

Terms of Reference for
Procurement & Contract Management Specialist
Sindh Flood Emergency Rehabilitation Project (SFERP)
(PK-POSID-430998-CS-INDV)

1. Background

Pakistan is exposed to a number of adverse natural events and has experienced a wide range of disasters over the past 40 years, including floods, earthquakes, droughts, cyclones and tsunamis. Exposure and vulnerability to hazards is further exacerbated by a rapid population growth, growing urbanization, environmental degradation and shifting climatic patterns that can result in the occurrence of increasingly severe natural disasters. Over the past decade, damages and losses resulting from natural disasters in Pakistan have exceeded USD 18 billion; as the population and asset base of Pakistan increases, so does its economic exposure to natural disasters.

Sindh experienced major floods in 1973, 1976, 1992, 1994, 1995, 2003, 2005, 2007, 2010, 2011, 2012 and 2013. Besides riverine floods, primarily involving the River Indus, torrential flash floods have also severely impacted parts of Sindh. Floods in 2010 and 2011 were amongst the most devastating in the history of the region. Floods in 2010 displaced 7.2 million people and affected 11,992 villages. The impact on the economy of Sindh was estimated at PKR. 372 billion (USD 4.4 billion), with agriculture, livestock and housing contributing to major losses. The floods in 2011 inundated 38,347 villages, displacing 9.3 million people and human loss stood at 497 lives. The 2011 flood-affected districts constitute 86 percent of geographical area and house 54% of the total population of the province.

Besides floods, Sindh province faces drought in northern and south eastern region on recurring basis. The drought from 1998 - 2002 affected 1.4 million people, 5.6 million cattle head and 12.5 million acres cropped area, triggering spread of malnutrition-based diseases in the population and food scarcity in the province due to poor overall crop production.

On the request of the Government of Sindh, the World Bank approved the project and provided the funds for emergency rehabilitation of flood affected areas and damaged infrastructure of Irrigation sector after flood of 2022.

2. Objectives

The objective is to hire the Procurement and Contract Management Specialist to complete the requirement of the project under the World Bank Procurement Regulations.

3. Key Responsibilities and Outputs

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 Project Consultants 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 Federal Project Management Unit and Project Implementation Units 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 project.
- Support the FPMU for organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, carrying out evaluations with evaluation committee(s), (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation committee's members, (iii) attend bid evaluation meetings and record minutes of the meetings, and (iv) provide other necessary technical support 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 Contract Roster
- To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
- Support Project in checking the quality of procured items upon delivery 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.
- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle.
- Any other relevant task assigned by the Project Director.

4. Qualifications and experience required

- Master's degree (sixteen years of education) in Engineering/Business/Economics or Finance or Commerce/Social Sciences
- (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 in development sectors.
- 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 in water sector projects will be accorded due weightage.

Applicant should have extensive knowledge of international, national procurement rules and regulations, latest trends for efficient and effective procurement

5. Reporting Obligations

- The individual consultant shall report to Project Director.

6. Selection Method

- The selection is made in accordance with the "World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" November 2020.