
TERMS OF REFERENCE

Procurement Specialist – Shared Services Unit (SSU)

Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

Background

The World Bank has a strong and growing portfolio in Khyber Pakhtunkhwa (KP). Project implementation is usually undermined by the shortage of experienced staff to manage cross cutting core project functions. At the same time, there has been a proliferation of Project Implementation Units (PIUs) each competing for the limited number of experienced staffs. This has resulted in delays in project implementation and disruption in implementation as project staff seek attractive offers in other projects.

To provide high quality cross-functional support to WB-financed projects and to continue strengthening capacity for project implementation, the Government of Khyber Pakhtunkhwa (GoKP) and the World Bank have agreed to establish a Shared Services Unit (SSU).

Objective

The SSU will provide technical support to projects and facilitate linkages across projects with appropriate authorities responsible for execution. It is expected that centralizing cross cutting project management functions and expertise would remove the need for recruitment of these specialists each time a project is under preparation, and thus improve implementation readiness. It would also reduce opportunistic hiring of project staff from existing projects and therefore improve portfolio performance, strengthen the use of country systems, consolidate project management, standardize remuneration for project staff, increase quality control and enhance coordination among key stakeholders for improved project performance.

Structure and Staffing of the SSU

The SSU will be led by a Director and provide centralized cross-functional support to both pipeline and portfolio projects in financial management, procurement, social and environmental safeguards, monitoring and evaluation (M&E), and communication.

The SSU will be staffed by qualified professionals in core cross-cutting project management functions as described above. Each staff is expected to support multiple projects unless otherwise determined. Additional staff may be hired as needed based on requirements for new competencies or short-term technical guidance, e.g. procurements for highly complex project or safeguards requirements in high risk projects. The SSU Director will be responsible for placing appropriate staff to support projects.

Scope of Work

The Procurement Specialist will assist and advise the Director SSU in carrying out procurement functions of World Bank portfolio in Khyber Pakhtunkhwa in accordance with the World Bank Procurement World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017 & August 2018).

Following would be procurement related duties and responsibilities:

- i. Advise the Program leadership in designing (e.g. definition of functions, staffing requirements, skills profiles, and job descriptions)

- ii. 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.
- iii. Advise the Program leadership in developing Standard Operating Procedures (SOPs) for procurement. The SOPs should simplify existing processes with a view to accelerating completion of procurement activities, Take the lead in preparing and regularly monitoring and updating the Program's annual procurement plans, as well as procurement plans for specific externally financed projects. Monitor and record the progress of procurement activities by regularly updating Systematic Tracking of Exchanges in Procurement (STEP) for Project;
- iv. 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;
- v. Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;
- vi. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
- vii. Manage the complete procurement cycle, including advertising process for procurement, procurement correspondence, bids receipt, bids opening, contract negotiations, contract signings etc. in strict accordance with Bank's Procurement Regulations;
- viii. Provide guidance to members of procurement committees and prepare evaluation reports of proposals/bids, and communications regarding contract awards
- ix. Assist in contract negotiations with the consultants, service providers, suppliers, and contractors.
- x. Develop and implement a proper documentation and filing system which provides transparency; proper record control; security of documentation (particularly sealed bids) in compliance with national regulations and national laws and regulations, and – under World Bank-financed activities -- the instructions of World Bank for various stages of procurement.
- xi. Managing the process of procurement complaint resolution;
- xii. Respond adequately and timely to audit queries;
- xiii. Oversee the preparation and revision of contracts that involve the purchase of goods and services, with support of relevant technical teams
- xiv. Perform closing activities as needed;
- xv. Analyze and mitigate risk;
- xvi. Ensure regular communication to Program leadership on status of planned and ongoing procurement activities, and any issues to be resolved. Regularly communicate with the World Bank project task team regarding procurement activities under World-Bank financed projects
- xvii. Any other relevant task assigned by the Competent Authority.

Profile /Qualifications

- i. MBA, Master's Degree in Economics/Finance/Engineering (sixteen years of education). Procurement related qualification/certifications will be accorded due weightage
- ii. At least 10 years of experience; after acquiring stipulated qualification, in the field of procurement & contract management at the national level or with the International Organizations / Donor projects.
- iii. Substantive knowledge of procurement policies, processes and procedures and extensive experience in their application for the purchase of a wide range of supplies and services.
- iv. Ability to research and gather information from a variety of external and internal sources;
- v. Demonstrated ability to apply good judgment in the context of assignments given.
- vi. Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage

- vii. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)).

Reporting

The Procurement Specialist will work in SSU operations to perform the assigned tasks and will report to the Director.

Duration of Assignment

The duration of the contract will be for five years i.e. up to June 30, 2025.

Selection Process:

An individual consultant will be selected on competitive basis in accordance with process stipulated in in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" July 2016 (Revised November 2017 & August 2018).

