
TERMS OF REFERENCE
Procurement and Contract Management Specialist (P&CS)
Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP)
Elementary & Secondary Education Department
Government of Khyber Pakhtunkhwa

Background

The Khyber Pakhtunkhwa Human Capital Investment Project was approved by the World Bank Board in July, 2020 and became effective in March, 2021. The project is designed to support the Government of Khyber Pakhtunkhwa in Human Capital Investments in the Education & Health Sector and aims to improve investments in people for greater equity and economic growth.

The Project includes three components:

- Component 1. Improving Delivery of Quality Primary Health Care Services
- Component 2: Improving Availability and Quality of Education Services
- Component 3: Strengthening Community Engagement and Accountability

To support the implementation of Component II, the Government of Khyber Pakhtunkhwa and World Bank has agreed to establish a Project Management Unit (PMU) in Elementary & Secondary Education Department.

Project Development Objective

The objective of the Project is to improve availability, utilization, and quality of primary healthcare services and elementary education services in Selected Districts of Khyber Pakhtunkhwa.

Structure and Staffing of the PMU

The PMU will be led by a Project Director to implement the project and provide guidance to PMU staff for effective implementation of components to achieve desired results.

The PMU will be staffed by qualified professionals in core project management functions such as procurement, financial management, monitoring and evaluation, social safeguards etc.

Scope of Work

The Procurement and Contract Management Specialist (P&CS) will lead the Procurement and Contract management team of PMU in setting up a procurement plan and systems for undertaking the project-related Procurement and contract management Activities. . The Specialist will also provide guidance to the Project Management Unit (PMU) on all procurement and contract management related activities.

The Procurement Specialist shall be responsible for the project on the aspects but not limiting to the following which are directly related with procurement and contract management of the project-

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The duties and responsibilities of the P&CS would include:

- i. Plan, manage and implement the overall procurement strategy of all the participating Units under the World Bank financed project. This would include updating the procurement plan in consultation with the PD and updating of PPSD as and when required in consultation with the Bank team.
- ii. Responsible for the entire procurement cycle including preparation and release of EOIs, IFBs, TORs, RFPs, Bidding documents, Evaluation of bids and proposals, Negotiations, Awarding of contracts, delivery etc. in accordance with World Bank Procurement Regulations. For all technical inputs (TORs, specifications, technical aspects of bid/proposal evaluation etc. Relevant technical specialists will provide inputs.
- iii. Identify and resolve critical policy, business, operational and other issues relating to
- iv. procurement.
- v. Advise on various procurement methods/strategies and identify appropriate methodology for a given procurement in line with the World Bank Procurement Regulations.
- vi. Coordinate with other stakeholders to ensure achievement of all procurement objectives within the defined scope of Project.
- vii. Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring cost effectiveness and soundness of all procurements carried out under the credit.
- viii. Proper documentation of all procurements in accordance with the World Bank Procurement Regulations, procedures and methods including selection and preparation of Standard Procurement Documents/formats prescribed by the World Bank for various stages of procurement.
- ix. Ensure that prior review documents are sent to the Bank for relevant approvals, and documents are updated for the contracts subject to ex-post review.
- x. Coordinate with various Departments/Implementing Agencies to identify and plan their procurement needs well ahead in time.
- xi. Provide assistance in negotiations and pre award discussions as applicable prior to contract award. .
- xii. Address all matters associated with delivery of goods/services e.g. taxation, duties,
- xiii. clearance etc. in consultation with the FM specialist.
- xiv. Monitor the progress with contractors/Suppliers/Consultants ensuring that all policies/procedures and requirements are fully complied with by them as per the terms of contract with the Implementing Agencies.
- xv. Supervise the supporting procurement staff and perform day-to-day operations for completion of tasks within the allotted timeline.
- xvi. Support in handling technical, commercial and legal aspects of procurement at all stages of the project cycle, and identifying issues for consideration of the PD;
- xvii. Communicate regularly with the management for the status of various procurement; obtain executive guidance and approval as and when required.
- xviii. Maintain contract management tracking for all the contracts under implementation and coordinate any variation required well in time as per contract;
- xix. Ensure quality assurance of procurement deliverables
- xx. Develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
- xxi. Build capacity and train the procurement officers and staff of the Education Department enabling them to employ/contemporary tools/methods of procurement.

- xxii. Develop Efficient Complaint Redressal Mechanism with regard to Project Procurement Activities
- xxiii. Any other procurement and contract management related task assigned by the Project Director.

Qualifications and Experience

Master's degree or higher professional qualifications, preferably in Engineering Management/ Procurement, Finance, Business or Commerce with 10 years of professional experience; or Bachelor's degree or higher professional qualifications, preferably in Engineering, Supplies Management/ Procurement, Finance, Business or Commerce with 13 years of professional experience

- i. Membership of a relevant professional organization.
- ii. Minimum of 05 years' experience in procurement planning and management in the State/ Private Sector / International Organization (implementing or overseeing actual procurement processes in accordance with good public procurement practices, use of internationally accepted contract documents for works, goods and services).
- iii. Track record of contract management of goods, works and consultancy contracts.
- iv. knowledge of administrative system and procedure of the Government of Pakistan will be preferred.
- v. Preference shall be given to a candidate with experience of working on development projects funded by donors such as the World Bank, ADB etc.
- vi. Working knowledge of using World Bank STEP system will be an added advantage.

Skills required in addition to qualifications:

- i. Ability to communicate orally and in writing, using technical terminology with technical writing skills is required. Excellent English command is preferable;
- ii. Extensive judgment and originality to understand the issues and be able to resolve them.
- iii. Comprehensive knowledge of personal computers and software packages, including specific knowledge of MS Word, MS Excel, MS Power point, etc. .
- iv. Ability to manage and supervise others as team.
- v. Ability to establish and maintain effective working relationships with co-workers, supervisors, other E&SED personnel and Suppliers.

Reporting

The Procurement and Contract Management Specialist will work in PMU to perform the assigned tasks and will report to the Director.

Duration of Assignment

The initial contract will be given for one (1) year extendable on annual basis subject to annual performance review. The position is based in Peshawar.

Selection Process:

An individual consultant will be selected on competitive basis in accordance with process stipulated in accordance with "World Bank: Procurement Regulations for Investment Project

Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017 & August 2018).

Facilities to be provided by the Client

Office space and other facilities such as computers will be provided to the Consultant as required during the assignment period.