

REFORM SUPPORT UNIT

---

SCHOOL EDUCATION & LITERACY DEPARTMENT  
GOVERNMENT OF SINDH

**Terms of Reference**

PMIU Procurement Specialist

**Sindh Early Learning Enhancement Through Classroom Transformation (SELECT)**

**1. Project Background**

The Sindh Early Learning Enhancement through Classroom Transformation project (SELECT) was approved in July 2021, became effective in August 2021, and the closing date is April 2026. It comprises an International Development Agency (IDA) Credit of US\$100 million, a Global Partnership for Education (GPE) Education Sector Plan Implementation Grant (ESPIG) for US\$29.9875 million, and a GPE Multiplier Grant (MG) of US\$24.775 million. The project will be implemented in twelve selected districts in the Sindh province: Badin, Ghotki, Jacobabad, Kambar-Shahdadkot, Kashmore, Mirpurkhas, Mitiari, Sanghar, Shikarpur, Sujjawal, Tando Muhammad Khan, and Thatta. The project will be implemented by the School Education and Literacy Department (SELD), through a project management and implementation unit (PMIU) to be housed within the SELD Reform Support Unit (RSU), and in conjunction with SELD's allied agencies and the Directorate of School Education (DSE).

The Project Development Objective (PDO) is to improve reading skills of early grade primary students and increase student retention in primary schools in selected districts. The Project consists of the following four components and financing:

- a. Component 1: Transforming teaching practices in the early grades—US\$16.9875 million
- b. Component 2: Developing an effective and safe learning environment—US\$116.775 million
- c. Component 3: Improving system capacity for better school leadership and management support—US\$16.5 million
- d. Component 4: Monitoring and evaluation and project management—US\$4.5 million

**2. Objectives of the Assignment**

The Reforms Support Unit (RSU), School Education and Literacy Department (SELD) is seeking to strengthen its existing procurement capacity through hiring of the above referred Procurement Specialist for procurement function under the SELECT project. The primary objective of this position will be to ensure timely and quality procurements under the project. The consultant will

ensure compliance with procurement regulations of the World Bank, and lead assignments involving moderate to high levels of risk requiring diligent review of transactions and processes in-line with the Project Design stipulated in the Project Operations Manual.

The Procurement Specialist will provide support to the RSU, and will report on the project procurement activities to the Chief Program Manager (CPM), RSU.

### **3. Scope of Functions**

The specialist will perform the following functions, duties, and tasks:

- Under the guidance of the Project Coordinator/Deputy Project Coordinator, overall oversight of the CPM RSU, and with inputs from and in close cooperation with other RSU staff, coordinate procurement activities for goods, works, consulting and non-consulting services under the project as specified in the procurement plan. Ensure compliance with: World Bank's Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services and, public procurement (i.e. GOS) rules and regulations;
- Lead the use of the Systematic Tracking of Exchanges in Procurement (STEP) system to plan, record and track all procurement transactions;
- Establish and maintain in the PMIU a procurement database associated with all transactions including letters of interest received from suppliers of services for purpose of their possible inclusion on future short lists or for future reference and consultation;
- Periodically revise and review the procurement plan and prepare detailed schedules for procurement of Goods, Services (Consulting and Non-Consulting) and Works for implementation throughout the project implementation period;
- Conforming to the Bank's Procurement Regulations, prepare and issue various documents required at different stages of the procurement cycle, e.g., Expressions of Interest (EOIs), Invitations for Bidding (IFBs), Requests for Proposals (RFPs), bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making;
- Assist duly designated procurement and consultant selection committees to prepare all necessary documents for bidding of procurement packages for various procurement methods and procedures for various types of procurement [Civil Works, Goods, and Services (Non-consulting and consulting services)] and to convene public bid and proposal openings and draft minutes of these openings;
- Monitor receipt of proposals and bids to ensure their safekeeping until public opening;
- Ensure preparation of comprehensive evaluation reports according to World Bank Guidelines and timely transmission of evaluation reports to the World Bank for review;
- Operate and maintain procurement activities and procurement plan on STEP for all transactions under World Bank Financing;
- Maintain regular communication with CPM-RSU, PMIU Project Coordinator/Deputy Project Coordinator and Financial Management Specialist (FMS) to ensure that

procurement tracking information is well-coordinated with other project planning, project budgeting and other project financial reporting information;

- Coordinate with FMS to ensure that payments are made in a timely manner for contracts entered into by the PMIU;
- Assist technical teams of the RSU with development of generic and policy compliant TORs and specifications for the project;
- Support project in organizing bid evaluation meetings by: (i) arranging 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;
- Notify winning bidders in a timely fashion, and draw up contracts for approval and signature by those individuals authorized to sign on behalf of the Executing Agency, ensuring transmission to World Bank of draft contracts requiring prior approval;
- Monitor all procurement contracts for compliance with contractual terms and conditions, such as timely completion of works, delivery and quality of Goods/Equipment, and the delivery of outputs of consultancy contracts;
- Assist the Client/Employer/Purchaser in effective contract administration and manage and timely conclude Variations, Extension of Time and all associated contractual actions as and when required;
- Address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant RSU specialist;
- Seek familiarity with, and ensure strict adherence to, World Bank's Anti-Corruption Guidelines and develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process;
- Design/ update and facilitate the management of the overall procurement management record and filing system;
- Capacity building of relevant staff to effectively undertake procurement functions as per World Bank and Government guidelines whichever is applicable; and
- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and providing complete track of procurement cycle;
- Respond adequately and timely to audit queries;
- Manage the process of procurement complaint resolution; and
- Perform other related functions, duties, and tasks as may be requested by CPM-RSU, PMIU Project Coordinator.

#### 4. Qualification and professional experience

##### Qualifications

- At least, Master's degree or equivalent (sixteen (16) years of education) in Engineering / Economics/Business Administration or related discipline, from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Preferred: additional qualification, Diplomas, and trainings in Procurement Management/ Supply Chain Management /Project Management.

### **Experience**

- At least, five (05) years of documentary verifiable relevant experience, after acquiring stipulated qualifications, in the procurement of Goods, Works, & Consulting services. Preferred: eight (08) or more years of relevant experience.
- Hands on experience in convening procurement process for goods, works and consulting services and conducting evaluation of bids/proposals, contract award and management for government and donor funded projects.
- Preferred: knowledge and implementation experience of various international/national/subnational public procurement rules.

### **Skills**

- Strong leadership and negotiation skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in Urdu/Sindhi and English language.
- Proficient in using MS Office (Word, Excel, & Power Point).

## **5. 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 November 2017, July 2018 & November 2020).