

Terms of Reference of the Project Director-Track and Trace System (TTS)

Position Overview:

The Project Director will serve as the central authority overseeing the comprehensive implementation of the track and trace system in the specified sectors (sugar, tobacco, fertilizer, and cement). This role requires a seasoned professional with a strong background in project management, technology integration, and regulatory compliance. The Project Director is also responsible for arranging and overseeing an annual audit of the system. In addition, the Project Director will actively engage with the Project Operational Committee, ensuring effective collaboration and decision-making at the operational level.

Key Responsibilities:

1. Oversee the implementation and ongoing operation of the track and trace system, ensuring compliance with regulations and efficient functioning across the specified sectors.
2. Implement brand registration u/s 40E of the Sales Tax Act, 1990.
3. Provide quarterly performance reports to the Board, detailing the system's functionality, effectiveness, observed improvements, and steps taken to address issues encountered during operation.
4. Directly manage and coordinate with Project Managers for each sector, emphasizing the supervision and coordination of manufacturers, importers, and individuals in the supply chain.
5. Ensure that all entities within the supply chain adhere to prescribed regulations, reporting any non-compliance promptly to the relevant authorities.
6. Foster collaboration with the Commissioner Inland Revenue, facilitating periodic visits to manufacturers and overseeing the proper and uninterrupted operation of the system.
7. Arrange and oversee the annual audit of the track and trace system. The audit will evaluate the system's effectiveness and identify areas for improvement and corrective actions.
8. Collaborate closely with FBR's Project Managers, acting as the main point of contact during the implementation phase. Work together to manage and monitor project activities from FBR's side and provide decisions on non-critical project issues.
9. Actively participate in the Project Operational Committee, facilitating day-to-day discussions, addressing issues, and providing insights to ensure the smooth implementation of the track and trace system.
10. Maintain open and effective communication channels with manufacturers, importers, and individuals in the supply chain, ensuring their understanding and adherence to system requirements.
11. Any other task assigned from time to time by Member Digital Initiative

Qualifications and Experience:

Qualification:

- i. Master's degree (at least sixteen years of education) in information technology, computer science, B.Sc. engineering, MS-CS or Business Management/Finance/Economics Supply Chain/Taxation from HEC recognized institutions.

Experience:

- i. Minimum fifteen (15) years' experience in project management or implementation, with sound knowledge of project management fundamentals, particularly the project planning and management processes and procedures.
- ii. Minimum 5 years' experience as Project Director of a Large-Scale Public/Private-Sector, preferably in a regulatory environment is mandatory.
- iii. Experience in implementing, and managing track and trace systems or similar projects would be an added advantage.
- iv. Familiarity with relevant regulations and legal frameworks related to tax compliance, supply chain management, and anti-counterfeiting measures would be an added advantage.

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.