

Terms of References (TORs)
Assistant 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 a knowledgeable professional for the position of 'Assistant Procurement Specialist' to assist in 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:	Assistant Procurement Specialist
Number of Positions:	01
Location:	Islamabad
Type of Employment:	Contract Basis - Full-time
Duration:	Till 30 th June, 2025.

3. Scope/ Key Responsibilities:

Assist in managing the day-to-day operations of Procurement functions including but not limited to:

- i. Preparation/customization and issuance of various procurement documents (PDs) e.g. REOIs, RFBs & RFPs etc.
- ii. Coordination for nomination and notification of Procurement Evaluation Committee(s).
- iii. Assist in advertising procurement opportunities and notices.
- iv. Arrangement & Coordination for pre-bid meetings.
- v. Arrangement & Coordination for Bid Opening meetings.
- vi. Preparation of Evaluation Reports (EOI's, Prequalification, TER, BER, CER etc.).
- vii. Arrangement & Coordination for credential verification meetings.
- viii. Preparation of approval note.
- ix. Preparation of Notifications (Intention to Award & Award of Work).
- x. Extend support to the concerned specialist in Contract preparation, Negotiation and finalization.
- xi. Extend support in verification of commercial invoices in accordance with contract requirements prior to approving for payment;
- xii. Management of 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
- xiii. Assist in STEP data upload and management.
- xiv. Any other relevant task assigned by FBR.

4. Qualifications, Experience & Skills

Qualifications	Experience	Skills
Mandatory		
Masters' or Bachelor's Degree equivalent to at least sixteen years of education in Procurement & Supply Chain Management/ Business Management / Project Management/ Engineering/ Economics/ Finance/ Social Sciences.	<ul style="list-style-type: none"> Minimum Seven (07) years of documentary verifiable experience in procurement of goods, works, & consulting services. 	<ul style="list-style-type: none"> Written and oral fluency in English. Excellent computer usage skills (e.g., desktop application MS Office such as Word, Excel, and Power Point, MS Project etc.)
Desirable(s)		
	<ul style="list-style-type: none"> Sound knowledge of World Bank and Public Procurement regulations, administrative systems and procedures. 	<ul style="list-style-type: none"> Proficiency in using software-procurement applications. Ability to work independently and as part of a team.

5. 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: adddirector.prr@fbr.gov.pk

6. 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.