

Terms of Reference

Senior Procurement Specialist

Background

Punjab Tourism for Economic Growth Project of World Bank Group (WBG) is a five year project to assist the Government of Punjab (GoPb) in its 5- Year Medium Term Growth Framework which is aimed to optimally exploit the potentials of Recreational, Adventure, Cultural, Historical and Heritage Tourism. A good tourism program can contribute towards economic growth through creation of jobs, foreign exchange earnings, opening up trade, knowledge sharing, regional development and much needed portrayal of a soft image for Pakistan.

Objectives of the Project:

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

Major Responsibilities:

- Prepare and update the procurement work plan
- Develop procurement plan, strategy and manuals in accordance to World Bank Procurement Guidelines/ PPRA 2014 and Operations Manual
- Liaise with the donor agency on project procurement and maintain the outlined guidelines governing the procurement process for the project.
- Maintain coordination of project activities and be responsible for the following up with management in the achievement of all procurement related targets
- Propose measures to overcome critical delays (if any) to project completion and on compliance with agreed procedures
- Carry out the essential duties and responsibilities in the context of providing support to the project on a full time basis and ensure efficient procurement and supplier management processes
- Lead Systematic Tracking of Exchanges in Procurement (STEP) with appropriate technical and subject specific assistance
- Render support on project start-up procurement issues as necessary and advise and assist the preparation of procurement packages as appropriate
- Prepare and review technical specifications from the procurement stand point of view, refine Terms of References (ToRs) and prepare Request for Proposals (RFPs), bidding

documents, contracts and evaluation reports for the project using standard PPRA 2014 documents as per World Bank guidelines.

- Assist Implementing Agencies in the process of engaging consultants and bidders;
- Prepare and execute purchase orders and requisitions;
- Prepare physical progress and overall procurement activities' reports on a quarterly basis
- Execute all of the above responsibilities in compliance with procurement laws, regulations and procedures of the World Bank/ Govt. of Punjab.
- Any other task assigned by immediate supervisor/ Project Director.