



### Terms of Reference

#### Hiring the Services of an Individual Consultant as Procurement Management Officer for PMU KITE DoT

##### **Background:**

Khyber Pakhtunkhwa Integrated Tourism Development Project (KITE) project will improve the provincial infrastructure and tourism assets and strengthen institutional capacity in support of responsible tourism development in Khyber Pakhtunkhwa province. The use of innovative approaches, including public-private partnerships, destination planning, environmental protection, and heritage preservation will be the main considerations during project implementation.

##### **Rationale for Hiring:**

The Procurement Management Officer will provide procurement and contract management leadership to the entire Project and shall provide advice to both Project Management Units (PMUs) of the KITE project.

##### **Responsibilities:**

1. Identify critical policy, market mobilization, and procedural issues relating to ongoing and pipeline procurement to maximize the efficiency of the procurement cycle, while ensuring necessary controls for cost-effectiveness and success of all procurement activities.
2. Lead compliance with various fiduciary controls, etc. as stated in the Procurement Operations Manual in the procurement and contract management process and propose improvements.
3. Take the lead in preparing and regularly monitoring and updating the Project's procurement plans. Update World Bank's Systematic Tracking of Exchanges in Procurement (STEP) for Project;
4. Contribute to the development of the Annual Work Plan, ensuring alignment with the project's strategies, agreement on annual targets in the work plan with budgeting;
5. Assist technical teams with the development of generic and policy-compliant ToRs, and specifications; market research and outreach, as relevant;
6. Lead preparation/customization and issuance of various standard procurement documents (SPDs) and other documents required at different stages of the procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making;
7. Work together with the Procurement Expert to organize evaluation meetings by (i) arranging venue and the timing of bid/proposal opening, coordinating with evaluation panel members, (ii) preparing necessary evaluation packages (bid documents, proposals, evaluation sheets, framework agreement, etc.) and distribute them to evaluation panel



members, (iii) attending evaluation meetings as a note taker, (iv) recording the minutes of the meetings, and (v)

providing other necessary technical support to facilitate sound procurement;

8. Provide contracts management support, and ensure liaison with the PMU team for asset recording and management, contracts preparation, modification, execution, and supervision.
9. Provide technical leadership in transparent and efficient pre-award contracting process consulting services and other procurement-related aspects in accordance with WB Procurement Regulations.
10. Oversee efficient contract management by proactively giving timely alerts to the consulting firms, and other staff on contractual matters, timelines, and submission of deliverables in respect of signed contracts.
11. Maintain frequent communication with relevant staff and consultants/ contractors to ensure feedback on contractual compliance, including responding to any related queries.
12. Be responsible for overseeing the issuance of purchase orders, delivery challans, and verification of invoices of goods and services procured prior to processing the same for approval by the Project, and for maintaining proper inventory/stock register of non-consumable items and other administrative affairs of PMU KITE DoT.
13. Liaise with the financial management team for tax-related issues
14. Perform any other relevant tasks as may be assigned by Project Director.

#### *Education & Experience*

- Master's degree from Higher Education Commission recognized University in Management Sciences/Statistics/Economics/Finance/Engineering/Supply Chain or Commerce or a related field from a reputable local or foreign institution.
- MCIPS or comparable qualification is given a strong preference
- A procurement certification and contract management certificate/diploma/ shall be given preference.
- Should have at least 7 years of overall experience after acquiring the stipulated qualification, with 5 years of specific experience in the procurement with the public/private projects involving procurement of goods and/or works and services

#### *Qualifications & Skills:*

- Strong knowledge of the legal and procedural requirements related to procurement
- Excellent knowledge of PPRA/KPPRA rules and legislation of donors
- Should have practical knowledge and an in-depth understanding of procurement cycle management.
- Strong written and oral communications skills
- Good command of Microsoft Office and Excel.

#### **Selection Process**



GOVERNMENT  
OF KHYBER  
PAKHTUNKHWA

KHYBER PAKHTUNKHWA  
**INTEGRATED TOURISM  
DEVELOPMENT PROJECT (KITE)**  
PROJECT MANAGEMENT UNIT (DoT)

Department of Tourism, Culture, Sports, Archaeology, Museums & Youth Affairs

The appointment will be made in accordance with the “World Bank Procurement Regulations (Procurement in Investment Project Financing, Works, Non-Consulting and Consulting Services. July 2016 Revised November 2017, August 2018 and November 2020).

- Female applicants are encouraged to apply.
- The PMU KITE DoT will be conducting a strong reference check of all the interested candidates and will request evidence of completed procurement activities from previous assignments.