

Multi-Sectoral Action for Nutrition (MSAN) Project (P158769) Terms of Reference

Procurement Specialist – PIU (MSAN)

Background:

To help reverse the increase in stunting, the Government of Sindh has approved an Inter-Sectoral Nutrition Strategy of Sindh (INSS) in 2013. Multi-Sectoral Action for Nutrition (MSAN) (P158769) activities will focus on specific investments to improve behavior around the key areas of sanitation and hygiene and food consumption, but it will also support institutional and implementation arrangements that incentivize cross-sectoral collaboration to achieve nutrition results.

The Government of Pakistan has set ambitious targets for the next ten years by committing to reduce diarrheal cases by 50 percent while improving sanitation coverage from 74 percent to 90 percent and providing access to clean drinking water for all through Pakistan Vision 2025. Targets for food insecurity call for halving the current rate of 60 percent to 30 percent.

Objectives:

The **Procurement Specialist** will be based in Project Implementation Unit (PIU) Karachi, at the office of Multi Sectoral Actions for Nutrition (MSAN) which would be jointly managed by Local Government Department and Department of Agriculture, Government of Sindh.

The Procurement Specialist shall be the focal person for all procurements in the MSAN. S/he will work under the direct supervision of the Project Director(s) of MSAN and will be responsible for providing assistance and technical guidance; and for executing the procurement activities ensuring compliance with World Bank Procurement and Consultants Guidelines (January 2011 revised July 2014) and Project Operations Manual. S/he will support improvements in the implementation performance of project; and assist in the establishment, harmonization and improvement of procurement policies and procedures, consistent with effective project management. This requires close coordination and communication with all stakeholders, external/internal consultants and field staff where appropriate. S/he will be responsible for the development of all the related procurement documentation and their implementation thereof which will serve as the basis for all managerial decisions.

Scope of Work:

The scope of work as specified below is intended to describe the general nature and level of work to be performed by the Manager Procurement:

1. Develop, monitor and implement need based Procurement Plan to implement Multi Sectoral Action for Nutrition (MSAN) Project ensuring timely completion of all procurement activities
2. Contribute to the development of the Annual Work Plan, ensuring alignment with project's strategies, agreement on annual targets in the work plan with budgeting;
3. Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;
4. Carry the overall responsibility for all the Procurement functions at project level;
5. Ensure compliance with legal requirements of project in procurement actions and submissions for engaging consultants, procuring goods and work requirements;
6. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
7. Manage the complete procurement cycle, including advertising process for procurement, procurement correspondence, bids receipt, bids opening, contract negotiations, contract signings etc. in strict accordance with Bank's Procurement and Consultants Guidelines or under Sindh Public Procurement Rules as the case may be;
8. Receive and review Purchase Request (PR) in accordance with the plan and budget and facilitate;
9. 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 project;
10. Address all matters associated e.g. taxation, duties clearance; with support of financial management team;
11. Monitor and record the progress of procurement activities by regularly updating Systematic Tracking of Exchanges in Procurement (STEP);
12. Liaise and coordinate with the World Bank and its supervision missions;
13. Design/ update and facilitate the management of the overall procurement and inventory management record and filing system;
14. 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/Supply Orders;
15. Assist various audits/ex-post review outfits in performance of their tasks by ensuring that procurement document is efficiently filed and provide complete track of procurement cycle;

16. Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionality and processing of the payments after taking compliance report on deliverables from technical experts;
17. Provide assistance to the Project Director(s) in following areas related to his/her assignment: -
 - a. Looking after the level of transparency in procurement process;
 - b. Dispute Resolution;
 - c. Reviewing the whole supply chain and identification of any gaps and their plugging measures;
 - d. Assessing and identifying the risks like institutional, political, organizational, procedural, etc. that may negatively affect the ability of the agency to carry out the procurement process;
 - e. Managing the process of procurement complaint resolution;
18. Respond adequately and timely to audit queries;
19. Oversee the preparation and revision of contracts that involve the purchase of goods and services, with support of relevant technical teams
20. Oversee administration of contracts.
21. Negotiate terms and conditions with support of relevant technical teams
22. Prepare contract briefs and revision summarizing contractual requirements and budgets;
23. Prepare contract amendments notices, monitor contract performance, including the reporting and status of contracts;
24. Perform closing activities as needed;
25. Analyze and mitigate risk;
26. Any other relevant task assigned by the Project Director(s).

Qualification and Experience:

- At least a Master's degree from Higher Education Commission recognized University in Management Sciences/Statistics/Economics/Finance/Engineering or Commerce or related field from reputable local or foreign institution. A certificate/diploma/degree in the field of Procurement Management from reputable local or foreign institution shall be an advantage.
- Should have at least 10 (ten) years' experience; after acquiring the stipulated qualification, in the procurement processes with the public / private projects involving procurement of goods and/or works & services.

- Excellent knowledge of relevant rules and legislation of World Bank, Sindh Public Procurement Regulatory Authority and other donor agencies including international procurement best practices.
- Should have an in-depth understanding of procurement cycle management.
- Proven ability to work in a collaborative, team environment.
- Should have excellent command on MS office

Skills:

Excellent communication skills in English & Urdu.

Selection Process:

An individual consultant 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]