Minimum of 5 years of experience in financial management and accounting, preferably in government or donor-funded projects.
- Proficiency in financial software (e.g., SAP) and government accounting procedures.
- Strong understanding of financial regulations, budgeting, and reporting.

Reporting

The Accounts Officer shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

The Accounts Officer will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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TERM OF REFERENCEs (TORs)
INDIVIDUAL CONSULTANT (PCAP-PIU)
ADMIN OFFICER

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. Program Implementation Unit (PIU), headed by a Program Coordinator, will be established within the Transport & Masstransit Department (T&MD) to ensure the smooth execution of its activities. The PCAP-PIU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Coordinator. Admin officer will be one of the individual consultants with following credentials and responsibilities;

Key Responsibilities:

- Oversee daily administrative operations, manage office supplies, equipment, and inventory, and maintain a clean, organized, and functional office environment.
- Schedule and organize meetings, workshops, and events; prepare agendas, take minutes, and handle logistics.
- Maintain official records, ensure proper filing, and assist in preparing reports and presentations. Serve as the point of contact for internal and external communications.
- Arrange travel, accommodation, and transportation for staff and consultants, ensuring compliance with travel policies.
- Assist in recruitment processes, maintain employee records, and support onboarding and orientation of new staff.
- Prepare procurement requests, track expenses, and ensure compliance with financial and procurement policies.
- Ensure adherence to organizational policies, prepare administrative reports, and monitor administrative activities and expenditures.
- Any other task assigned by the PC or respective specialists.

Qualifications & Experience:

- Bachelor's degree (14 years) from HEC recognized university.
- Additional certifications in office management or administration will be an advantage.
- Minimum 5 years of experience in administrative or office management roles, preferably in government or donor-funded projects.
- Experience in handling logistics, procurement, and human resources tasks.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint) and office management software.
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.
- Knowledge of government administrative procedures and regulations will be an advantage.

Reporting

The Admin Officer shall report to the Program Coordinator, PIU. He/she will work in close coordination with other members of the PCAP team.

Duration of contract:

The Admin Officer will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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