# TERMS OF REFERENCE-TOR
# CS3(a)-AF: Senior Procurement Officer

**Scope of Work:**

The Senior Procurement Officer will be responsible for preparing, processing, and monitoring the procurement of goods, works, non-consulting services, and consulting services 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 Senior Procurement Officer will work under the direction of the Deputy Project Manager (Procurement & Contract Management) and ensure that assigned procurement activities are carried out in accordance with the ADB Procurement Policy and Procurement Regulations for Borrowers, the ADB Guidelines on the Use of Consultants, the Loan Agreements, the Project Administration Manual (PAM), the Procurement Plan, and the applicable Sindh Public Procurement Rules and Regulations.

**Detailed Tasks and/or Expected Output:**

The Senior Procurement Officer will perform the following functions, duties, and tasks:

(i) Assist the Deputy Project Manager (Procurement & Contract Management) in preparing and updating the Procurement Plan for SSEIP and SSEIP-AF, and prepare revisions for timely submission to ADB for review and approval through the Project Director.
(ii) Prepare and review bidding documents, Requests for Proposals (RFPs), Requests for Quotations, Expressions of Interest, and Terms of Reference in line with ADB standard documents and procedures, for review and approval by the Deputy Project Manager (Procurement & Contract Management).
(iii) Assist the Deputy Project Manager (Procurement & Contract Management) in identifying appropriate procurement methods (e.g., International and National Competitive Bidding, Shopping, Direct Contracting, QCBS, QBS, CQS, Individual Consultant Selection) in accordance with the Procurement Plan and ADB requirements.
(iv) Carry out the procurement process, including advertisement, issuance of bidding documents, pre-bid meetings, clarifications and addenda, receipt and opening of bids/proposals, and maintenance of procurement records.
(v) Support the Procurement Committee, Consultant Selection Committee, and Evaluation Committees in the evaluation of bids and proposals, and prepare and review evaluation reports, minutes of meetings, and recommendations for award.
(vi) Prepare procurement documents, evaluation reports, and draft contracts for submission to ADB for prior review and concurrence through the Deputy Project Manager (Procurement & Contract Management), and follow up on and respond to ADB comments in a timely manner.
(vii) Assist in contract negotiations, preparation of contract agreements, and issuance of notifications of award, letters of acceptance, and notices to proceed.
(viii) Support contract administration and management under the direction of the Deputy Project Manager (Procurement & Contract Management), including processing of variation orders, amendments, time extensions, performance securities, advance payment guarantees, and contract closure, in coordination with the technical and financial management teams.

(ix) Maintain the procurement tracking system, monitor the progress of procurement packages and contracts, and report delays and risks to the Deputy Project Manager (Procurement & Contract Management) with proposed corrective actions.
(x) Ensure compliance with ADB's Anticorruption Policy, integrity and conflict of interest requirements, and safeguards provisions in all procurement activities.
(xi) Perform other duties as assigned by the Project Director.

**Minimum Qualification Requirements**

Bachelor's Degree in Civil Engineering from a recognized University/Institute. Master's Degree in Project Management or Construction Management or equivalent is preferable. Relevant trainings in public procurement, ADB procurement procedures, SPPRA rules, contract management, or project management are preferable. Minimum 05 years of professional experience, of which at least 04 years should be specific experience in procurement of works, goods, and/or consultancy services, preferably under ADB or other donor-funded projects in Sindh. Working knowledge of ADB Procurement Regulations. Technical proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).

**Minimum General Experience: 05 Years**
**Minimum Specific Experience (relevant to assignment): 04 Years**