

GOVERNMENT OF BALOCHISTAN

BALOCHISTAN INTEGRATED WATER RESOURCE MANAGEMENT AND DEVELOPMENT PROJECT (BIWRMDP)

Terms of Reference and Scope of Services

Consulting Services – Procurement Specialist for PMU

1. Background

Water is scarce in Balochistan as a whole. The province often faces severe drought conditions and water availability is drastically reduced during extended droughts which lead to high marginality in income and livelihood means. The storage facilities are inadequate for both surface and ground water and the poor conditions of canal and water structures require urgent rehabilitation and regular maintenance. The lack of adequate water storage capacities, flood retention areas as well as flood protection embankments has led to the experience of high damages. Urgent efforts and investments are required for rehabilitation of water infrastructure, water conservation and retention of flood water.

Government of Islamic Republic of Pakistan, represented by the Government of Balochistan (GoB), has obtained a loan (No. 5885-PAK) from World Bank/IDA for implementation of Balochistan Integrated Water Resources Management & Development Project (BIWRMDP) for Water Resources Management in the province and intends to apply part of the proceeds to cover eligible payments under exclusive contract for hiring services of a Procurement Specialist.

2. Specific Tasks and Responsibilities

The Procurement Specialist will directly report to Project Director serving as a focal point of all procurement activities. The specialist will work on fulltime basis while working in close liaison with relevant sections for implementation of various components. He/she will also provide support for strengthening the procurement regulatory and institutional framework for undertaking procurement of goods, works and services in different project components.

- To coordinate with Provincial Program Manager to develop, monitor and implement need based Procurement Plan to implement project ensuring timely completion of all procurement activities.
- Lead Systematic Tracking of Exchanges in Procurement (STEP) with appropriate technical and subject specific assistance
- Assist technical teams at PMU and PIUs with development of generic and policy compliant TORs and specifications; as relevant.
- Conforming to Bank's Procurement and Consultants Guidelines, cause preparation and issuance of various 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.

- To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program.
- Support the PMU for organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements
- To address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance.
- To monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining and Contract Roster
- To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
- Support PMU in checking the quality of procured items upon provision by Service Providers, and, if not satisfied, ensure taking action to get the equipment replaced with the equipment or materials in compliance with the specifications stated in the proposals.
- To act as key liaison person in coordinating capacity building initiatives internally and the community level. Participate in technical meetings and provide recommendations to improve the project implementation in terms of procurement based on capacity development needs; with regard to the procurement of the services, goods and civil works.
- Provide expert procurement and sourcing solutions for various community driven development
- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents is efficiently filed and provide complete track of procurement cycle.
- ~~Assist PMU in the procurement on goods, works and services as per applicable procurements guidelines of the world bank.~~
- ~~Assist PMU in preparation of bidding documents, RFQs, specifications, notices, evaluation reports, purchase orders, contract agreement etc of works, goods and services to be procured for the project.~~
- ~~Support the PMU for organizing bid evaluation meetings by: (i) arranging venue and the timing of bid evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker~~

and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements.

- Support PMU and ensure quality throughout the procurement process by examination and analysis of the Contractor's procurement plan for construction materials and verifying that all items have technical certificates or specifications/Authorization letter/Certificate of Origin such as ISO certificate, lab test reports etc.
- Support PMU in checking the quality of procured items upon provision by Service Providers, and, if not satisfied, ensure taking action to get the equipment replaced with the equipment or materials in compliance with the specifications stated in the proposals.
- Participate in technical meetings and provide recommendations to improve the project implementation in terms of procurement based on capacity development needs; with regard to the procurement of the services, goods and civil works.
- Based on needs travel to the destination areas to ensure and monitor safe delivery and handing over of the procured equipment and facilities, if any.
- To coordinate with the Project Director to develop, monitor and implement need based Procurement Plan and ensure timely completion of all procurement activities.
- Conforming to guidelines, preparation and issuance of various documents required at different stages of procurement cycle. e.g. bid documents, evaluation reports, contract award, contracts and various internal processing documents required to facilitate decision-making.
- To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency, cost effectiveness and soundness of all procurements carried out under the program.
- To address all matters associated with procurement of goods/services e.g taxation, duties, clearance etc.
- To monitor the progress of procurement activities by periodically updating procurement plans and maintaining records.
- To develop appropriate procedures, controls, checks, rules etc. for preventing frauds, pilferage etc. in the procurement process.
- Provide expert procurement and sourcing solutions in support to PMU.
- Assist various audit/ex-post reviewers in performance of their tasks by ensuring that the procurement documents are efficiently filed and provide complete record of procurement cycle.

3. Consultant Qualification and Experience

- Master Degree (sixteen years of education) in Engineering/Business/ Economics & Finance or Commerce/Social Sciences with ten (10) years of experience (after acquiring stipulated qualification) in procurement and contract management at least five years of which should related to procurement of Goods, Works and Consulting Services preferably in development sector.
- Specific procurement qualification and/or certifications shall be accorded more weightage.
- Proficiency in English and basic IT skills will be mandatory.
- Prior experience of working on community driven development will be accorded due weightage.
- In addition to the procurement systems of international financial institutions, the applicant should have extensive knowledge of national procurement rules and regulations, latest trends for efficient and effective procurement both international and local however knowledge about World Bank procurement systems will be accorded due weightage.

- Should possess strong communication skills and persuasiveness in presenting, negotiating and resolving highly complex issues; both orally and in writing.

4. Salary and Benefits

Market competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

5. Time frame of Consultancy

The services of the Consultant will be required full time for the entire life of the project. However, the contract will initially be signed for a lesser period of time and will be extended based on the developments made in the project and the performance of the consultant.

6. Selection Process:

Consultants will be selected in accordance with the procedures set out in Section V of the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers [January 2011 (Revised July 2014)] ("Consultant Guidelines").