**TERMS OF REFERENCE**

**PROCUREMENT SPECIALIST AT AGRICULTURE DELIVERY UNIT, SINDH WATER AND AGRICULTURE TRANSFORMATION PROJECT SWAT, HYDERABAD- SINDH**

1. **PROJECT BACKGROUND**

The project will help kickstart a transformation process that will boost resilience to future climate shocks, such as floods and droughts, through three mechanisms: (i) creating a modern integrated water resources management (IWRM) system; (ii) demonstrating proof of concept in increasing agricultural water productivity for selected farmer organisation (FO) subprojects; and (iii) adjusting key policies that will provide the enabling environment to scale up these successes in the future. A successful demonstration of significant increases in agricultural water productivity at the FO level will have a transformational impact, potentially leading to replication in other areas of Sindh. The project supports critical policy reforms by using the investment project financing (IPF) with Performance based Conditions (PBC) modality.

The project has started its six-year implementation period from January 2023 with the 4 major program components. Component 3 ***Agriculture Incentives and Investments*** will be the focus of this assignment which includes support for on-farm water management; smart subsidy to incentivize a shift to water-thrifty crops like horticulture, oils seeds and pulses; cost-sharing grants for farmers and SMEs to develop value chains of high value crops like horticulture; improve agriculture statistics management; modernization of market information management; improve management of salinity-affected lands and water; and help farmers adopt climate-smart agriculture practices and Component 5 ***Agriculture Flood Emergency:***This includes support to farmers affected by the floods of August 2022 in their endeavors for restoration of crop cultivation through cash transfers*.* This is being implemented by Agriculture Delivery Unit (ADU) under Agriculture Department, Government of Sindh.

1. **OBJECTIVE:**

The Procurement Specialist will be a part of the ADU and will be responsible for carrying out procurement of activities under the Project. She/he will be responsible for ensuring the smooth implementation of contracts procured under the project and that the procurement process is properly and effectively carried out in accordance with the Procurement Regulations for IPF Borrowers November 2020 and the Project Operations Manual.

1. **SCOPE OF WORK / DUTIES AND RESPONSIBILITIES**

She/He will report to the Project Director. Under the direct supervision of Project Diretor, the key responsibilities of the Procurement Specialist shall include, but not limited to the following:

* Coordinate with Project Director to develop, monitor and implement need-based Procurement Plan to implement Project ensuring timely completion of all procurement activities.
* Lead Systematic Tracking of Exchanges in Procurement (STEP) with appropriate technical and subject specific assistance.
* Assist technical teams of Project with development of generic and policy compliant TORs and specifications; as relevant.
* Conforming to Bank’s Procurement Regulations, cause preparation and issuance of various documents required at different stages of 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.
* To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program
* Support the Project in organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements.
* To address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant Project specialist(s)
* To monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining and Contract Roster.
* To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
* Assist various post procurement reviews /audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle. Responds adequately and timely to audit queries;
* Assist Project in preparing an action plan to incorporate embed World Bank’s and government’s commitments to anti-corruption, quality assurance and transparency in the procurement of goods and services under Project.
* Ensure compliance with various fiduciary controls, etc. as stated in the Operations Manual in the procurement process and propose improvement’s; if any.
* Address all matters associated with procurement of goods/services e.g. taxation, duties clearance.
* Act as key liaison person in coordinating capacity building initiatives.
* Design/ update and facilitate the management of the overall procurement management record and filing system.
* Liaise and coordinate with the World Bank and its supervision missions.
* Provide assistance to the Project Director in following areas related to his/her assignment: -
  + Looking after the level of transparency in procurement process;
  + Dispute Resolution;
  + Assessing and identifying the risks like institutional, political, organizational, procedural, etc. that may negatively affect the ability of the agency to carry out the procurement process;
  + Managing the process of procurement complaint resolution;
  + Any other relevant task assigned by the Project Director

**Qualification and Experience**

* University degree (16 years of education) from a reputable national/international university in any relevant degree Enginering/ Social Sciences/ Economics etc. Degree in Procurement or Supply Chain will be accorded due weightage
* 10 years’ experience (after acquiring stipulated qualification) with at least three years of working on procurements in the category of goods & Consultant Services in any sector ( international/ national/ private)
* Proficiency in the usage of computers desktop application MS Office (Word, Excel, and Power Point) and office software packages (word processing, spreadsheet etc) and experience in handling of web-based data and information management systems
* Demonstrates good oral and written communication skills in substantive and technical areas
* Excellent writing, editing and analytical skills and capability of working independently

**Selection Method**

* An individual consultant will be selected through a competitive process in accordance with “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020