

HIRING OF PROCUREMENT & CONTRACTING CONSULTANT

TERMS OF REFERENCE

- i) Preparation of EOI, RFP and bid related documents including detailed terms of references for the recruitment of the project consultants (both firms and individuals);
- ii) Preparation of all types of bidding documents including but not limited to EOI, RFP for works, goods, services as well as evaluation of the bids and negotiating with contractors and suppliers in line with SPPRA guidelines;
- iii) To ensure that the scope of bid, evaluation, qualification criteria and Board's requirements are adequately covered in the bidding documents, while preparing such documents;
- iv) Conducting pre-bid meetings, clarification of bid documents and amendments to the bid documents.
- v) Maintaining previous and on-going Bidding records of respective procurement proceedings along with all associated documentation;
- vi) Bid evaluation, obtaining bidder's clarifications, preparation of technical and financial bid evaluation reports;
- vii) Responding to the inquiries related to the tenders, evaluation criteria or related issues;
- viii) Negotiations, preparation of contract agreements;
- ix) Carry the overall responsibility for all the Procurement & Contract Management functions;
- x) Preparation & Updating procurement plan along with its implementation plan;
- xi) Ensure compliance with legal requirements of Board in procurement actions for engaging consultants, procuring goods and work requirements;
- xii) Maximise efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements;
- xiii) Address all matters associated with procurements of goods/services e.g. taxation, duties clearance;
- xiv) Assist with various audits by ensuring that procurement documents are effectively filed and provide complete track of procurement cycle;

- xv) Respond adequately and timely to audit queries;
- xvi) Assessing and identifying the risk like institutional, organizational, procedural, etc. that may negatively affect the ability of the agency to carry out the procurement process;
- xvii) Maintain an audit file for each contract which will include original contract, all correspondence, changes/deviations, amendments, clarifications, payment schedules;
- xviii) Assisting the SSWMB in preparation of all relevant documents to SPPRA in context to consultants hiring (the firms as well as individual consultants);
- xix) Monthly report on the activities undertaken;
- xx) Put in place a procurement monitoring mechanism;
- xxi) Strengthening procurement capacity of the staff of SSWMB;
- xxii) Any other task assigned by the SSWMB.

QUALIFICATION / KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

- i) MBA/MS with specialization in Finance/Supply Chain or Masters in Engineering;
- ii) Minimum of 7 years of leadership experience in procurement, setting procurement strategies, driving cost savings and improving terms and conditions;
- iii) Sound knowledge and command on SPPRA Rules 2010 (Amended 2013 and PEC Rules /Bye-laws is mandatory;
- iv) Excellent negotiation skills;
- v) Excellent supplier management skills including demonstrated ability to develop and manage business driven supplier executive relationships;
- vi) Proven track record of successfully managing risk;
- vii) Possess sound computer skills (proficient in Word, Excel, PowerPoint and Visio);
- viii) Proven ability to be hands on within a heavy workload environment.

DOCUMENTS TO BE SUBMITTED

- i) Detailed CV;
- ii) CNIC Copy;
- iii) Experience Certificates;
- iv) Copies of testimonial including copies of certificates of courses related to Procurement if any;
- v) Copy of Registration with FBR;
- vi) Copy of Registration with SRB.