



**PROJECT IMPLEMENTATION UNIT**  
**Sindh Secondary Education Improvement Project (SSEIP)**  
ADB Assisted (Loan No. 3845- PAK & Loan No. 4409-PAK (COL))  
School Education & Literacy Department  
Government of Sindh



**PIU Project Staff (12 Positions)**

**Terms of Reference-TOR**

**Loan No. 4409-PAK: Sindh School Rehabilitation Project under Flood Restoration Project (SSRP)**

**1. Senior Civil Engineer.** Bachelor's degree in Civil Engineering and preferably Masters in Structural Engineering from recognized University/Institute. Be registered as Professional Engineer with Pakistan Engineering Council (PEC). Minimum of 12-15 years of experience in civil engineering, specifically in building construction preferably in Sindh and school construction projects in government and private sector. Experience in both conventional construction and light gauge steel structures is preferred. Knowledge of LGS materials, systems, and construction techniques preferably school/educational infrastructure. Familiarity with ADB, USAID, or other internationally funded projects. Proficiency in CAD drawing interpretation, structural analysis softwares, and Microsoft Office (Word, Excel, PowerPoint). Strong project management, leadership, and communication skills. Fluency in English and local languages.

- (i) Review project specifications and requirements to assess the suitability of light gauge structure implementation in school building projects.
- (ii) Develop a set of performance parameters to be used for monitoring performance of all school building components including health, safety, and environment. And according to gender classification.
- (iii) Prepare site inspection and supervision guidelines for conducting site spot checks to ensure compliance with the contract and construction specification.
- (iv) Collaborate closely with architects, quantity surveyors, and other stakeholders to develop design concepts and detailed plans for school buildings using light gauge structures.
- (v) Provide technical leadership and guidance on structural design, material selection, framing systems, and assembly techniques for light gauge construction in school buildings.
- (vi) Ensure that all school building projects employing light gauge structures comply with relevant building codes, educational standards, and local regulations.
- (vii) Conduct structural analysis and simulations to assess the performance of light gauge components and systems in school buildings under various conditions.
- (viii) Prepare comprehensive project reports, including recommendations for improvements and innovative engineering solutions.
- (ix) Assist PIU in the validation of the contractor's accomplishment and progress billings.
- (x) Supervise and inspect construction sites to ensure that civil engineering work on school buildings is executed accurately, safely, and in accordance with approved plans.
- (xi) Assist the PIU in the preparation of progress and accomplishment reports as required.
- (xii) Troubleshoot and resolve any technical issues or challenges related to civil engineering aspects of school buildings constructed with light gauge materials.
- (xiii) Assist PIU procurement specialist in the tender of work including evaluation of bids, clarification of issues in the scope of work and technical specification, and in the finalization of the implementation program upon contract award.
- (xiv) Perform other tasks in School building construction as may be assigned by Project Manager/ PIU Engineer.
- (xv) Mentor and provide technical support to Junior Engineers and construction personnel.
- (xvi) In coordination with construction supervision consultant supervise the implementation of work including checking of compliance with the condition of contract on the workmanship, recommending any contract variation if necessary subject to the approval by PIU.
- (xvii) Accept the completed project upon authority and subject to approved procedure by PIU.
- (xviii) Perform other duties as assigned.



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**2. Civil Engineer.** Bachelor's Degree in Civil Engineering from recognized University/Institute. Be registered as Professional Engineer with Pakistan Engineering Council (PEC). Minimum 8 to 10 years of professional experience in building construction preferably in Sindh and school construction projects. Experience in both conventional construction and light gauge steel structures is preferred. The candidate should demonstrate expertise in the design and supervision of school building construction projects, preferably using LGS Integrated Concrete & Steel Technology. Compliance with local building codes, international standards, and donor agency regulations (ADB, World Bank, USAID). Structural analysis, assessment, and evaluation of LGS components under varied conditions. Technical proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), structural analysis software, and CAD tools. Strong project management, communication, and interpersonal skills, particularly in collaborative work with senior engineers, project stakeholders, and educational administrators. Fluency in English (written and spoken) is mandatory, along with proficiency in local languages.

- (i) Review project specifications and requirements to determine the suitability of light gauge construction methods for school building projects.
- (ii) Work closely with Senior Civil Engineer, and stakeholders to develop design concepts and detailed plans for school buildings utilizing light gauge construction.
- (iii) Provide technical advice on the selection of light gauge materials, framing systems, connections, and assembly techniques to ensure optimal structural integrity and safety.
- (iv) Ensure that all school building projects comply with relevant building codes, educational standards, and local & ADB, World Bank, USAID regulations.
- (v) Conduct structural analysis and simulations to assess the performance of light gauge components and systems in school buildings under various conditions.
- (vi) Prepare comprehensive project reports & submit to the Sr Civil Engineer, PIU Engineer including recommendations for improvements and cost-effective solutions.
- (vii) Supervise and inspect construction sites to ensure that light gauge construction work on school buildings is executed accurately, safely, and in accordance with the approved plans.
- (viii) Address and resolve any technical issues or challenges related to light gauge construction specific Provide training and guidance to sub- engineers, construction staff, and educational staff on best practices related to school building construction with light gauge materials.
- (ix) Prepare Periodic Site visit report and Monthly progress report & submit PIU Sr Engineer.
- (x) Provide specialized guidance and technical expertise PIU field staff in the design and construction of school buildings using light gauge materials and methods.
- (xi) Conduct technical assessments, inspections, and evaluations of ongoing school building projects using light gauge construction & reported according to PIU Senior Management.
- (xii) Assist PIU Sr Engineer day to day activities & report accordingly.
- (xiii) Perform other duties as assigned.



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3. **Electrical/Mechanical Engineer.** Bachelor's Degree in Electrical/Mechanical Engineering or any other relevant field. Be registered with Pakistan Engineering Council (PEC) as an Electrical or Mechanical Engineer. Minimum 5 to 8 years of professional experience in Electrical and Mechanical Engineering, preferably on the integration of building systems within Light Gauge Steel (LGS) construction. The candidate should demonstrate expertise in the design and supervision of school building construction projects, preferably on LGS Integrated Concrete & Steel Technology and conventional construction methods. The selection, installation, and maintenance of electrical and mechanical components, including HVAC systems, lighting, electrical distribution, and plumbing in school infrastructure. Compliance with building codes, energy efficiency standards, and donor agency regulations (ADB, World Bank, USAID). Proficiency in energy modeling, mechanical and electrical design software, and relevant engineering tools. Strong project management and communication skills, with demonstrated ability to work collaboratively with senior engineers and project stakeholders. Fluency in English (written and spoken) is mandatory, along with proficiency in local languages. Advanced computer skills, including MS Office Suite (Word, Excel, PowerPoint, and related applications).

- (i) Review project specifications and requirements to assess the integration of electrical and mechanical systems within school buildings using light gauge construction methods.
- (ii) Collaborate closely with PIU PM, PIU Engineer, Sr Engineer, civil engineers, and other stakeholders to develop plans for the integration of electrical and mechanical systems into school building designs that use light gauge construction.
- (iii) Provide technical expertise on the selection and layout of electrical and mechanical components and systems, including HVAC, lighting, electrical distribution, and plumbing.
- (iv) Ensure that electrical and mechanical systems in school buildings are efficient, safe, and compliant with relevant codes and standards.
- (v) Ensure that all electrical and mechanical systems in school buildings comply with relevant building codes, educational standards, and local regulations.
- (vi) Conduct energy modelling and simulations to optimize the efficiency and performance of electrical. Prepare comprehensive reports on the design and performance of electrical and mechanical systems in school projects, including recommendations for improvements.
- (vii) Supervise and inspect construction sites to ensure that electrical and mechanical work in school buildings is executed accurately, safely, and in accordance with approved plans.
- (viii) Address and resolve any technical issues or challenges related to electrical and mechanical systems in school buildings constructed with light gauge materials.
- (ix) Provide training and guidance to sub- engineers and construction staff on best practices in the installation and maintenance of electrical and mechanical systems in school buildings.
- (x) Collaborate with multidisciplinary PIU project teams to create comfortable, energy- efficient, and technologically advanced learning environments.
- (xi) prepare monthly progress reports & submit to Sr Engineer for review.
- (xii) Assist the PIU in the preparation of progress and accomplishment reports as required.
- (xiii) Perform other duties as assigned.

4. **Sub-Engineer.** Bachelor's Degree in Civil Engineering from recognized University/Institute or Diploma in Civil Engineering. Minimum 3 to 5 years of relevant experience for Bachelor's Degree in Civil Engineering or 8-10 years of relevant experience for Diploma in Civil Engineering in building construction preferably in Sindh and in school construction project. Experience in both conventional construction and light gauge steel structures is preferred. Candidate should have professional expertise in MS Office, MS project and related applications, having excellent communication and analytical skills. Strong problem-solving & communication skills are essential. The candidate should demonstrate expertise in:

- (i) Reviewing project specifications and drawings in the light gauge structure implementation in school



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- building projects.
- (ii) Collaborate with design consultant, Contractor, and other stakeholders to develop the site visit plans for school buildings using light gauge structures.
- (iii) Ensure during the field visit, that all school building projects employing light gauge structures comply with relevant building codes, educational standards, and local regulations.
- (iv) Prepare site visit project reports, including recommendations issues for improvements as required.
- (v) Supervise and inspect construction sites to ensure that light gauge construction work in Troubleshoot and address any technical issues or challenges related to light gauge construction in school buildings & report immediately to supervisor on daily basis.
- (vi) Provide guidance to construction team i: e skilled & unskilled labor and field staff on best practices in light gauge construction for school infrastructure.
- (vii) Perform other duties as assigned.

5. **Chief Quantity Surveyor:** Diploma Degree in Civil Engineering & Quantity Surveying. Minimum 15 years of relevant experience preferably in Sindh and in building construction. Experience in both conventional construction and light gauge steel structures is preferred. Proficiency in relevant software tools for quantity surveying and cost management. Excellent communication, Computer, and project management skills. The selected candidate will be responsible for the following:

- (i) Conduct comprehensive cost estimations for school building projects utilizing light gauge structures, including material costs, Labor, equipment, and contingencies.
- (ii) Collaborate with Design Consultant, and other stakeholders to develop and manage project budgets that align with project objectives.
- (iii) Lead the procurement process, including the preparation of tender documents, supplier selection, and contract negotiation for school building projects.
- (iv) Monitor project expenditure and provide regular cost reports to project teams (PIU) and management.
- (v) Implement cost control measures to ensure that school building projects stay within budget while meeting quality and safety standards.
- (vi) Strong knowledge of construction cost estimation, procurement processes, and cost control techniques.
- (vii) Analyse project costs, identify cost-saving opportunities, and provide recommendations for value engineering.
- (viii) Manage and administer contracts for construction and related services, including change orders and claims.
- (ix) Experience in contract administration, contract negotiation, and contract management
- (x) Ensure that all quantity surveying activities comply with relevant regulations, standards, and best practices.
- (xi) Mentor and supervise junior quantity surveyors and other project personnel.
- (xii) Assist the PIU in the preparation of progress and accomplishment reports as required.
- (xiii) Perform other duties as assigned.

6. **Quantity Surveyor:** Diploma Degree in Civil Engineering & Quantity Surveying. Minimum of 8-10 years of relevant experience in quantity surveying preferably in Sindh and in building construction. Experience in both conventional construction and light gauge steel structures is preferred. Proficiency in relevant software tools for quantity surveying and cost management. Fluency in English (written and spoken) is required. Preference will be given to local languages, strong skills in MS Office, Excel, PowerPoint. The selected Quantity Surveyor will be responsible for the following:

- (i) Prepare detailed cost estimates for school building projects utilizing light gauge structures, including material costs, Labor, equipment, and contingencies.
- (ii) Manage and oversee the quantity surveying and cost management aspects of school building



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- projects employing light gauge structures.
- (iii) Accurately estimate costs, manage procurement processes, and control project budgets throughout the project lifecycle.
- (iv) Collaborate with design consultant, engineers, and other stakeholders to develop and manage project budgets aligned with project objectives.
- (v) Lead and manage the procurement process, including the preparation of tender documents, supplier selection, and contract negotiation for school building projects.
- (vi) Monitor project expenditures and provide regular cost reports to project manager PIU.
- (vii) Conduct cost assessments, evaluations, and reporting on ongoing school building projects using light gauge structures.
- (viii) Proficient knowledge of construction cost estimation, procurement processes, and cost control techniques
- (ix) Stay informed about emerging trends, technologies, and best practices in quantity surveying and cost management for school infrastructure.
- (x) Perform other duties as assigned.
- (xi) Provide expertise in procurement strategies, contract administration, and value engineering for school building projects.
- (xii) Administer contracts for construction and related services, including change orders and claims.
- (xiii) Perform other duties as assigned.

**7. Office assistant (48 person-months).** Bachelor's Degree in Arts, Commerce, Business Administration or equivalent. One-year Diploma in Information Technology. Minimum 02 years of experience with excellent communication and interpersonal skills in English, Urdu & Sindhi.

- (i) Acting as a first point of contact, dealing with correspondence and phone calls.
- (ii) Perform office functions such as preparing correspondence, receiving visitors, assisting in organizing events and conferences, arranging conference calls, and scheduling meetings for the Project Director or designate concerned staff.
- (iii) Handle and process Project Director's mail, complete internal and external correspondence, letters, and other documents, and disseminate them as directed also ensuring proper follow up.
- (iv) Coordinate and organize Internal meetings and conferences at PIU-SSEIP including catering requirements, setting up the room with audio-visual equipment and flip charts and tends to other requirements of the meetings.
- (v) Prepare meeting agendas as per direction, record and disseminate meeting minutes, and maintain numbering/organized files/ folders of the same and further ensure the safeguarding of all confidential files.
- (vi) Prepare checklist/SOP for all standard workings and ensuring its implementation on all occasions.
- (vii) Booking and arranging travel, transport, and accommodation. While reminding the manager/executive of important tasks and deadlines
- (viii) Typing, data entries, compiling and preparing reports, presentations, and correspondence, managing databases, and filing systems implementing and maintaining procedures/ administrative systems.
- (ix) Any other task assigned by Project Director-SSEIP.

**8. Computer operator (48 person-months).** Bachelor's Degree in Information Technology, Computer Science, Software Engineering, Computer Systems. Diploma in Information Technology having minimum 02 years of relevant experience with hands on expertise in Microsoft Office Suite, Graphics Software and with ability of E-Mail & letter drafting. The Computer Operator will perform the following functions, duties, and tasks:

- (i) Develop and assist in developing designs /campaign ideas for Print Ads, Monthly Supplements, Flyers, Standees, Brochures, Corporate Invitation Cards, Booklets, Newsletters, Facebook flyers, advertisements, and E-Flyers.





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- (ii) Develop and assist in developing copy for different communication/ branding collaterals.
- (iii) Develop and assist in developing copy for PIU-SSEIP's social media and website page.
- (iv) Develop and assist in designing graphic/ printed material for different events.
- (v) Make regular visits in the field for documentary shoots, data field verification and for communication purposes.
- (vi) Provide assistance in the field work for all the related work to PIU Staff.
- (vii) Play active role in coordination & conduction of different official events in/outside office.  
Maintain record of pictures of official meetings, events, etc
- (viii) Perform professional photography in official assignments/events.
- (ix) Perform data entries work as and when required including carrying out data related analysis /exercises in MS Word/Excel databases, spreadsheets, maintaining office files record/folders.
- (x) Assist in IT related matter pertaining to hardware and software in PIU SSEIP.
- (xi) Update PIU-SSEIP's website and pages on Social Media Platforms.
- (xii) Coordinate with Communication and other units regarding designing of social media posts and editing short videos for social media and other purposes.
- (xiii) Any other task assigned by Project Director-SSEIP.

9. **Dispatch rider:** Minimum Matriculation with at least Two (02) years' experience. The Dispatch Rider will perform the following functions, duties, and tasks:

- (i) Responsible for delivery of official daak at the destination place.
- (ii) Ensure Dispatch of outstation official daak.
- (iii) Coordinate with different department regarding submission of meeting notice.
- (iv) Collecting or dropping cheque into bank cheque deposit box.
- (v) Serve notices or any other legal letters to the concerned person/office.
- (vi) Any other duty that may be assigned to him by his Officer In-charge

10. **Naib Qasid:** The candidate should have at least Matriculation with minimum 02 years of relevant experience. The Naib Qasid will perform the following functions, duties, and tasks:

- (i) Dusting of office furniture and equipment on daily basis.
- (ii) Maintain cleanliness of the office kitchen and common area/lunchroom.
- (iii) Post letters, deposit office utility bills in bank.
- (iv) Making and serving tea and coffee to guests and follow schedule of serving to the staff.
- (v) Serve drinking water and food and fetch refreshments.
- (vi) Manage internal communication by distribution of "Dak" in local offices and within the office and files from one office table to other.
- (vii) Serve notices or any other legal letters to the concerned person/office.
- (viii) Assist in office tasks i.e., photocopying documents, meetings, and workshops, etc.
- (ix) Stay in office till the office is working; and
- (x) Perform other related duties as required.

11. **Sanitary worker:** The candidate should be literate having 01 year of experience. The sanitary worker will perform the following functions, duties, and tasks:

- (i) Cleaning wash basins, sinks etc on daily basis.
- (ii) Sweeping, swabbing, and cleaning of all rooms, washrooms, halls, meeting rooms, lobby, reception, parking area, main gate area etc. on daily basis.
- (iii) Cleaning the office's compound and perimeter drains.



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- (iv) Removing garbage from office area.
- (v) Keeping update of washing related inventory and request for replenishment in timely manner.
- (vi) Any other task assigned by duty officer.

12. **Watch Man:** The candidate should be literate having 01 year of experience