

Procurement and Contract Management Specialist

Background

The Government of Punjab (GoPb) is implementing the “Responsive, Ready and Resilient STEM Secondary Education in Punjab” programme with support from the Asian Development Bank. The program aims to strengthen institutional capacity, modernize teaching and learning processes, integrate STEM, green skills, and digital technologies, and improve school infrastructure while ensuring inclusivity and gender equity.

Objectives

The Procurement and Contract Management Specialist will provide technical guidance and oversight for all procurement and contract management activities under the project. The specialist will ensure compliance with Government of Punjab procurement policies, manage the preparation and execution of procurement plans, bidding documents, and contracts for goods, works, and consulting services, and support capacity-building of PIU staff. The role aims to ensure timely and transparent procurement processes, mitigate risks, and contribute to the achievement of project outputs and disbursement-linked indicators (DLIs). Procurement and Contract Management Specialist will report to Program manager.

Scope of functions

Key tasks and responsibilities of the consultant are outlined below:

The Procurement and Contract Management Specialist will be responsible for:

- i. Assisting PIU on developing and updating its internal Operational Manual (if necessary) to streamline the procurement process under this RBL Program;
- ii. Advise the GoPB and PIU on all matters and issues related to the procurement management of the RBL program, including but not limited to the following:
 - developing and managing the procurement plan for the RBL Program;
 - developing the bidding documents or request for proposals for consulting services following the government standard procurement documents;
 - assisting PIU on the carrying out procurement of teaching and simulation equipment, digital infrastructure, and furnishings; the selection of consulting services; and other procurement as required under this RBL Program;
 - assisting PIU on the procurement record keeping, as necessary;
 - assisting PIU on handling procurement-related complaint;
- iii. Assist PIU in issuing the regular Procurement Monitoring Report (PMR) or also referred to as “Procurement Performance Report” as required under this RBL Program;
- iv. Coordinate with other PIU staff and consultant as necessary;

- v. Manage the work of the Procurement Assistant;
- vi. Participate in the ADB missions and meetings and prepare necessary documents, reports, and statement; and
- vii. Compliance matrices and audit follow-up reports; and
- viii. Any other task assigned by the management.

Qualification

At least a Master's degree or equivalent (sixteen (16) years of education) in Procurement, Engineering, Management Sciences, Business Administration, Supply Chain Management.

Experience

- At least five (05) years of relevant post-qualification experience in public procurement and contract management, including a minimum of three (03) years' experience in donor-funded projects (ADB, World Bank, or other development partners).
- Demonstrated experience in planning and managing procurement of Goods, Works, Non-Consulting Services, Consulting Services, and IT systems, preferably for infrastructure or education sector projects.
- Sound knowledge of the Punjab PPRA Rules, e-PADS, and standard public procurement procedures.
- Familiarity with the ADB Procurement Policy (2017, as amended), Procurement Regulations, Standard Procurement Documents (SPDs), and Procurement Review System (PRS) will be preferred.
- Experience in contract administration, procurement planning, bid evaluation, and contract performance monitoring.
- Excellent negotiation, communication, analytical, and report-writing skills