



TERMS OF REFERENCE

SENIOR PROCUREMENT/CONTRACT ADMINISTRATION EXPERT

Program Implementation Unit (PIU) of Planning & Development Department has been recently established and will act as the coordinating and monitoring agency for projects/programs activities including the World Bank's Punjab Jobs & Competitiveness (J&C) Program with a total funding of USD 100 million and Strengthening Markets for Agriculture and Rural Transformation (SMART) in Punjab program with a total funding of USD 300 million. Both programs involved multiple implementing agencies which are more than fifteen in numbers. Therefore, extensive and robust coordination will be required to achieve the results against Disbursement Linked Indicators (DLIs). For this purpose, PIU, P&D Department is seeking Consultancy Services of Senior Procurement/Contract Administration Expert for smooth completion of procurement process and contracts of PIU. The Individual Consultant will provide the technical procurement expertise on procurement planning, procedures, systems and standards to make strategic decisions and effectively meet the objectives of the PIU.

2. The Consultant will ensure that internal procurement procedure for procurement of goods and services is, complied under the PPRA/World Bank procurement guidelines. In addition, the procurement adviser will take the lead and will ensure that a robust audit trail is available for each individual procurement.

3. **JOB RESPONSIBILITIES:**

The expert will work in close coordination with the PIU and he/she will be responsible for the following.

- i. Review & advise on preparation of Procurement plan in line with Annual Work Plan of all the program support units in consultation with the PIU
- ii. Capacity Building of PIU procurement staff:
- iii. Assurance of Compliance of the Procurement Guidelines of World Bank & PPRA in all procurements by the Program Implementation Units.
- iv. Provide guidance on preparation, publishing of bidding documents and consultation of pre-bid meeting through clearance by the PIU,
- v. Guide the PIU and ensure quality throughout the procurement processes;
- vi. Support the PIU in checking the quality of deliverables by Service Providers, and, suggest improvements;
- vii. Participate in technical meetings and provide recommendation to improve the project implementation in terms of procurement based on capacity development needs;
- viii. Ensure timely delivery of procurement capacity building training within the Capacity Development strategies and that procedures are consistent with the legal and institutional framework for government departments
- ix. Ensure the existing public procurement legislation meets minimum procurement standards established in PPRA/World Bank Procurement Guidelines
- x. Lead and support the PIU in effective contract management.

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4. **REQUIRED QUALIFICATIONS AND EXPERIENCES**

- a) Master's Degree or sixteen years qualification with minimum ten (10) years of work experience in donor assisted projects/ programs with particular focus on procurement & T. A Management.
- b) Demonstrated experience of hiring and managing consulting services/ contracts for large, complex and long-term projects.
- c) Knowledge on national rules and legislations in the field of procurement;
- d) Knowledge and/or experience in PPRA/World Bank procurement guidelines and procedures, or other standards set forth for a procurement is an advantage;
- e) Strong sense of integrity is essential;
- f) Fluent in spoken and written English and high computer literacy (Microsoft, Excel and other software),
- g) Strong communication and reporting skills and ability to work in a team;

5. **DURATION**

The duration of the contract is one (01) year initially on intermittent basis. The contract is extendable on annual basis with mutual consent and subject to approval of the competent authority.

6. **PAY PACKAGE**

Market based (negotiateable)

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