

# **Terms of References (TORs) of 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/ Responsibilities and Expected Results of the Position**

### **1. Scope/ Responsibilities**

#### **a) Strategic:**

- i. Contribute to the development and implementation of the Procurement strategy by cascading it to action/plans to ensure alignment to overall Procurement Strategy of the Project (PRRP).
- ii. Consistently review Procurement Strategy for process improvement to ensure alignment with Pakistan Raises Revenue Project (PRRP) vision and mission.
- iii. Define the short, medium- and long-term goals and objectives for the functions and agree with Project Director.
- iv. 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.
- v. Support the Project Director in preparing and overseeing procurement budget and strategy.
- vi. Analyze and mitigate risk;

#### **b) Operational:**

- i. Manage the day-to-day operations of procurement function providing guidance in the related area, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards.
- ii. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
- iii. Take the lead in preparing and regularly monitoring and updating the FBR's annual procurement plans, as well as procurement plans for PRR.
- iv. Led complete operations of f procurement and contract management functions in Systematic Tracking of Exchanges in Procurement (STEP) for Project and ensure it is updated at all times
- v. 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;
- vi. Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;

- vii. 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;
- viii. Supporting the FBR teams in the evaluation of bids and proposals and preparation of evaluation reports.
- ix. Addressing all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant PRR specialists
- x. 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;
- xi. Managing the process of procurement complaint resolution through STEP;
- xii. Support relevant specialist in the preparation and revision of contracts that involve the purchase of goods and services;
- xiii. Assist relevant specialist closing activities as needed;
- xiv. 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;
- xv. As required, advise the FBR in developing Standard Operating Procedures (SOPs) for procurement and strengthening procurement capacity. The SOPs should simplify existing processes with a view to accelerating completion of procurement activities;
- xvi. Any other relevant task assigned by the Competent Authority.

## **2. Expected Results**

- Enhance quality of goods, services and suppliers
- Improve service delivery and Turn Around Time
- Foster business partnerships with internal stakeholders
- Ensure accurate demand consolidation & planning for respective procurements.
- Achieve sustainable procurement targets.

## **Qualifications, Experience & Skills required**

### **1. Qualification**

- 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) or equivalent from APICS/ASCM, or equivalent shall be preferred.

### **2. Experience**

- Ten (10) years of documentary verifiable experience in procurement of goods, works, & consulting services with the subnational/ national /international agencies/ or private sectors in procurement.
- Strong Digital IT Procurement experience including Data Centre procurements, IT networks solutions (hardware and software) etc., shall be preferred.

### **3. Skills**

- 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.



**10. Specific Experience** [For each of key assignment that best demonstrates your suitability for this position, fill the below columns]:

	<p><b>A) Assignment(s) Undertaken that Best Illustrates Applicant’s Capability to Handle the Responsibilities/ Scope of Services as Required in/ by the TOR</b>  <i>[Among the assignments in which the applicant has been involved, indicate the following information for those assignments that best illustrate the applicant’s capability to handle the tasks respecting the TOR vis-à-vis Employment/ Consultancy Record as listed under No. 9 above]</i></p>	<p><b>B) Detailed Tasks Assigned</b>  <i>[List all tasks performed by applicant under this assignment; please also indicate the level of involvement and responsibility]</i></p>
	<p>Name of assignment or project: _____            Client/ employer: _____  <i>(Government/ Semi Government/Provincial Government organisation, Private Organization, International Organization, Local or International Donor Agency etc)</i>            Main project features: _____            Position(s) held: _____            From (Month/ Year): _____ to (Month/ Year): _____            Activities performed: _____            (Including nature and level of services performed/ delivered)</p>	<p><b>Total Volume/ Value and Duration of the Project (where applicable):</b></p>

**NOTE: Please be specific.**

**11. Certification:**

I, the undersigned, certify to the best of my knowledge and belief that this form correctly describes my qualifications and my experience

**Yes**      **No**  
     

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Full Name:** \_\_\_\_\_

**CNIC:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date: (Day/ Month/ Year)** \_\_\_\_\_