



PROJECT IMPLEMENTATION UNIT
Sindh Secondary Education Improvement Project (SSEIP)
ADB Assisted (Loan No. 3845- PAK)
Government of Sindh
School Education and Literacy Department – SE&LD



Additional positions of PIU Individual Consultants

Terms of Reference -TOR

1. CS17: Deputy Project Manager (Procurement & Contract Management)
(National, 24 Person-Months full time)

1. The specialist will have Bachelors' degree in Civil Engineering, Construction Management, Procurement or a related field from HEC recognized institute; with demonstrated track record of timely delivery of high quality outputs and availability to travel regularly to project sites as and when required. The candidate having at least 10 years of experience in procurement & contract management, practical knowledge of Government of Sindh's regulations and procurement regulations & contract administration systems and procedures in foreign funded projects, with 02 years' experience as civil engineer or related field. Excellent analytical, problem solving, interpersonal & communication skills and highly proficient in use of Project Management, Procurement, Contract Management and Microsoft Office suite applications. The specialist will perform the following functions, duties, and tasks:

1. The consultant will work on SSEIP and SSEIP Additional financing under the guidance of the Project Director (PD) or the assigned staff in implementing all aspects of procurement and contract management under the project.
2. Develop and review procurement plan for goods and services under the project and update the Plan as and when needed (at least quarterly).
3. Review and ensure efficient and timely execution of activities like preparation of invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of works, goods, and consultants' services following the Bank's procurement framework and regulations. This would be done in coordination with the respective technical officers/specialists who will provide major inputs for TORs/Specifications.
4. Uploading & updating of Procurement plan, documents and NOL from Asian Development Bank.
5. Provide operational advice on concepts, policies, and procedures for international and local procurement matters.
6. Update procurement strategy as and when required.
7. Ensure compliance of the Procurement / Consultants' Regulations of the Asian Development Bank in matters related to procurement and contract management.
8. Help PIU to address the procurement related complaints, which will include (a) review of the complaints vis-à-vis the respective procurement processes and documents, (b) participation in discussions that PIU members may have with complainants.
9. Work as member of the bid/ proposal evaluation committee.
10. Lead and closely monitor all the procurement activities under the Procurement Plan and approval process of the Government.



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11. Review and ensure efficient preparation of quarterly report on procurement status and procurement risk mitigation framework and arrange submission of the same to Asian Development Bank for review.
12. He/she will closely liaise with the Project Manager, Environmental Safeguard Specialist and Social Safeguard Specialist for vetting and approval of any technical document before initiation of procurement process.
13. Report on implementation of sustainability factors in procurement and contract management, including economic, social and environmental considerations.
14. Act as a contract management focal point for awarded contracts. Ensure maintaining smooth contractual processes, safeguarding PIU's interests and promote transparency in business dealings.
15. Conduct effective negotiation of terms and conditions of contracts and oversee drafting of comprehensive contracts with precision that outline rights, obligations and performance expectations with compliance of legal and regulatory requirements.
16. Assess performance of contractor and consultant and conduct diagnostic analyses on status of implementation, delays, inefficiency, etc. in the system and provide recommendations to improve the same and / or identifying need for contract amendments, if required.
17. Prepare contract management metrics and checklist for management review and suggest improvement on contract administration by different contractors at different sites.
18. Ensure that the contracts are audit-ready at all times, maintaining accuracy and compliance.
19. Act as bridge between project teams, contractors and other stakeholders and maintain effective communication amongst them.
20. Provide support to PIU teams as needed.
21. Conduct field visits to project sites to monitor procurement and contract management activities, assess progress, and address any issues or concerns that may arise.
22. Any other task assigned by the Project Director/Project Manager as and when required.
23. The initial Notice to Proceed (NTP) will be given for 12 months and the 2nd NTP will be subject to satisfactory performance during first 12 months.