

Terms of Reference (TOR)

PROCUREMENT & CONTRACT SPECIALIST (INDIVIDUAL CONSULTANT)

Background

The Government of Punjab (GoPb) is implementing the “Getting Results: Access and Delivery of Quality Education Services and System Transformation in Punjab (GRADES-STP)” project with support from the World Bank through a GPE-funded initiative. The project aims to strengthen foundational learning, increase enrolment, and advance system-wide reforms across Punjab.

The GPE System Transformation in Punjab (STP) is a comprehensive initiative designed to enhance educational outcomes in Punjab. The STP aims to amplify its impact by establishing linkages with complementary programs and leveraging their successes.

Objectives

The Procurement and Contracts Specialist is responsible for overseeing all procurement functions at PMIU-PESRP, ensuring compliance with World Bank Procurement Regulations and other legal arrangements of Project. The role includes managing the procurement cycle, developing procurement documentation, maintaining records, and coordinating with key stakeholders, including the World Bank. Additionally, the Procurement and Contracts Specialist will focus on enhancing procurement efficiency and capacity, resolving procurement issues, and ensuring transparency and adherence to contract agreements. Below are the detailed responsibilities:

Scope of functions

Key tasks and responsibilities of the consultant are outlined below:

Procurement

- i. Manage the day-to-day operations of procurement function providing guidance in the related area.
- ii. Ensure compliance with various fiduciary controls, etc. as stated in the Project Operations Manual in the procurement process and propose improvements; if any;
- iii. Take the lead in preparing and regularly monitoring and updating annual procurement plans
- iv. Lead complete operations of procurement and contract management functions in Systematic Tracking of Exchanges in Procurement (STEP) for Project and ensure it is updated at all times
- v. Contribute to the development of the Annual Work Plan, ensuring alignment with project’s strategies.;
- vi. Assist technical teams with development of policy compliant ToRs and specifications; as relevant;
- vii. Supporting preparation/customization and issuance of various standard procurement documents (SPDs) and other documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making;
- viii. Supporting the project teams in the evaluation of bids and proposals and preparation of evaluation reports.
- ix. Develop and implement a proper documentation and filing system which provides transparency; proper record control; security of documentation in compliance with national

laws and regulations, and under World Bank-financed activities -- the instructions of World Bank for various stages of procurement;

- x. Managing the process of procurement complaint resolution through STEP;
- xi. Assisting various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete tracking of the procurement cycle;
- xii. Update PPSD as and when required
- xiii. Any other relevant task assigned by the Competent Authority.

Contract Management:

- i. Support relevant specialist in the customization and finalization of contracts upon conclusion of procurement process;
- ii. Oversee the verification of invoices received against goods receipts and contracted prices prior to approving the processing of such invoices for payment;
- iii. Addressing all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant project specialists
- iv. Administer contract performance, including delivery, receipt, warranty, damages and insurance;
- v. Monitor the progress with suppliers / consultants ensuring that all policies/procedures and requirements are fully complied with by them as per the terms of contract with the implementing partners
- vi. monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned procurement timetable (Items: Project Schedule, Project Budget, Technical Procedure, Contract Management);
- vii. Review, revise, and clear purchase orders and contracts prior to forwarding them for approval to appropriate official / forum;
- viii. Supervise the maintenance of relevant internal databases and files, monitor contractual agreements, direct provisioning contracts and inform users affected of contractual rights and obligations;
- ix. Lead contract management module of Systematic Tracking of Exchanges in Procurement (STEP) including resolution of contractual issues
- x. Assisting various audit/ex-post review outfits in performance of their tasks by ensuring that contract management documents are efficiently filed and provide complete tracking of the contract execution;
- xi. Assist relevant specialist in contract close out as needed.

Qualification and Professional Experience

Qualification

- Masters' Degree (at least sixteen (16) years of education) in Business Management / Engineering/Economics/ Finance/ Social Sciences or relevant discipline, from a foreign or local university, duly recognized by the Higher Education Commission (HEC) of Pakistan
- Candidate having procurement related certifications like Member Chartered Institute of Procurement & Supply (MCIPS) from CIPS, UK, Certified Professional in Supply Management (CPSM) from ISM, USA, or Certified Supply Chain Professional (CSCP) or equivalent from APICS/ASCM, or equivalent shall be preferred.

Experience

- Eight (08) years of documentary verifiable experience in procurement of goods, works, & consulting services with the subnational/ national /international agencies/ or private sectors in procurement.
- Strong, community driven development, consulting services, non-consulting services, IT Procurement experience etc.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” September 2023.