GOVERNMENT OF BALOCHISTAN

Project: Balochistan Water Security and Productivity Improvement Project (BWSPIP)

Terms of Reference and Scope of Services

Procurement Specialist for PMU

Background

Balochistan, the largest province of Pakistan by area, faces persistent challenges related to water scarcity, climate variability, recurrent flooding, land degradation, and limited institutional capacity for effective water resources management. Seasonal floods, particularly in the Kachhi Plains, frequently cause extensive damage to agricultural land, infrastructure, and livelihoods, while inadequate floodwater retention and utilization mechanisms result in the loss of valuable water resources that could otherwise support agriculture and rural development.

To address these challenges, the Government of the Islamic Republic of Pakistan, through the Government of Balochistan (GoB), with financing from the World Bank (IDA), is implementing the Balochistan Water Security and Productivity Improvement Project (BWSPIP). The project aims to enhance water security, strengthen flood resilience, improve agricultural productivity, and reinforce institutional systems for sustainable and climate-resilient water resources management across selected river basins and flood-prone areas of the province.

The Flood Management of Kachhi Plains Project (FMKP) is a major sub-project under BWSPIP, focusing on both structural and non-structural flood management interventions, including flood protection and conveyance infrastructure, floodwater harvesting and retention, watershed and catchment restoration, and community-based flood risk management measures. The Project Management Unit (PMU), supported by Project Implementation Units (PIUs), is responsible for overall implementation and coordination of FMKP activities. The Government of Pakistan represented by the Government of Balochistan is expecting to receive a credit of US$ USD 58.29 M from the International Development Association (IDA) towards the cost of Balochistan Water Security & Productivity Improvement Project (BWSPIP) Component-A: Flood Management of Kachhi Plain and intends to apply part of the funds to cover eligible payments under the exclusive contract for hiring services of a Procurement Specialist.

1. Specific Tasks and Responsibilities

The Procurement Specialist will directly report to the Project Director. He will serve as a focal point of all procurement activities. The Proc: specialist will work on a full-time basis

while working in close liaison with relevant sections for the 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 component A of BWS&PIP i.e Flood Management of Kachhi Plain.

The responsibilities will include, but not be limited to:

- To coordinate with the Project Director to develop, monitor, and implement a need-based Procurement Plan to implement the project, ensuring the 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 the development of generic and policy-compliant TORs and specifications, as relevant.
- Conforming to the Bank's Procurement and Consultants Guidelines, preparation of various documents required at different stages of the procurement cycle, e.g., EOIs, IFBs, RFPs, bid documents, reports, minutes of negotiations, documentation for contract award, and various internal processing documents required to facilitate the Project Director in timely decision-making.
- To maximize the efficiency of the 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 the venue and the timing of bid opening, assessing in 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 the 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 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; regarding 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 the performance of their tasks by ensuring that procurement documents are efficiently filed, and provide a complete track of the procurement cycle.

2. Consultant Qualification and Experience
   - Master's Degree (sixteen years of education) in Engineering/Business/ Economics & Commerce with ten (10) years of experience (after acquiring stipulated qualification) in procurement and contract management, at least five years of which should be related to procurement of Goods, Works and Consulting Services, preferably in the 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.
   - Should possess strong communication skills and persuasiveness in presenting, negotiating, and resolving highly complex issues, both orally and in writing.

3. **Salary and Benefits**

   A market-based, competitive salary (lump sum with no additional benefits) will be offered based on qualifications and experience.

4. **Time frame of Consultancy**

   The Consultant's services will be acquired for the duration of the Project, but may be reduced, subject to conditions to be included in the consultancy agreement/contract.

5. **Selection Process:**

   Consultants will be selected following the procedures set out in “The World Bank Procurement Regulations for IPF Borrowers, Fifth Edition, September 2023” for the selection of Individual Consultants.