Terms of Reference (TOR)

HEAD OF PROCUREMENT

(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.

Responsibilities

The Head of Procurement is responsible for overseeing all procurement functions at SED, ensuring compliance with World Bank guidelines and government regulations. The role includes managing the procurement cycle, developing procurement documentation, maintaining records, and coordinating with key stakeholders, including the World Bank. Additionally, the Head of Procurement will focus on enhancing procurement efficiency and capacity, resolving procurement issues, and ensuring transparency and adherence to contract agreements. Below are the detailed responsibilities:

Scope of functions

Key tasks and responsibilities of the consultant are outlined below:

1. Get well acquainted with the World Bank Procurement Regulations.
2. To get full command in all respects over current / ongoing procurement activities of GRADES Project.
3. Carry the overall responsibility for all the Procurement functions related to Consulting, Non-Consulting Services / Goods / Works Procurements of GRADES.
4. Plan, manage and implement the overall advice as appropriate in accordance with the World Bank' Procurement Regulations and procedures.
5. Update the PPSD in consultation with the World Bank when required.
6. Develop appropriate standard procedures, expression of interest (EOI) notices, request for proposals (RFP), evaluation sheet / reports, bidding / RFQ documents, negotiations etc. in the procurement process.
7. Facilitate the respective Task Leads in preparation of "terms of reference (TOR)"/ Scope of Work etc., related to procurement of all kind of consulting / non-consulting services, Works and goods;
8. Proper documentation of all procurements as per the requirements of the World Bank

Procurement Regulations in accordance with the approved Procurement Plan and instructions of Government of Punjab (where required), including selection and preparation of standard documents / formats prescribed for various stages of procurement.

9. Make sure that the procurement officials maintain all relevant records for control and reference purpose.
10. Provide regular updates to the Competent Authority on various procurement activities.
11. Devise a mechanism for internal bid evaluation reports for award of contracts.
12. Make / regular update of procurement plan on Systematic Tracking of Exchanges in Procurement (STEP) and contract roaster for all types of procurements under the project.
13. Keep close liaison and coordination with the World Bank and its supervision missions on procurement activities.
14. Provide other-and-hoc advice on overall procurement activities related to procurement of consultant services, non-consulting, Works and goods as required.
15. To advise on how to organize and enhance the procurement capacity related consultant services and goods towards the implementation of project and program activities in the future.
16. Maximize efficiency of procurement cycle by implementing necessary controls for procurements of constant services and goods to be carried out under the program.
17. 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.
18. 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.
19. Ensure adherence of the ongoing contract agreements with all the defined conditionalities.
20. Exercise general supervision and control over all inventories and supplies belonging to the project.
21. Responds adequately and timely to audit queries.
22. Provide assistance to the Competent Authority in following areas relate his / her assignment under GRADES:
23. Looking at the level of transparency in the procurement process.
24. Manage the process of procurement complaint resolution as per the World Bank Procurement Regulations, make sure the no-objections are received where required for complaint resolution responses, and make sure all complaints are handled and closed in STEP.
25. Reviewing the whole supply chain and identification of any gaps and their plugging measures.
26. Assessing and identifying the risks like institutional, political, organizational, procedure, etc. that may negatively affect the ability of the agency to carry out the procurement process.
27. Supporting Post Procurement Reviews and ensuring all requirements as per the Bank's procurement regulations are met.

Qualification and Professional Experience

Qualification

- A Master's/ Bachelors (Hons.) degree (16 years of education) in management science / Engineering/ Business Administration / Social Sciences/ supply chain management or related field from reputable & recognized local or foreign institution, duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Trainings Certification on World Bank Procurement Regulations, Guidelines and STEP shall be an additional weightage.
- Candidates who have qualifications / degree / training certification / diploma in the field of procurement management from CIPS, ISM, USA, or APICS/ASCM / LUMS or from foreign institution shall also be an additional weightage.

Experience

- At least ten (10) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in public and/or private sector national/international organizations, including a minimum of 3 years of experience working in Foreign-Aided Development Projects in a similar role.
- Excellent knowledge of the World Bank and government procedure of procurements and contracts will have an added advantage.
- 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.

.