

TERM OF REFERENCES (TORs)
INDIVIDUAL CONSULTANT (PCAP-CMU)
PROCUREMENT & CONTRACT MANAGEMENT SPECIALIST

Background:

Government of the Punjab, in collaboration with World Bank is implementing Punjab Clean Air Program (PCAP). The PCAP Program is a comprehensive initiative aimed at reducing emissions and improving air quality, thereby enhancing public health, and contributing to sustainable transport infrastructure in Lahore Division. The overarching Program Development Objective (PDO) is to strengthen air quality management and reduce population weighted annual average PM 2.5 exposure in Punjab, with a specific focus on Lahore Division. For this purpose, a Coordination & Monitoring Unit (CMU) is going to be established under P&D Board which shall oversee the monitoring & coordination of this program under IPF Component.

The CMU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Program Director. Procurement & Contract Management Specialist will be one of the individual consultants with following credentials;

Qualification and Experience:

- i. 16 (Masters) years of education in Supply Chain Management/ Business Administration /Finance/ Project Management / Contract Management/ Procurement Engineering or a related field duly recognized by the Higher Education Commission (HEC) of Pakistan.
- ii. Minimum 8 years' of experience in procurement of goods/works/services of development projects.
- iii. Must have thorough understanding of Public Procurement rules and World Bank procurement regulations and experience in its applications.
- iv. Extensive knowledge of all procurement and consultancy selection approaches, substantive knowledge of procurement policies, processes and procedures and substantial experience in their application for the procurement of a wide range of supplies and services.
- v. Experience of contract management of goods and consultancy contracts.
- vi. Prior experience of working in the project funded by World Bank/ multilateral financial institutions is highly desirable.

Main Responsibilities:

- i. Oversee procurement activities for PCAP, ensuring adherence to rules and regulations.
- ii. Facilitate the Procurement Committee regarding procurement of goods, works, services and consultancies.
- iii. Plan and execute procurement processes, including the preparation of

- procurement/bidding documents and draft bid evaluation reports.
- iv. Develop contractually acceptable specifications, work statements, and quality assurance criteria in consultation with technical personnel.
 - v. Conduct pre- and post-award conferences and site visits, as required.
 - vi. Review procurement requests and conduct market analysis to ensure accurate understanding of requirements.
 - vii. Draft and manage contract agreements, facilitating negotiations where applicable.
 - viii. Assist in the final closeout of contracts, ensuring proper delivery, inspection, and acceptance of deliverables while resolving administrative and reporting actions.
 - ix. Draft contractual correspondence for performance deficiencies of the contractors and submit to Program Director (PD) for approval.
 - x. Ensure transparency and integrity in procurement processes in line with Public Procurement rules for the PforR Component and World Bank regulations for the IPF component.
 - xi. Prepare procurement reports for the World Bank and other stakeholders and ensure compliance with procurement related actions in Program Action Plan.
 - xii. Perform additional duties as assigned by the Program Director.

Detailed functions of Procurement Specialist

A. Procurement Functions

1. Planning & Compliance

- i. Get fully acquainted with the World Bank Procurement Regulations and PPRA Rules.
- ii. Take full charge of all procurement functions related to consulting services, non-consulting services, goods, and works.
- iii. Prepare, update, and monitor the Procurement Plan in consultation with the World Bank and relevant stakeholders.
- iv. Update the Project Procurement Strategy for Development (PPSD) as and when required.

2. Process Management

- i. Prepare standard procurement documents including EOIs, RFPs, RFQs, and Bidding Documents.
- ii. Assist technical teams in preparing Terms of Reference (ToRs) and technical specifications.
- iii. Conduct market research and pre-proposal/bid meetings, and manage clarifications to bidders.
- iv. Lead the bid evaluation process and prepare bid evaluation reports in line with donor requirements.
- v. Ensure procurement activities are conducted transparently, competitively, and efficiently.

3. Coordination & Capacity Building

- i. Facilitate meetings of the Procurement Committee and Consultant Selection Committee (CSC).
- ii. Maintain close liaison with the World Bank, including providing updates and responding to procurement-related queries.
- iii. Provide guidance and training to CMU staff on procurement processes.

4. Documentation & Reporting

- i. Ensure proper documentation and filing of all procurement records as per World Bank guidelines.
- ii. Maintain an updated Contract Roster and procurement tracking system.
- iii. Regularly update procurement activities on STEP including data related to contract management.

5. Risk Management

- i. Identify procurement risks and propose mitigation measures.
- ii. Manage the process of procurement and complaint resolution in accordance with World Bank regulations.

B. Contract Management Functions

1. Contract Drafting & Negotiations

- i. Draft, review, and finalize contract agreements, ensuring legal and procedural compliance.
- ii. Facilitate and document contract negotiations.

2. Contract Administration

- i. Monitor contract execution to ensure delivery, quality, and compliance with terms and conditions.
- ii. Manage variations, amendments, and dispute resolution.
- iii. Maintain records of performance guarantees, warranties, and insurance coverage.

3. Closeout & Reporting

- i. Ensure proper closeout of contracts, including final acceptance, settlement of accounts, and release of guarantees.
- ii. Document lessons learned and recommend improvements for future contracts.

4. Audit & Compliance

- i. Respond to procurement -related audit queries and respond to procurement complaints in accordance with the applicable guidance for the PforR and IPF component.
- ii.

Duration of Assignment

The candidate shall be hired for a period of three (01) year, further extendable to the duration of the program based on satisfactory performance.

Reporting

PS shall report to the Program Director, PCAP

Selection Method:

The selection will be made in accordance with the "World Bank Procurement Regulations for Investment Project Financing (July 2016) revised in November 2017, August 2018, November 2020 & September 2023.