

REQUEST FOR EXPRESSIONS OF INTEREST

Pakistan Raises Revenue Project

Assignment Title: Selection of Individual Consultant

Reference No. (as per Procurement Plan): No. PK-FBR-174095-CS-INDV

Credit No.: 6435-PK

The Federal Board of Revenue has received financing from the World Bank towards the cost of the Pakistan Raises Revenue Project (2019-24) and intends to apply part of the proceeds for consulting services.

The consulting services to be procured on Contract basis are as follows:

| Position | Qualification | Experience |
|------------------------|---|--|
| Procurement Specialist | <ul style="list-style-type: none">• Masters' Degree (at least sixteen years of education) in Business Management / Engineering/Economics/ Finance/ Social Sciences. Degree in Procurement Management, / Project Management / Supply Chain would be accorded more weightage).• Candidate having procurement related certifications like Member Chartered Institute of Procurement & Supply (MCIPS) from CIPS, UK, Certified Professional in Supply Management (CPSM) from ISM, USA, or Certified Supply Chain Professional (CSCP) from APICS/ASCM, or equivalent shall be preferred.• Project Management Professional (PMP), will be considered an additional qualification.• Candidates with ICT related qualification shall be preferred. | <ul style="list-style-type: none">• At least ten (10) years of documentary verifiable experience in procurement Goods, Works, & consulting services).• Recent experience; in past three to five years, successfully leading to completion, large ICT procurements shall be Required• Should have at least three (03) years of working experience with the subnational/ national /international agencies in procurement |

The Federal Board of Revenue now invites eligible individuals to express their interest in providing the aforementioned services. Interested individual consultants must provide:

- A detailed, dated and signed Curriculum Vitae highlighting qualifications and experience in carrying out similar assignments, as well as references for possible checks.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 [revised November 2017 and August 2018] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations of the World Bank for IPF Borrower July 2016 Revised November 2017 and August 2018.

Further information can be obtained at the address below during office hours *i.e. 1000 to 1600 hours*.

The detailed Terms of Reference (TOR) for the assignment *are attached to this request for expressions of interest and the can be found at the following website: www.fbr.gov.pk/tenders.*

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by June 11th, 2020, on or before 1230 hours.

If there is a requirement for a personal interaction with the applicant, FBR will facilitate it virtually

Attn: Muhammad Khalid Jamil
Director (Program Office)
Pakistan Raises Revenue Project
Room No. 574, 5th Floor,
FBR House, Constitution Avenue,
Islamabad.
Tel: 051-9219649
E-mail: director.prr@fbr.gov.pk

Terms of References (TORs)
Procurement Specialist
Federal Board of Revenue

Background

Federal Board of Revenue is implementing the Pakistan Raises Revenue Project (PRRP) [P165982] with the assistance of the World Bank to contribute to a sustainable increase in domestic revenue by broadening the tax base and facilitating compliance. This project is primarily designed for two basic components; (A) is the result-based components (Component 1) of US\$ 320 million where procurable activities shall be performed under Eligible Expenditure Program and; (B) is the traditional Investment Project Financing (IPF) component (Component 2) of US\$ 80 million where World Bank's Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services shall be followed.

In order to strengthen procurement capacity, Federal Board of Revenue intends to hire services of an experienced and qualified professional for the position of 'Procurement Specialist' to manage the procurement related matters of the Pakistan Raises Revenue Project under the both Components under the supervision of Program Office. Procurement activities under Project will be conducted under World Bank's Procurement Regulations for Borrowers for Goods, Works, Non-Consulting and Consulting Services, dated July 1, 2016, Revised November 2017 and August 2018.

Scope of Functions:

1. Advise the FBR in designing (e.g. definition of functions, staffing requirements, skills profiles, and job descriptions) and establishing a new Procurement Cell with professional procurement officers to be hired from the balanced mix of private sector and relevantly qualified and experienced FBR officers.
2. Identify 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. Advise the FBR in developing Standard Operating Procedures (SOPs) for procurement. The SOPs should simplify existing processes with a view to accelerating completion of procurement activities,
4. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
5. Take the lead in preparing and regularly monitoring and updating the FBR's annual procurement plans, as well as procurement plans for PRR. Monitor and record the progress of procurement activities by regularly updating Systematic Tracking of Exchanges in Procurement (STEP) for Project;
6. 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;
7. Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;
8. Supporting preparation/customization and issuance of various standard procurement documents (SPDs) and other documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making;
9. Supporting the FBR team in organizing evaluation meetings by: (i) arranging venue and the timing of bid/proposal opening, coordination with evaluation panel members, (ii) preparing necessary evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attending evaluation meetings as a note taker, (iv) recording the minutes of the meetings, and (v) providing other necessary technical support to facilitate sound procurement;
10. Addressing all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant PRR specialists
11. Develop and implement a proper documentation and filing system which provides transparency; proper record control; security of documentation in

compliance with national regulations and national laws and regulations, and – under World Bank-financed activities -- the instructions of World Bank for various stages of procurement;

12. Managing the process of procurement complaint resolution through STEP;
13. Support relevant specialist in the preparation and revision of contracts that involve the purchase of goods and services;
14. Assist relevant specialist closing activities as needed;
15. Analyze and mitigate risk;
16. Assisting various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete tracking of the procurement cycle;
17. Prepare and submit reports on prescribed format w.r.t the Monetary Value exceeds Rs 50 M and above to National Accountability Bureau under Section 33-B of National Accountability Ordinance, 1999;
18. Any other relevant task assigned by the Competent Authority.

Qualification and professional experience

Qualifications

- Masters' Degree (at least sixteen years of education) in Business Management / Engineering/Economics/ Finance/ Social Sciences. Degree in Procurement Management, / Project Management / Supply Chain would be accorded more weightage
- Candidate having procurement related certifications like Member Chartered Institute of Procurement & Supply (MCIPS) from CIPS, UK, Certified Professional in Supply Management (CPSM) from ISM, USA, or Certified Supply Chain Professional (CSCP) from APICS/ASCM, or equivalent shall be preferred. Project Management Professional (PMP), will be considered an additional qualification.
- Candidates with ICT related qualification shall be preferred.

Experience

- At least ten (10) years of documentary verifiable experience in procurement goods, works, & consulting services). Recent experience in past three years of successfully leading to completion, large ICT procurements shall be preferred.
- Should have at least three (03) years of working experience with the subnational/ national /international agencies in procurement

Skills

- Ability to research and gather information from a variety of external and internal sources
- Ability to apply good judgment in the context of assignments given.
- Proven ability to work in a collaborative, team environment.
- Written and oral fluency in English required.
- Excellent computer usage skills (e.g., desktop application MS Office such as Word, Excel, and Power Point, MS Project etc.)

Selection Process:

An individual consultant will be selected in accordance with process stipulated in accordance with “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” (July 2016) revised November 2017 and August 2018.