

**Terms of References (TORs)
for Procurement Specialist-II 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.

The Program Office currently has the positions of procurement specialist (full time basis) and procurement specialist (on intermittent basis), both of which are designated for leading the procurement of goods of different categories of IT equipment / software for IT Wing, procurement of complex and heavy Airport Scanners for Pakistan International Airports for all major cities across the country, procurement of Remote Image analysis Center (RIAC) for Pakistan Customs Service (PCS) across the county and for the procurement of large numbers of IT equipment, Tools and software and revealed power requirements for the establishment of new data center for FBR.

The Federal Board of Revenue have numerous wings at Headquarter level and across the county which currently required 10-12 different individual consultancy positions. The periodic demand of the individual consultancy / firms from the different wings is now became a regular need of the program office to hire the position of Procurement Specialist-II to specifically look, supervise and manage the hiring of individual consultancy/ firms and timely meet the demand of each wing to support and strengthen their capacity on sustainable basis. 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. Collaborate with the project team to understand the specific expertise and skills required from the individual consultant.
2. To assist and advise the relevant wing in the preparation of the TORs for hiring of consultancy services;
3. Prepare the necessary procurement documents, including Request for Expression of Interest (REOI) or Request for Proposals (RFP), based on the project's requirements.
4. Ensure that the procurement documents adhere to the World Bank's Procurement Regulations and project-specific approved procurement plan.
5. Assist in publication of REOI through appropriate channels, national/international newspapers relevant websites, and other relevant platforms.
6. Facilitate outreach to potential consultants and respond to their queries regarding the opportunity.

7. Assist Procurement Committee in assessment/evaluation of expressions of interest/ proposals.
8. Conduct the preliminary assessment / evaluation, ensuring that the evaluation criteria are clearly defined in the procurement documents.
9. Prepare draft evaluation reports and recommendations for the selection of the most suitable consultant(s).
10. Assist in negotiations
11. Prepare and finalize the contract in line with World Bank's standard contract templates and legal requirements.
12. Ensure that all parties involved in the procurement process adhere to the highest standards of ethics and avoid any conflicts of interest. Address any potential conflicts of interest or ethical concerns that may arise during the selection process.
13. Communicate transparently with all stakeholders, including the project team, potential consultants, and relevant wings, regarding the procurement process and its progress.
14. Maintain comprehensive records of the procurement process, including documentation of evaluations, negotiations, correspondence, and contract details.
15. Prepare and submit necessary reports to project management
16. Monitor the consultant's performance throughout the engagement to ensure that they deliver the agreed-upon outputs and meet the project's objectives.
17. Address any issues or disputes that may arise during the consultant's engagement and job resignation issues promptly and fairly.
18. Evaluate the consultant's performance after the completion of their engagement, including assessing the quality and impact of their work.
19. Market assessment of the Individual Consultant for each position, with respect to its availability in the market, their assessment of the market pays packages and provide the input in the report where required.
20. Any other relevant task assigned by the Competent Authority.

Reporting:

The Procurement Specialist-II, 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 ten (10) years of documentary verifiable experience in procurement goods, works, & consulting services.
- Experience of successfully completing the procurement of goods, works, and services at the national / international level.
- Familiarity with the procurement policies, regulations, guidelines, and procedures, and anticorruption policies of public/ private sector at national/ international level
- Candidate should be conversant/ knowledgeable in using various IT tools for procurement management.

Skills:

- Ability to research and gather information from a variety of external and internal sources
- 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/Grade	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]:

	<p>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></p>	<p>B) Detailed Tasks Assigned <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>Total Volume/ Value and Duration of the Project (where applicable):</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) _____