TERMS OF REFERENCE-TOR
CS36-AF: Legal and Contracts Management Specialist

Scope of Work:

The Legal and Contracts Management Specialist will be responsible for the legal, procurement and contracts management of works, goods, and consultancy contracts under the Sindh Secondary Education Improvement Project (SSEIP) and the Sindh Secondary Education Improvement Project – Additional Financing (SSEIP-AF), financed by the Asian Development Bank (ADB) under Loan Nos. 3845-PAK and 4409-PAK(COL). The specialist will report to the Project Director through Deputy Project Manger or Project Manager will ensure that all bidding documents and contract administration activities are in accordance with ADB's Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting and Consulting Services (2017, as amended from time to time).

Detailed Tasks and/or Expected Output:

The specialist will perform the following functions, duties, and tasks:

(i) Manage the procurement and contracts management of works, goods, and consultancy contracts of the Project.
(ii) Support in Preparation of all bidding documents, in close coordination with the Design Consultant and other consultants, for the procurement of goods and works, and ensure that all bidding documents are in accordance with ADB's Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting and Consulting Services (2017, as amended from time to time).
(iii) Review the Project Procurement Plan at least annually or as required.
(iv) Carry out the procurement of works and goods, in coordination with the procurement/bid evaluation committee, including:
    (a) preparing and publishing invitations to bid;
    (b) answering bidders' queries;
    (c) evaluating tenders;
    (d) preparing bid evaluation reports and other reports;
    (e) organizing bidder site visits, as required;
    (f) coordinating the process of obtaining ADB's no-objection on bid evaluations and bid evaluation reports; and
    (g) preparing the necessary documentation for contract signing and contractor mobilization.
(v) Provide inputs to periodic and annual reports as required.
(vi) Ensure contract administration of the works, goods, and consulting contracts.
(vii) Take timely contractual actions related to (a) cost, time, and quality control, in accordance with the provisions of the contract agreement, and (b) closure of contracts, evaluation of claims, and, in the case of disputes, referral to dispute resolution, including Dispute Review Boards and/or arbitration.
(viii) Provide early warning of key contractual actions related to cost and time controls, schedule and document contract management meetings, and evaluate and resolve contractors' claims and contractual disputes.
(ix) Monitor all procurement contracts for compliance with contractual terms and conditions, such as construction and turn-over of completed works, delivery and quality of equipment, and the delivery of outputs of consultancy contracts.

(x) Ensure that payments are made in a timely manner for contracts entered into by the PIU.
(xi) Perform other duties as assigned by the Project Director.

Minimum Qualification Requirements

The candidate should have at least a bachelor's degree in law, contracts, procurement, management, Civil Engineering, or equivalent, however a master's degree in law, contracts, procurement, management, Civil Engineering, or equivalent is preferred. Experience of at least 10 years as a Legal, Procurement and Contracts Specialist in civil works – particularly building works and goods/supply contracts – would be preferred. Proven credentials in procurement management and contract administration and knowledge of ADB or other MDB procurement requirements and processes would be an added advantage

Minimum General Experience: 10 Years
Minimum Specific Experience (relevant to assignment): 10 Years