

Term of Reference (TORs)

Implementation Support to PPRA Punjab for E-Procurement System

About The PPRA:

The Punjab Public Procurement Regulatory Authority is an autonomous body endowed with the responsibility of monitoring procurement by public sector agencies/ organizations, with a view to improve governance, management, transparency, accountability and quality of public procurement of goods, works and services.

Information Communication Technology (ICT) forms one of the core strengths in today's dynamic organizations. ICT is the foundation of an economy and driving force behind social and economic change and adaptability in the 21st Century. Through the optimal use of ICT and effective IT-related solutions, the Public sector has the opportunity to facilitate the transition from conservative to modern approaches/ techniques to supervise procurement processes more effectively. Through E-Procurement initiative in the province of Punjab, it is reasonably expected that competition will increase, resulting in better economy and efficiency, delays would be curtailed, accountability and transparency would improve, complaints will reduce thereby enhancing the satisfaction level of the bidders.

About the Consultancy:

The consultancy will be for 12 months initially and will start immediately after the selection of the firm. During the period of consultancy, consultancy firm will be assigned the main task of coordinating and the execution of E-procurement system of PPRA in the procuring agencies of the Punjab. This assignment will require assessment and analysis of critical issues, constraints and potential solutions. Consultancy firm will be asked to deliver work plan to conduct the assignment. Based on the analysis, the proposed work plan will be approved by the PPRA.

This consultancy calls for an exceptional, proven, and autonomous firm with a very high degree of familiarity with Procurement automation/ Software Systems and their development, maintenance and implementation in general and their application in public sector in particular. Professionalism, team spirit, sense of achievement, intellectual and financial integrity and self-actualization are the core traits desirable in the key experts of the Consultancy.

Scope of Work/Deliverables:

Sr No.	Deliverables	Timeline	Mode of Verification
1.	Devise Strategies for monitoring of procurement laws, rules, regulations, policies and procedures.	Within 06 months	Needs approval of MD PPRA on the report.
2.	Provide customized hardware & software solutions to PPRA for the tasks being performed by PPRA. Implementation and testing. (as and when needed)	7 days for simple apps and dashboards 15 days for more complex assignments	Needs approval of MD PPRA on the report of project technical team.
3.	Process Mapping according to identified gaps and business process reengineering. Devising suitable Organizational structure compatible with tasks assigned to PPRA, modern day requirements and maintenance of E-Procurement system.	Within first 60 days	Needs approval of the PPRA Board of Management on the report of MD PPRA.
4.	Devise procedure for inspection of quality of goods, services and works	Within 02 months	Needs approval of MD PPRA on the report.
5.	Develop/ review KPIs for PPRA and Procuring agencies.	Within first 60 days	Needs approval of the PPRA Board of Management on the report of MD PPRA.
6.	Help/Assist PPRA in making procurement regulations and code of ethics.	Within 06 months	Needs approval of MD PPRA on the report.
7.	Review SBDs formulated by PPRA and recommend appropriate	Within 01 month	Needs approval of MD PPRA on the

	amendments.		report.
8.	Any other task related to the above main tasks.	Whole period of Contract	Needs approval of the concerned Authority/ forum.

Profiles Key Experts:

- The following experts are required on need basis with understanding of Punjab Procurement Regulatory Authority Act, 2009, Punjab Procurement Rules, 2014 as amended upto-date and Regulations/ Standard Bidding Documents prepared by PPRA.

Sr. No	Designation	No. of Resources	Qualification	Experience
1	Legal Specialist	02	Bar-at-Law or LLM (at least 2 nd division) from an HEC recognized institution.	10-years of post-qualification experience in public or private sector companies of good repute. Must be well versed with Procurement regime in Punjab.
2	Procurement Specialist for Goods	01	Master's degree in Procurement, Project Management, Engineering (Civil/ Mechanical/ Electrical), Economics, Finance or Business Administration from a reputed/recognized university.	At least 8 years experience in procurement and Contract Administration of goods in public sector organization or donor funded projects. Knowledge of national/subnational World Bank/International Donor Organization procurement rules and regulations. Extensive knowledge of all procurement approaches, substantive

				<p>knowledge of procurement policies, processes and procedures and substantial experience in their application for the procurement of a wide range of supplies and services. Experience of contract management of goods and consultancy contracts. Prior experience of working in the project funded by World Bank/ADB, multilateral financial institutions is desirable.</p>
3	Procurement Specialist for Works	01	<p>Master's degree in Procurement, Project Management, Contract Administration, Economics, Finance, Business Administration, or Engineering from a reputed/recognized university.</p>	<p>At least 8 years experience in procurement of works in public sector organization or donor funded projects.</p> <p>Knowledge of national/subnational World Bank/International Donor Organization procurement rules and regulations. Extensive knowledge of all procurement and consultancy selection approaches, substantive knowledge of procurement policies, processes and procedures and substantial experience in their application for the procurement of a</p>

				<p>wide range of supplies and services. Experience of contract management of works contracts.</p>
4	Procurement Specialist for Services and Consultancies	01	<p>Master's degree in Procurement, Project Management, Contract Administration, Economics, Finance, Business Administration, or Engineering from a reputed/recognized university.</p>	<p>At least 8 years experience in procurement of services and consultancy services in public sector organization or donor funded projects. Knowledge of national/subnational World Bank/International Donor Organization procurement rules and regulations. Extensive knowledge of all procurement and consultancy selection approaches, substantive knowledge of procurement policies, processes and procedures and substantial experience in their application for the procurement of a wide range of supplies and services. Experience of contract management of services and consultancy services contracts.</p> <p>Prior experience of working in the project funded by World Bank/ADB multilateral financial institutions is</p>

				desirable.
5	IT Specialist	02	Master's degree or equivalent in Computer Sciences/MIS/Computer Engineering/ IT/ Programming or related discipline from a reputed/ recognized university	A minimum of 8 years work experience in Information Technology field in a lead role in an organization. Proven ability to work in a collaborative and team environment. Prior experience of working in the project funded by World Bank/ADB multilateral financial institutions is desirable. Demonstrated skill in conceiving and rolling out ERP. Preference shall be given to a candidate having experience of E-procurement software in national or international firms.
6	Specialist Monitoring and Evaluation	01	MBA, MPA, Masters in International Relation, HRM, Economics, Finance, Public Policy, Project Management or any Social Sciences, or equivalent (at least 2nd division) from a HEC recognized institution	At least 8-years of experience in public or private sector and minimum 4 years experience in monitoring and evaluation. Preference will be given to candidates having experience of conducting research relevant to procurement
7	Communication Specialist	2	Master's degree in Communications, Journalism, Public Relations or related discipline from a reputed / recognized	A minimum of 8 years of experience in communications strategy development (essential). Device communication technologies in media management field in a

			university.	lead role in a collaborative and team management environment.
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Job Description of various posts:

1. Legal Specialist:

- i. Make / prepare Regulations for giving effect to the provisions of PPRA Act.
- ii. To assist for the establishment of Standard Bidding Documents, other Documents/ Templates /Format of contract / Agreement, Integrity Pact etc.
- iii. Review and bench mark on existing rules & regulations pertaining to public procurement.
- iv. Suggest modifications/improvements in Punjab Procurement Rules & Regulations.
- v. Prepare legal framework to incorporate modifications in Punjab Procurement Rules & Regulations in consultation with Law & Parliamentary Affairs Department.
- vi. Prepare guidelines for strengthening Arbitration Forums / develop Alternate Dispute Resolution (ADR) mechanism.
- vii. To develop redress of grievance mechanism for amicable dispute resolution.
- viii. Devise Strategies for monitoring of procurement laws, rules, regulations, policies and procedures.
- ix. Studying and presenting three best E-procurement models in the modern world.
- x. Process Mapping according to identified gaps and business process reengineering. Devising suitable Organizational structure compatible with tasks assigned to PPRA, modern day requirements and maintenance of E-Procurement system.
- xi. Review of Law/ Rules/ Regulations related to PPRA and recommend appropriate amendments.
- xii. Help/Assist PPRA in making regulations and code of ethics.
- xiii. Any other task assigned by the Competent Authority/MD PPRA.

2. Procurement Specialist for Goods:

- i. Review SBDs formulated by PPRA and recommend appropriate amendments in the Standard Bidding Documents (Goods) for the purpose of standardization in compliance with the Punjab PPRA Rule/Regulations.
- ii. Preparation of SBDs for different trades.
- iii. Prepare Procurement Manual for public procurement of Goods, after review of PPRA Rules (2014).
- iv. Develop a Procurement Planning (module) for Goods to assist procuring departments.
- v. Devise training modules and conduct training workshops for capacity building of staff involved in public procuring.
- vi. Conduct Monitoring & Evaluation of procuring agencies for Goods procurement.
- vii. Develop assessment and benchmarking mechanism in accordance with PPRA rules and regulations. Suggest modifications/improvements in PPRA rules & regulations after review.
- viii. Process Mapping according to identified gaps and business process reengineering. Devising suitable Organizational structure compatible with tasks assigned to PPRA, modern day requirements and maintenance of E-Procurement system.
- ix. Devise procedure for inspection of quality of goods, services and works
- x. Any other task assigned by the Competent Authority/MD PPRA.

3. Procurement Specialist for Works:

- i. Review SBDs formulated by PPRA and recommend appropriate amendments in the Standard Bidding Documents (Works) for the purpose of standardization in compliance with the Punjab PPRA Rule/Regulations.
- ii. Preparation of SBDs for different works.
- iii. Prepare Procurement Manual for public procurement of Works, after review of PPRA Rules (2014).
- iv. Develop a Procurement Planning (module) for Works to assist procuring departments.
- v. Devise training modules and conduct training workshops for capacity building of staff involved in public procuring.
- vi. Conduct Monitoring & Evaluation of procuring agencies for Works procurement.

- vii. Develop assessment and benchmarking mechanism in accordance with PPRA rules and regulations.
- viii. Process Mapping according to identified gaps and business process reengineering. Devising suitable Organizational structure compatible with tasks assigned to PPRA, modern day requirements and maintenance of E-Procurement system.
- ix. Devise procedure for inspection of quality of goods, services and works
- x. Any other task assigned by the Competent Authority/MD PPRA.

4. Procurement Specialist for Services and Consultancies:

- i. Review SBDs formulated by PPRA and recommend appropriate amendments in the Standard Bidding Documents (Consulting & Non-consulting Services) for the purpose of standardization in compliance with the Punjab PPRA Rule/Regulations.
- ii. Preparation of SBDs for different services and consultancies.
- iii. Prepare Procurement Manual for public procurement of Consulting & Non-consulting Services after review of PPRA Rules (2014).
- iv. Develop a Procurement Planning (module) for Services and Consultancy Services to assist procuring departments.
- v. Devise training modules and conduct training workshops for capacity building of staff involved in public procuring.
- vi. Conduct Monitoring & Evaluation of procuring agencies for procurement of Services and Consultancy Services.
- vii. Develop assessment and benchmarking mechanism in accordance with PPRA rules and regulations.
- viii. Process Mapping according to identified gaps and business process reengineering. Devising suitable Organizational structure compatible with tasks assigned to PPRA, modern day requirements and maintenance of E-Procurement system.
- ix. Devise procedure for inspection of quality of goods, services and works
- x. Any other task assigned by the Competent Authority/MD PPRA.

5. IT Specialist

- i. To develop policy, procedures, and manuals for Training and Capacity Building of staff involved in Procuring Agencies.
- ii. To collect data about the existing human resource involved in Procuring Agencies to analyze in order to form the basis of policies to manage the consolidated human resource w.r.t e-procurement.
- iii. To coordinate all training activities including preparation of policies for training, preparation of TORs for outsourcing, where required, coordinating and monitoring.
- iv. To communicate with other administrative departments and employees to provide information and assistance regarding e-procurement.
- v. To convey information through developed materials such as forms, brochures, and pamphlets required for documentation activities.
- vi. To provide recommendations to the senior management on e-procurement roll out, trouble areas, or any other opportunities, related to the development to better solution, and to liaison between PPRA and the third parties.
- vii. To provide overall assistance and research support to PPRA team on e-procurement.
- viii. Formulate policies related to Information and Communication Technologies.
- ix. Coordinate with PITB, software, hardware, data entry, QA vendors and other relevant stake holders for smooth operations of E-Procurement.
- x. Develop computer information resources, providing for data control, strategic computing, and disaster recovery.
- xi. Evaluate the PPRA technology use and needs and recommend improvements, such as hardware and software upgrades and changes for adding new/required functionality.
- xii. Assist in handling the development, deployment and maintenance of accessible, relational database for PPRA.
- xiii. Plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure.
- xiv. Propose and develop tested mechanism to receive data from remote locations/districts and store in PPRA database in timely fashion.
- xv. Develop appropriate and customized hardware/software solutions for the PPRA as and when required.

- xvi. Design training modules on software/hardware and assist to arrange training programs for procuring agencies.
- xvii. Develop efficient reports stating the current status of E-procurement activities at Procuring Agencies throughout Punjab.
- xviii. Develop SOPs to ensure data quality and accuracy.
- xix. Studying and presenting three best E-procurement models in the modern world.
- xx. Successful end to end E-Procurement Software implementation in the Procuring Agencies.
- xxi. Any other task assigned by the Competent Authority/ MD PPRA.

6. Specialist Monitoring and Evaluation:

- i. In coordination with stakeholders, draft/prepare M&E plans and associated M&E templates.
- ii. Identify possibilities for joint evaluations and monitoring for procurement processes manually and digitally.
- iii. In coordination with Information Officer, collate and provide analysis of data and information, producing substantive analytical and informative reports for further enhancement and modification of e-Procurement system.
- iv. Guide the documentation processes for the best practices and lessons learnt based on programme approaches pertinent to implementation of e-Procurement.
- v. Liaise with Heads of Agencies (HoA) and other relevant stakeholders to ensure realistic inputs into annual plan and target setting exercises, and on implementation of coordinated monitoring and evaluation systems.
- vi. Performs other related duties as assigned.

7. Communication Specialist

- i. Analyzing media coverage of the initiatives of the E-procurement across Punjab.
- ii. Monitoring of news regarding devise strength to go forward with E-Procurement in the media and strengthen relations with the media.
- iii. Researching, planning, implementation and evaluation of public relations (PR) activities, campaigns, media relations and corporate communication strategy.
- iv. Deal with enquiries from the public, the press, and related organizations.
- v. Create and Promote content development for official Facebook, Instagram, Twitter and social media pages.
- vi. Organize publicity events and make presentations to market Pakistan's image.

- vii. Simplify findings into presentations.
- viii. Recommend changes and improvements based on research findings.
- ix. Write reports and other published documents for media.
- x. Any other assignment related field of expertise.

Other Conditions:

- Hands-on and successful implementation of projects including Graphic User Interface (GUI) design and backend web-development.
- Location of the Consultancy Firm is Lahore.
- The Consultancy Firm will report to MD PPRA.
- High proficiency of working with databases, user interfaces, and system interfaces for public sector.
- Exceptional creativity and a track record of innovation.
- Knowledge of public sector is highly preferable.