

Terms of References (TORs) for Junior Procurement Specialist for Program office 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 'Junior 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. Assist/support the Program office in the process of developing Standard Operating Procedures (SOPs) for procurement.
2. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
3. Assist/support 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;
4. 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;
5. Assist/support the Program office in development of generic and policy compliant ToRs and specifications; as relevant;
6. Preparation/customization and issuance of various standard procurement documents (SPDs) and other documents required at different stages of procurement cycle e.g. EOIs, SPNs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making;
7. 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;
8. Assist/support the Program office in developing and implementing 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;
9. Assist/support the Program office in managing the process of procurement complaint resolution through STEP;
 10. Assist/support the Program office in the preparation and revision of contracts that involve the purchase of goods and services;
 11. 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;
 12. Assist/support to Procurement Evaluation Committee (PEC), in preparing and finalization of Technical and Financial reports of the Bidders.
 13. Transfer and uploading of Project and procurement data on the Systematic Tracking Exchanges in Procurement (STEP), along with activity dates, Financial data, documents and monitoring / progress track record.
 14. Any other relevant task assigned by the Competent Authority

Reporting:

The Junior Procurement Specialist will work in the Program office to perform the assigned tasks and will report to Director Program.

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.

Experience:

- At least six to eight (06-08) years of documentary verifiable experience in procurement goods, works, & consulting services).
- Recent experience in the last five (05) years of successfully completing the procurement of goods, works, and services at the national / international level.
- Familiarity with the World Bank procurement policies, regulations, guidelines, and procedures, and anticorruption policies of multilateral development organization(s)
- Candidate should have practically experienced of using World Bank Systematic Tracking Exchanges in Procurement (STEP) or other ERP tools.
- Sound knowledge of government administrative systems and procedures, particularly public procurement systems.

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				

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

	A) Assignment(s) Undertaken that Best Illustrates Applicant’s Capability to Handle the Responsibilities/ Scope of Services as Required in/ by the TOR <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>	B) Detailed Tasks Assigned <i>[List all tasks performed by applicant under this assignment; please also indicate the level of involvement and responsibility]</i>
	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)	Total Volume/ Value and Duration of the Project (where applicable):

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.

(Please just write your full name with CNIC No) _____ Date: _____

Signature of Applicant

(Day/ Month/ Year)