

PROGRAM MANAGER

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.

Objective:

The Program Manager will support the Program Director in the overall management, coordination, and implementation of the Punjab Clean Air Program (PCAP). The position will ensure that program activities under all Result Areas (RA1–RA3) and the IPF Component are implemented effectively, on time, and in compliance with Government of Punjab and World Bank requirements. The Program Manager will play a key role in monitoring progress, resolving implementation bottlenecks, facilitating coordination with implementing agencies and development partners, and ensuring timely reporting and achievement of results.

Key Responsibilities:

- Support the preparation and administration of the Program Operations Manual to ensure consistency in implementation processes.
- Assist in the preparation, administration, and monitoring of the Annual Work Plan & Budget (AWP&B).
- Identify implementation bottlenecks and critical gaps, and propose practical solutions in close coordination with line departments and Implementing Agencies (IAs).
- Facilitate coordination with IAs, consultants, and other stakeholders to ensure timely achievement of Disbursement Linked Indicators/Results (DLIs/DLRs) and Third-Party Validations (TPVs).
- Act as a focal point for liaison with the World Bank regarding program performance, achievement of results, and disbursement-related matters.
- Ensure overall program coordination, aligning activities across multiple sectors (air quality, transport, agriculture) under PCAP.

- Support effective monitoring and evaluation by consolidating progress data, identifying risks, and ensuring corrective actions are implemented.
- Prepare and submit timely progress reports, briefs, presentations, and working papers for internal use, government counterparts, and development partners.
- Ensure timely and accurate reporting to donors, government agencies, and other stakeholders as per agreed formats and schedules.
- Organize and document program meetings, including agenda preparation, minute-taking, and follow-up on agreed actions.
- Provide strategic inputs to the Program Director for decision-making and adaptive management.
- Assist the Program Director in managing and discharging development-related activities of the Program.
- Perform any other responsibilities assigned by the Program Director to ensure smooth program implementation.

Qualifications & Experience:

- Master's degree in Project Management/ Social Sciences/ Public Administration or a related field. Higher qualification will be preferred.
- At least 10 years' of post qualification experience preferably in government, NGOs, or corporate settings.
- Strong understanding of managing World Bank Funded Programs.
- Experience in engaging with government agencies, international donors, and development partners.
- Proven track record in project management, policy advocacy, and stakeholder coordination.
- Excellent communication, leadership, and analytical skills.

Reporting

The Manager shall report to the Program Director. He/she will work in close coordination at PCAP-CMU and other members of the PCAP team.

Duration of contract:

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

=====