

# **Terms of Reference of Procurement Specialist (on Intermittent Basis) 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.

## **KEY RESPONSIBILITIES:**

The Procurement Specialist "Consultant" will be responsible for providing professional procurement assistance to Program Office with respect to implementing, coordinating and monitoring project procurement activities in accordance with the agreed and applicable procurement procedures, guidelines, and the financing agreement of the project. The Consultant shall be working in close consultation and cooperation with Program Office, other Consultants and all Offices of FBR.

## **SCOPE OF SERVICES:**

The Consultant will provide the services and ensure that all works and outputs under the Term of Reference comply with Program objectives, World Bank policy and guidelines and applicable rules and regulations. The Consultant will provide guidance to all the concerned offices and Consultants as applicable. The Consultant is expected to provide procurement support for procurement of Goods and Consulting Services adopting appropriate market approach and procurement method.

## **Main Tasks and Deliverables of International Procurement Consultant**

The Consultant is required to commence by reviewing the existing project/ procurement documents and draft the terms of references, advertising, evaluation of expression of interest, preparation of shortlisted firms and Request for Proposals, evaluation of technical and financial proposals by using the World Bank's procurement Guidelines and World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" (July 2016) revised November 2017 & August 2018.

The Consultant's scope of work shall be comprised, but not limited to, the following tasks and responsibilities:

- Assist in preparing and updating the Procurement Plan for all goods and services to be procured under the Project including STEP related working in compliance with the Financing Agreement and the applicable regulations.
- Prepare, review and finalize procurement documents. e.g., REOI, ToR, Invitation for Tenders, RFP, bidding documents, bid and proposal evaluation report etc., for all Contracts in accordance with the applicable procurement guidelines of the World Bank and GoP.

- Prepare procurement documents based on user requirements ensuring that technical specifications of goods are in conformity with the prescribed standards; and assist project while procuring goods following appropriate procurement method.
- Ensure the procurement process is carried out in accordance with the agreed procedures, including the project Financing Agreement, the World Bank/ IDA Procurement Guidelines, Government Standard Operating Procedures, and the Procurement Manual for Externally Assisted Program/ Project, as applicable.
- Prepare the Request for Expression of Interest (REOI), evaluation of EOI and shortlisting, liaising with Technical Teams on the preparation of TOR, Request for Proposals and Proposal Evaluation.
- Contribute to obtain necessary administrative and financial approvals and World Bank's No-Objection on RFP before issuance to shortlisted firms and EOI Evaluation Report and Firms proposed to be shortlisted.
- Supervise the transmittal of RFP to shortlisted firms and provide the respond for clarification from the firms.
- Participate in proposal opening, evaluation process and other procurement related meetings.
- Prepare concerning proposal opening record and evaluation reports.
- Receive and respond to all clarification requests received during the bidding period consulting with Project/ Procurement Team(s) and concerned offices.
- Obtain clearances from the Procurement Review Committee (PRC) as required.
- Prepare combined technical and financial report.
- Participate in negotiations, provide guidance for negotiation, prepare the minute of negotiation and draft the contract to be initialized.
- Prepare Notification of Intention to Award to implement the standstill period as required by the guideline and response for any clarification.
- Ensure that all procurement activities are carried out in accordance with the agreed procurement guidelines, financing agreement, and timely delivering of goods, and services for the project.
- Provide guidance to relevant staff and consultants and enable them to carry out the procurement activities.
- Providing necessary inputs and update the procurement plan and procurement processing until the completion of each contract.
- Undertake other tasks that may be assigned and/ or delegated by Director (Program Office).

### **Timeframe and Payment Schedule**

This assignment is expected to start in April 2023 and be completed over a period of 12 months. The Consultant shall be remunerated according to the agreed per day rate for a duration of up to 100 working days. The assignment can be reduced or extended depending on performance of the Consultant and progress of the work under this or other related activities.

### **QUALIFICATION AND PROFESSIONAL EXPERIENCE**

#### **Qualifications:**

- University 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.

**Experience:**

- At least ten (10) years of documentary verifiable experience in procurement goods, works, and consulting services.
- Complex, large-scale and technology related procurement working experience shall be preferred.

**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.



## EXPRESSION OF INTEREST FORM (INDIVIDUAL CONSULTANTS)

1. Position Applied for: \_\_\_\_\_
2. Name: \_\_\_\_\_
3. Current Residential Address: \_\_\_\_\_
- Telephone/ Mobile No.: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

5. **Education** [Bachelor and above only in reverse chronological order] [*Indicate college/ university and other specialized education giving names of institutions, degrees obtained, and dates of completion/ obtainment*] [most recent first]:

Degree	Major Subjects	Name of University	Division/G rade	Passing Year

6. Membership in Professional Associations: \_\_\_\_\_

7. **Other Trainings/ Certifications** [*Indicate significant and relevant trainings/ certifications only since completion of requisite qualification(s)/ degree(s) as mentioned under "Education"*]:

Title	Institute	Year	Please indicate whether it is a Workshop/ Diploma/ Certification/ Training Course or else	Local/ Foreign (If foreign, please write country name)
			Example; Workshop	

8. **Countries of Work Experience:** [*List countries where applicant has worked in the last ten years*]:

9. **Employment/ Consultancy Record** [*Starting with the present/ last position, list in reverse chronological order every employment held by applicant since graduation*]:

Dates of Employment		Employer/ Consulting Organization	Position Held	Supervisor Name & Designation	Employer Contact (Email/ Mobile/ Phone)
From	To				

