

Terms of Reference

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 potential of Recreational, Adventure, Cultural, Historical and Heritage Tourism. A good tourism program can contribute to economic growth through the 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 varied culture and heritage.

Major Responsibilities:

The Procurement Specialist will assist and advise the Project Director in carrying out procurement functions in accordance with the World Bank Procurement and Consultants Guidelines January 2011 (revised July 2014). Following would be procurement related duties and responsibilities:

1. The procurement specialist in close collaboration with other teams will perform the following tasks;
2. Identify critical policy, business, operational and other issues relating to procurement and provide strategic advice on maximizing efficiency of the procurement cycle, while ensuring necessary controls for cost effectiveness and soundness of all procurements.
3. Advise the Project in developing Standard Operating Procedures (SOPs) for procurement. The SOPs should simplify existing processes with a view to accelerating completion of procurement activities,
4. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
5. Take the lead in preparing and regularly monitoring and updating the Project's annual procurement plans, as well as procurement plans for Project. Monitor and record the progress of procurement activities by regularly updating Systematic Tracking of Exchanges in Procurement (STEP) for Project;
6. Contribute to the development of the Annual Work Plan, ensuring alignment with project's strategies, agreement on annual targets in the work plan with budgeting;
7. Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;
8. Supporting preparation/customization and issuance of various standard procurement documents (SPDs) and other 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;

9. Supporting the Project team in organizing evaluation meetings by: (i) arranging venue and the timing of bid/proposal opening, coordination with evaluation panel members, (ii) preparing necessary evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attending evaluation meetings as a note taker, (iv) recording the minutes of the meetings, and (v) providing other necessary technical support to facilitate sound procurement;
10. Any other relevant task assigned by the Competent Authority

Consultant Qualification and Experience

- Master's degree (minimum 16 years of education) in Finance, Business Administration, Public Administration, Economics, Engineering or Project Management from a reputed university with ten (10) years of work experience in procurement of goods/ services/ works.
- Knowledge of national/subnational and international procurement rules and regulations.
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Selection Process

An individual will be selected in accordance with the process stipulated in Section V of "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011) revised July 2014.
