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## TERMS OF REFERENCE

### Sr. Procurement Officer – Project Management Unit (PMU))

#### Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

##### ***Background***

The Khyber Pakhtunkhwa Revenue Mobilization and Public Resource Management Program was approved by the World Bank Board on June 18, 2019 to support the implementation of the KP Government's PFM Reform Strategy. The objective of the project is to improve revenue mobilization and public resource management in the province of Khyber Pakhtunkhwa. The project has two key components, namely a results-based component (US\$100 million) and an input-based component (US\$18 million). To support implementation, the Government of Khyber Pakhtunkhwa intends to recruit a Sr. Procurement Officer who will be responsible for overall procurement & Contract Management of the of the PMU under the overall guidance of Procurement Specialist of Shared Services Unit (SSU).

##### ***Scope of Work***

Providing procurement support to the Project Management Unit (PMU).

- Prepare and update the procurement work plan under the guidance of the Procurement Specialist SSU.
- Develop and update the procurement plan, strategy and manuals in accordance with World Bank procurement guidelines aligned with the Project Development Objectives.
- Liaise with the sub projects on project procurement and maintain the outlined guidelines governing the procurement process for the project under the guidance of the Procurement Specialist.
- Maintain coordination of project activities and will be responsible for achievement of all procurement related targets.
- Assist the Procurement Specialist in proposing measures to overcome critical delays (if any) to project completion and on compliance with agreed procedures.
- The essential duties and responsibilities will be carried out in the context of providing support to the project on a full time basis and ensure efficient procurement and vendor management processes.
- Render support on project start-up procurement issues as necessary and advice and assist the preparation of procurement packages as appropriate.
- Prepare Bidding documents and prepare Request for Proposals (RFP), contracts and evaluation reports for the project using standard World Bank documents and where appropriate the standard documents approved by Govt. that are acceptable to the Bank.
- Review technical specifications and Terms of Reference (TOR) from procurement perspectives.
- Prepare and execute purchase orders and purchase requisitions.

- Execute all the above responsibilities in compliance with the World Bank Procurement Guidelines.
- Prepare and maintain proper record of all procurement activities and minutes of meeting and contract negotiations.

***Profile /Qualifications***

- i. MBA, Master's Degree in Economics/Finance /Accounting/ ACCA / CA (sixteen years of education). Procurement related qualification/certifications will be accorded due weightage
- ii. At least 05 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. Demonstrated ability to apply good judgment in the context of assignments given.
- iv. Written and oral fluency in English is required. Proficiency in, Pashto and Urdu shall be accorded due weightage
- v. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

***Reporting***

The Sr. Procurement Officer will work in PMU under the guidance of Procurement Specialist SSU to perform the assigned tasks and will report to Coordinator PMU.

***Duration of Assignment***

The contract will be initially for one year extendable up to project life based on satisfactory performance