

# **Terms of References (TORs) of Procurement Specialist Federal Board of Revenue**

## **1. Introduction:**

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- Program Office PRRP intends to hire services of an experienced and qualified professional for the position of 'Procurement Specialist' to manage the procurement related matters of both Components of the Pakistan Raises Revenue Project under the supervision of Program Office. Procurement activities 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.

## **2. Position Summary:**

Position Title:	Procurement Specialist
Number of Positions:	01
Reports to:	Director Program Office – PRRP
Location:	Islamabad
Type of Employment:	Contract Basis - Full-time
Duration:	30 <sup>th</sup> June, 2025.

## **3. Scope/ Key Responsibilities:**

### **a) Strategic:**

- i. Contribute to the development and implementation of the Procurement strategies and plans by cascading it to action/plans to ensure alignment to overall Procurement Strategy of the Project (PRRP).
- ii. Define the short, medium- and long-term goals and objectives for the functions and agree with Project Director.
- iii. Identify critical policy, business, operational and other issues relating to procurement and provide strategic advice on maximizing efficiency of the procurement cycle, while ensuring necessary controls for cost effectiveness and soundness of all procurements.
- iv. Support the Project Director in preparing and overseeing procurement budget and strategy.
- v. Conduct market research and analysis to identify potential suppliers and assess their capabilities.
- vi. Analyze and mitigate risk.
- vii. Develop and maintain supplier database.

### **b) Operational:**

- i. Manage the day-to-day operations of procurement function providing guidance in the related areas, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards.
- ii. Ensure compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
- iii. Participate in updating of the Project Procurement Strategy for Development (PPSD).

- iv. Take the lead in preparing and regularly monitoring and updating the FBR's annual procurement plans, as well as procurement plans for PRR.
- v. Lead complete operations of procurement and contract management functions in Systematic Tracking of Exchanges in Procurement (STEP) for Project and ensure it is updated at all times.
- vi. 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;
- vii. Assist technical teams with development of generic and policy compliant TORs and specifications; as relevant;
- viii. Preparation/customization and issuance of various standard procurement documents (SPDs) and other documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bidding documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making;
- ix. Assist in tendering management including advertisement of invitation to Bid, handling Prebid meetings, preparation of clarifications/amendments to the bidding documents and bid opening.
- x. Assist FBR teams/ Evaluation Committee(s) in the evaluation of bids and proposals and preparation of evaluation reports.
- xi. Assist in the notification of intention to award and award of contracts.
- xii. Addressing all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant PRR specialists
- xiii. Develop and implement 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;
- xiv. Managing the process of procurement complaint resolution through the Bank's Systematic Tracking of Exchange on Procurement (STEP);
- xv. Support relevant specialist in the preparation and revision of contracts that involve the purchase of goods and services;
- xvi. Assist relevant specialist closing activities as needed;
- xvii. 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;
- xviii. As required, assist FBR in developing Standard Operating Procedures (SOPs) for procurement and strengthening procurement capacity. The SOPs should simplify existing processes with a view to accelerating completion of procurement activities.
- xix. Assist FBR establish adequate procurement and contract monitoring system and carryout the monitoring activities.
- xx. Develop and implement 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.
- xxi. Assist in the preparation of biweekly, monthly and quarterly procurement and contract management reports.
- xxii. Provide procurement and contract monitoring support;
- xxiii. Any other relevant task assigned by the FBR.

#### **4. Expected Results**

- Enhance quality of goods, services and suppliers
- Improve service delivery and Turn Around Time
- Foster business partnerships with internal stakeholders
- Ensure accurate demand consolidation & planning for respective procurements.
- Achieve sustainable procurement targets.
- Timely and quality processing of procurements.

## 5. Qualifications, Experience & Skills

Qualifications	Experience	Skills
<b>Mandatory</b>		
Masters' or Bachelor's Degree equivalent to at least sixteen years of education in Procurement & Supply Chain Management/ Business Management / Project Management / Engineering / Finance / Social Sciences.	<ul style="list-style-type: none"> <li>Overall Twelve (12) years of documentary verifiable experience in procurement of goods, works, &amp; consulting services</li> <li>At least Three (03) years of Digital ICT Procurement experience including Data Centre procurements, IT networks solutions (hardware and software) etc.</li> <li>At least Three (03) years of World Bank Procurement or Contracts management experience of the projects of comparable scale and complexity.</li> </ul>	<ul style="list-style-type: none"> <li>Written and oral fluency in English.</li> <li>Excellent computer usage skills (e.g., desktop application MS Office such as Word, Excel, and Power Point, MS Project etc.)</li> </ul>
<b>Desirable(s)</b>		
	<ul style="list-style-type: none"> <li>Practical experience of using World Bank Systematic Tracking Exchanges in Procurement (STEP) or other ERP tools.</li> </ul>	<ul style="list-style-type: none"> <li>Proficiency in using e-procurement applications.</li> <li>Ability to work independently and as part of a team.</li> </ul>

## 6. Application Procedure

The Applications should include:

- i. Cover letter
- ii. Curriculum Vitae (CV)
- iii. Summary of the relevant Procurements Projects mentioning title, organization, scope, volume and period etc.,

Interested candidates should submit their applications in hard form as well electronically to the following address:

Hard Form	Electronic Submission
Additional Director (Procurement & Finance) Room No. 574, Fifth Floor Federal Board of Revenue (FBR) FBR House, Constitution Avenue Islamabad, Pakistan 051-9215109 / 051-9219649	E-mail: <a href="mailto:adddirector.prr@fbr.gov.pk">adddirector.prr@fbr.gov.pk</a>

## 7. 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.