**Terms of Reference (TOR)**

**PROCUREMENT SPECIALIST**
**(INDIVIDUAL CONSULTANT)**

***Background***

The Government of Punjab (GoPb) is implementing the project "Getting Results: Access and Delivery of Quality Education Services' (GRADES)" in Punjab with the assistance of the World Bank for Improvement of education outcomes which remains a crucial way for Punjab to build human capital. In Pakistan, an additional year of schooling is associated with an improved income of 7%, due to both increased labor force participation as well as improved productivity. Improving education also has important benefits for fertility reduction, later marriage, reduced crime, and other social indicators. This project will improve both social and economic outcomes for Punjab as a whole.

The GRADES project consolidates and brings more focus to Punjab's reform agenda in education, making sure that the education system delivers improved results for both girls and boys. It draws lessons from the reform program that the Government of Punjab has been implementing in the education sector over the last two decades, with support from various donors.

***Project Objectives:***

In alignment with the sectoral objectives, the goal of this project is *'to increase girls' and boys' participation rates in pre-primary to elementary grades and enhance reading proficiency in primary grades*.

The project objectives are as follows:

- Improving education indicators for enrolment, retention and completion with concentrated focus on improving NER and improving learning conditions for children in Punjab's public schools.
- Special focus on primary and pre-primary education including provision of quality ECCE as per ECE Policy 2017.
- Improving access to schools by improving 'Student Classroom Ratio', with the provision of necessary infrastructure.
- Improving education governance systems by enabling the use of data systems at the district level to empower decision making.
- Expansion of Public Private Partnerships by providing technical and financial support to the School Education Department's attached departments working on these modalities.
- Improvement in quality of education by strengthening the curriculum and manuscript wings functioning within PCTB.
- Project will aim to recover learning losses from COVID19, which have had a roll-on effect in subsequent years. A contingency plan for any future unforeseen learning losses will be developed and capacity development for officials to cope with these circumstances will be incorporated.
- Capacity building by expanding the CPD models for teacher training currently in place. The aim will be to build on the use of technology in teacher training as introduced under the PESP-III Programme.
- Leadership training is to be introduced to improve education management in districts and strengthen the governance systems.

- Improving the assessment systems in place after the implementation of the Assessment Policy Framework. Strengthen shift towards conceptual learning from rote learning.
- Build on policy frameworks for the uplifting and strengthening of the education sector in Punjab in order to fulfil Pakistan's commitments for SDG-4 and for the implementation of Article 25-A.

***Responsibilities***

Procurement Specialist will support Head of Procurement and responsible for procurements planning, processing, management and implementation of works and services contracts of GRADES Programme.

***Scope of functions***

Key tasks and responsibilities of the consultant are outlined below:

1. Support PMU in undertaking all procurement-related functions under the programme;
2. Ensure compliance with: (i) World Bank's Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services;
3. Lead the use of Systematic Tracking of Exchanges in Procurement (STEP) to plan, record, and track all procurement transactions;
4. Plan, manage and implement the overall advice as appropriate in accordance with the World Bank' Procurement Rules / policies and procedures;
5. Conforming to the Bank's Procurement Regulations, prepare and issue various documents required at different stages of the procurement cycle e.g., EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract awards, contracts, and various internal processing documents required to facilitate decision making;
6. Facilitate the respective Task Leads in preparation of "terms of reference (TOR)" related to procurement of all kind of consulting / non-consulting services;
7. Proper documentation of all procurements as per the instructs; of Government of Punjab, World Bank and / or other donors; including selection and preparation of standard documents / formats prescribed for various stages of procurement;
8. Support the project in organizing bid evaluation meetings by (i) arranging the 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 distributing them to evaluation panel members, (iii) attending bid evaluation meetings as a note taker and keeping the minutes of the meetings, and (iv) providing other necessary technical supports to facilitate the procurements;
9. Assist various audit/ex-post review outfits in the performance of their tasks by ensuring that procurement documents are efficiently filed and provide a complete track of the procurement cycle.
10. Ensure compliance with various fiduciary controls, etc. as stated in the Project Operations Manual in the procurement process and propose improvements; if any;

11. Monitor the progress of procurement activities by periodically updating Procurement Plans;
12. Provide regular updates to the relevant authority on various procurement activities;
13. Design/ update and facilitate the management of the overall procurement management record and filing system;
14. Liaise and coordinate with the World Bank and its supervision missions;
15. Manage the complete procurement cycle, including advertising process for procurement, procurement correspondence, proposals receipt and proposals opening in strict accordance with rule and regulations of funding agency's regulations and agreed procurement procedures;
16. Comply with the monitoring system for procurement and ensure the completion of the procurement process according to the procurement plan besides the contract management adhering to the contract agreements;
17. Ensure adherence of the ongoing contract agreements with all the defined conditionalities.
18. Assist various audit/ex-post review outfits in the performance of their tasks by ensuring that procurement documents are efficiently filed and providing complete track of the procurement cycle;
19. Respond adequately and timely to audit queries;
20. Manage the process of procurement complaint resolution;
21. Perform any other task required for the successful implementation of the GRADES, as assigned by the competent authority.

***Qualification and Professional Experience***

**Qualification**

- A Master's/ Bachelors (Hons.) degree (16 years of education) in management science / statistics/ Business Administration / Engineering / supply chain management/ Social Sciences or related field from reputable & recognized local or foreign institution, duly recognized by the Higher Education Commission (HEC) of Pakistan.

**Experience**

- At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in public and/or private sector national/international organizations, preferably in education.
- Excellent knowledge of World Bank and government procedure of procurements and contracts.
- Proven ability to work in a collaborative, team environment.
- Familiarity with government structures, operations, and procedure.

**Selection Process**

The appointment will be made in accordance with the "World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016) revised in November 2017, August 2018, November 2020 & September 2023.