

# Terms of Reference for Procurement Officer /Coordinator

## Background

The Consultant will Support Project Procurement coordination unit in technical and Procurement /data related work including collecting preparing TORs, compiling bidding documents , analyzing, and evaluating procurements of Ministry of Federal Education & Professional Training projects for both PPDU/ PCU Unit for ICT Component or TA component to assist Procurement Specialist of the Ministry in all procurements and project procurement under the ASPIRE Project of the M/O FE&PT .

## Objective and Scope of Work

The Ministry of Federal Education and Professional Training is executing and implementing the following World Bank project, Actions to Strengthen Performance for Inclusive and Responsive Education (ASPIRE). ASPIRE is a performance-for-results (PfR) project under which a loan of USD 200m is given to the Federal Government of Pakistan. Funds under ASPIRE are disbursed on achievement of Disbursement-linked Results (DLRs) and their verification by a third party. The Federal Government retains a portion of this fund at the Federal level and disburses remaining to the provinces as grant according to their defined share.

ASPIRE's objective is to support the Government of Pakistan to: (i) respond to school disruptions caused by the COVID-19 pandemic; (ii) recover access and improve education quality; and, (iii) enhance sector resilience through better coordination, with a focus on disadvantaged areas and vulnerable populations also called as lagging districts of Pakistan. Results Areas of the ASPIRE Program include targeted actions to reduce gender gaps and mitigate the gender-based risks associated with school disruptions. Detail of these results areas is as follows:

- Results Area 1. Response, Recovery and Resilience: Enhanced targeting of COVID-19 education response. This Results Area will enhance targeting of the COVID-19 education response, with a focus on disadvantaged districts.
- Results Area 2. Improved learning opportunities for Out-Of-School Children (OOSC) and at-risk students. This Results Area will expand equitable access to education by engaging OOSC through both traditional and flexible multimodal

education approaches to provide them a pathway towards education certification.

- Results Area 3. Stronger federal-provincial coordination and management, which means: (a) strengthen data systems; (b) support knowledge sharing; (c) support the digitization of government processes; (d) support better use of data; (e) support interventions to incentivize behavioral change by teachers, students, and parents.

Number of Position: 1

Location: 1. Islamabad (Federal EPI)

**The specific tasks are included:**

1. Facilitate to Project Leadership and Central Procurement Committee in Ministry and Procurement Specialist for preparation of Project Procurement Strategy for Development in collaboration with Bank
2. Facilitate Procurement Specialist in Identifying critical policy, business, operational and other issues relating to procurement and **provide strategic advice** on maximizing efficiency of the procurement cycle, while ensuring necessary controls for cost effectiveness and soundness of all procurements.
3. Facilitate to Specialist and Advise the Project leadership in **developing Standard Operating Procedures (SOPs)** for emergency procurement. The SOPs should simplify existing processes with a view to accelerating completion of procurement activities, Take the lead in preparing and regularly monitoring and updating the ASPIRE **annual procurement plans**, as well as procurement plans for specific externally financed projects. Monitor and record the progress of procurement activities by regularly updating Systematic Tracking of Exchanges in Procurement (STEP) for Project;
4. 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;
5. Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;

## QUALIFICATION AND EXPERIENCE

He shall have:

- Nationally/ internationally recognized degree in supply chain management or equivalent to sixteen years of education in any field preferably supply chain management .
- Minimum 5 years' experience in Procurement management Prior experience of donor funded and public sector projects will be accorded due weightage.
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

- Strong English writing and communication skills to produce effective and efficient presentations and reports.
- Rigorous training in some specialist software's and proficiency in IT skills will be an added advantage.
- Strong supervisory skills with the demonstrated ability to work effectively in a team environment as well as individually.

## REPORTING

The incumbent shall directly report to the Procurement Expert /Specialist .

## REQUIREMENT DURATION

The position needs to be filled immediately initially for one year the assignment is likely to be extended basis for the remaining period of the project on the recommendation of Procurement Specialist /expert.

Criteria	Total Marks
<b>Qualification and Professional Experience relevant to the assignment</b>	<b>30</b>
i. Complete profile of the consultant	30
<b>Adequacy of the proposed methodology and work plan in response to the Terms of Reference</b>	<b>40</b>
i. Technical approach and methodology*	20
ii. Work Plan *	20
<b>Past Experience of conducting similar tasks (e.g. list of past projects containing sufficient detail with references)</b>	<b>30</b>
<p><i>*Technical approach, methodology and work plan will be key components of the Technical Proposal to be developed for this consultancy. It will be divided into following two sections:</i></p> <p><i>a) <b>Technical Approach and Methodology:</b> understanding of the <b>objectives</b> of the assignment, <b>approach</b> to the services, <b>methodology</b> for carrying out the activities and obtaining the expected output, and the degree of detail of such output</i></p> <p><i>b) <b>and Work Plan:</b> Proposal that how the plan complement the proposed approach and methodology reflected in part-a above.</i></p>	

## PAYMENT

The Incumbent will be paid market Base Salary per Month for the subject Position.