

## **Terms of Reference of the Project Manager- TTS (Tobacco Sector)**

### **Position Overview:**

The Project Manager will play a pivotal role in the successful implementation of the track and trace system within their assigned sector (tobacco). This position requires a detail-oriented individual with project management expertise and a deep understanding of the specific industry, focusing on the coordination and oversight of manufacturers and individuals in the supply chain. The Project Manager will also collaborate with the Project Director to facilitate the annual audit of the system, engage with the Project Management Board (PMB), and contribute to the effective management of the Project Directorate Account as outlined in the Solution Delivery Agreement. Additionally, the Project Manager will actively participate in the Project Operational Committee.

### **Key Responsibilities:**

1. Develop and execute detailed project plans for the implementation of the track and trace system within the assigned sector, emphasizing coordination with manufacturers and entities in the supply chain.
2. Oversee day-to-day project activities, monitor progress, and generate regular reports on the status of the implementation, addressing any issues related to manufacturers or the supply chain.
3. Collaborate closely with manufacturers, importers, distributors, wholesalers, dealers, retailers, and other entities in the supply chain within the assigned sector, ensuring effective communication and alignment with project goals.
4. Ensure strict adherence to all relevant regulations and standards governing track and trace systems, emphasizing compliance for manufacturers and individuals in the supply chain.
5. Identify and promptly address any project-related issues, especially those related to manufacturers or entities in the supply chain, working closely with the Project Director to find effective solutions.
6. Utilize data generated by the track and trace system to analyze trends, identify areas for improvement, and support decision-making processes related to manufacturers and the supply chain.
7. Maintain accurate and thorough documentation of all project activities, including reports, meeting minutes, and other relevant records, with a specific focus on manufacturers and the supply chain.
8. Collaborate with the Project Director to facilitate the annual audit of the track and trace system. Provide necessary documentation and support to ensure a comprehensive evaluation of the system's effectiveness.
9. Actively participate in the Project Management Board (PMB), providing reports, updates, and insights to contribute to effective executive management of the services.
10. Actively participate in the Project Operational Committee, contributing to day-to-day discussions, issue resolution, and decision-making processes.
11. Any other task assigned from time to time by PD or Member Digital Initiatives.

**Additional Responsibilities:**

1. Ensure that manufacturers and entities in the supply chain comply with regulations and cooperate with the track and trace system.
2. Facilitate communication and coordination with the Commissioner Inland Revenue, providing necessary support for their periodic visits to manufacturers and entities in the supply chain.
3. Promptly report any operational failures, damages, disruptions, or tampering of the system, especially those related to manufacturers or entities in the supply chain.

**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, Chemical Engineering from HEC recognized institutions.

**Experience:**

- i. Minimum ten (10) 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 2 years' experience as Project Manager.
- iii. Experience in project management, particularly in the implementation of track and trace systems or similar projects within the tobacco sector or related industries, would be an added advantage.
- iv. Familiarity with the tobacco industry, including an understanding of its supply chain, production processes, and regulatory landscape, 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.