

## **Terms of Reference**

PMIU SELECT Procurement and Contract Management 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, Mititari, 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/Contract Management capacity through hiring of the above referred Contract Management Specialist for procurement function for few civil works contracts and mainly for assistance to the RSU/PMIU in administration of civil work contracts in particular other contracts under SELECT component 1 & 3 in general financed through the World Bank. The project has a full-time dedicated procurement specialist, and the role of the contract management specialist will be primarily to support the RSU/PMIU in Procurement activities of all components of SELECT and effective administration of all the contracts under SELECT project, especially civil work contracts. The main objective of this position will be to ensure timely and quality completion of civil works and diligently administer the contracts from the Client's perspective. The consultant will ensure compliance with applicable procurement regulations of the World Bank and contractual provisions.

The Contract Management Specialist will provide support to the RSU and will report on the project procurement activities as assigned by the Chief Program Manager (CPM), RSU and Project Coordinator, SELECT.

### **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 Procurement activities of all components of SELECT and effective administration of all the contracts under SELECT project, especially civil work contracts of 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.
- Coordinate the use of the Systematic Tracking of Exchanges in Procurement (STEP) system to plan, record and track all procurement transactions.
- Conforming to the Bank's Procurement Regulations, assist and coordinate with design and supervision consultant to convene the procurement process for civil work contracts by preparation of Invitations for Bids (IFBs), Requests for Bid documents, evaluation reports, contract award, contracts, and various internal processing documents required to facilitate decision making.

- As needed, support duly designated procurement and consultant selection committees to prepare all necessary documents for bidding of procurement packages for various types of procurement and to convene public bid and proposal openings and draft minutes of these openings, and in preparing evaluation reports per World Bank guidelines.
- Maintain regular communication with CPM-RSU, PMIU Project Coordinator/Deputy Project Coordinator and Financial Management Specialist (FMS) to ensure that Contract Management information is well-coordinated with other project planning, project budgeting and other project financial reporting information in STEP system.
- Coordinate with FMS to ensure that payments are made in a timely manner for contracts entered into by the PMIU.
- Monitor all 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 in effective administration of the Contract(s) and provide expert advice to amicably resolve the issues and swift implementation of civil work contracts and also the consulting contracts for design and supervision consultants.
- Seek familiarity with, and ensure strict adherence to, World Bank's Anti-Corruption Guidelines and develop appropriate procedures, controls, checks, rules, etc. to mitigate the risks for fraud and corruption.
- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement and contract administration 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 as and when required; 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 16 years of education or equivalent in Engineering or related discipline or higher qualification from a foreign or local university duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Preferred: additional qualifications and trainings in contract management shall be preferred.

##### **Experience**

- At least, ten (10) years, preferably 15 years, of documentary verifiable relevant experience, after acquiring stipulated qualifications in the Contract Management essentially involving civil work contracts. Higher experience in number of years and diversity shall be preferred.
- Knowledge and implementation experience of various international contractual schemes and procurement documents shall be preferred.

### **Skills**

- Strong interpersonal and communications skills, resourcefulness, initiative, 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 and August 2018).

### **6. Duration**

The Contract shall initially be for one year and may be extended till the end project based on satisfactory performance.