

Terms of Reference (TORs)

Procurement and Contract Management Specialist Sindh Resilience Project (PDMA Component) Provincial Disaster Management Authority (PDMA)

I. Introduction

The geographic location and climatic conditions of the Province of Sindh render it vulnerable to various natural disaster incidents. These include floods (urban, riverine and flash floods), cyclones, earthquakes, heatwaves, droughts, wind storms, tsunamis and sea intrusion. In addition, the geography, topography, nature of economy, rapid urbanization and high population levels exacerbate Sindh's vulnerability to natural disasters. Massive damages and losses could have been largely averted or reduced if disaster risk management (DRM) approaches had been enacted by the Government and disaster risk reduction (DRR) measures had been integrated into physical, social and economic development.

Since the late 1990s, there has been increasing recognition of the need to focus on disaster risk reduction and capacitating Disaster Management Authorities by both government and donors. Pakistan has a comprehensive National Disaster Management Plan (2013-2022) that places capacity building of DMAs high on the agenda.

With the financial support from the World Bank, PDMA Sindh is implementing a five years project, titled "Sindh Resilience Project" (SRB). The project aims to strengthen Government of Sindh's capacity to manage risks from natural disasters and climate change, and to improve resilience of communities and economic assets in the province to flood and drought events.

Procurement and Contract management plays a vital role in order to satisfactorily implement all the required components as planned within the fiscally agreed budget. It would involve procurement of goods and services according to yearly budget against the planned activities and its payment thereof accordingly. It would require preparation of various procurement documents and contract agreements to comply with World Bank and government's regulations, for Bank funded projects.

Accordingly a highly qualified and experienced Procurement and Contract Specialist will be required to regulate project procurement and contracts. S/he will be selected on competitive basis following World Bank Consultants Guidelines

II. Objectives

The overall objectives of this consultancy service are to:

- Strengthen the procurement and contract management capacity of the PDMA Sindh in the execution of procurement and planned contracts of „Sindh Resilience Project“ through the provision of procurement and contract management expertise advice and support;
- Oversee that all contract correspondences of the PDMA Sindh and actions are made in compliance with the relevant contract agreements, stipulations, documents and international standards, on timely manner; and,
- Ensure procurement and contract management processes are carried out in compliance with the Financing Agreement, World Bank Procurement and Consultants Guidelines and their associated Regulations

III. Duties of Assignment / Deliverables

Specific Tasks and Responsibilities

The Procurement and Contract Management Specialist shall be responsible for

- To coordinate with Project Director 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 PDMA 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 program.
- Support PDMA for organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements
- To address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant PDMA specialist.
- To monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining and Contract Roster
- To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
- To act as key liaison person in coordinating capacity building initiatives internally and the community level. 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.
- Provide expert procurement and sourcing solutions for various community driven development
- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents is efficiently filed and provide complete track of procurement cycle.
- Assist PDMA to prepare an action plan to incorporate embed World Bank's and government's commitments to anti-corruption, quality assurance and transparency in the procurement of goods and services under SRP.

Contract Management:

- Facilitate a technical dialogue between PDMA, Consultant/s; with a view to achieve closure on divergent interpretation of contractual clauses.

- Act as a focal person on behalf of PDMA for contract administration issues that may accrue liabilities for the project.
- Support PDMA in checking the quality of procured items upon provision 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.
- Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned timetable.
- Provide technical leadership for a first stage resolution in case of any dispute that PDMA may have with Consultant/s on any certification, determination, instruction, opinion or valuation related to the contract(s).
- Represent / support PDMA during statutory and internal audits including audits and reviews by Donors.
- Lead coordination with all other individual consultants.
- Support preparation of end of proceedings report for PDMA after every claim incident. Such report(s) shall be drafted professionally and would facilitate any audit or other reviews.
- Provide support in litigations
- Any other relevant task assigned by the Project Director.

IV. Qualifications and Experience

The candidate should at least have:

- An advanced degree (16 years of education) in a suitable discipline.
- At least three (3) to five (5) years' experience after acquiring stipulated qualification preferable in Procurement and Contract Management.
- Demonstrated experience with procurement of goods, works & services; preferably, in the public sector.
- Excellent presentation skills with written and oral communications are desired,
- Excellent IT / computer skills including MS Office (Word, Excel, and PowerPoint) and Outlook.

V. Contract Duration

The expert is expected to commence services initially for 1 year.

VI. Reporting Obligations

The Consultant will report to Project Director.

VII. Selection Method:

An individual will be selected in accordance with 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) ("Consultant Guidelines").