



## **TERMS OF REFERENCE**

### **PROCUREMENT SPECIALIST TO ASSIST THE HEALTH PROJECT MANAGEMENT UNIT OF THE KHYBER PAKHTUNKHWA HUMAN CAPITAL INVESTMENT PROJECT**

#### **A. BACKGROUND**

The Khyber Pakhtunkhwa Human Capital Investment Project (KPHCIP) funded by the World Bank, in collaboration with the Government of Khyber Pakhtunkhwa (GOKP), intends to improve the availability, utilization, and quality of primary healthcare and elementary education services in selected districts of KP. The project targets four original Districts (i.e. Peshawar, Haripur, Nowshera and Swabi) and additional flood hit districts in KP: The Project includes five components:

- Component 1. Improving the Delivery of Quality Primary Health Care Services
- Component 2: Improving Availability and Quality of Education Services
- Component 3: Strengthening Community Engagement and Accountability
- Component 4: Reconstruction/Rehabilitation of Flood affected Healthcare facilities in KP
- Component 5: Contingent Emergency Response Component (CERC)

The project activities include strengthening of infrastructure, equipment, and healthcare commodities (*Component 1*), comprising mainly of primary healthcare facilities (Basic Health Units/Rural Health Centers/Cat-D Hospitals), and rehabilitation of selected primary schools to middle schools (*Component 2*) in selected districts. *Component 3* of the Project is to support community engagement and accountability. *Component 4* of the project is to provide support to the 158 flood affected healthcare facilities in 17 districts of Khyber Pakhtunkhwa. *Component 5* is regarding any future emergency support in Khyber Pakhtunkhwa.

The first two components have sub-components focusing on infrastructure enhancement. Component 1, with its focus on healthcare services, has the following infrastructure requirements: The KPHCIP is seeking the services of an individual consultant to provide assistance to the Procurement Specialist Project Management Unit – Health (PMU-H) of KPHCIP in matters as per Job description.

#### **B. OBJECTIVE**

The objective of hiring a Procurement Specialist is to facilitate the procurement section in ensuring efficient management of procurement. The procurement Specialist will support and assist PMU in overseeing procurement, maintenance, and compliance, enabling safe and effective healthcare delivery, optimizing resource utilization, and improving patient outcomes within the project's scope.

#### **C. QUALIFICATION & EXPERIENCE:**

##### **Qualifications:**

1. **Educational Background:** Master Degree in relevant field or bachelor degree from an HEC recognized university with extra 5 years experience.
2. **Professional Experience:** Whatever relevant degree the candidate may have, the relevant post qualification experience shall be; with Master Degree it shall be 10 years and in the case



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of Bachelor Degree it shall be 15 years and well versed in World Bank Procurement Regulations. Minimum of 5 years' experience with WB funded project.

3. **Professional Certification:** Preferably, possession of relevant certifications/Diploma in procurement from authorized Govt. Agencies.
4. **Regulatory Knowledge:** Familiarity with national and international regulations and standards related to Procurement essential.
  - Excellent interpersonal and communication skills.
  - Proficiency in data management and quality control.
  - Ability to work effectively in multidisciplinary teams.

### D. SCOPE OF WORK

The duties and responsibilities of the Procurement Specialist would include facilitating the Procurement Specialist and PMU in:

1. Planning, managing and implementing the overall procurement strategy of all the participating Units under the World Bank financed project. Responsible for the entire procurement cycle including preparation and release of EOIs, IFBs, TORs, RFPs, bid documents, Evaluation of proposals, Negotiations, Awarding of contracts, delivery etc. in accordance with World Bank Procurement Regulations.
2. Coordinate with other stakeholders to ensure the achievement of all procurement objectives within the defined scope of Project.
3. Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring cost effectiveness and soundness of all procurements carried out under the credit.
4. Proper documentation of all procurements as per the instruction; of World Bank including selection and preparation of Standard Documents/formats prescribed by the World Bank for various stages of procurement.
5. Coordinate with various Departments/Implementing Agencies to identify and plan their procurement needs well ahead in time.
6. Monitor the progress with Suppliers/Consultants ensuring that all policies/procedures and requirements are fully complied with by them as per the terms of contract with the Implementing Agencies.
7. Ensure quality assurance of procurement deliverables.
8. Assist the PMU on STEP.
9. Facilitate the Procurement Specialist in;
  - Procurement Planning using the World Bank's online STEP System
  - Development of Standard Bidding Documents, SOPs, RFBs, RFPs, Technical Evaluation and Financial Evaluation of bids.

### The following is the expected output from the Procurement Specialist:

- The Procurement Specialist will be expected to facilitate the PMU and Procurement Specialist PMU in Completing the Procurement activities as per agreed timelines.



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## **E. REPORTING**

The Individual consultant will report to DPD and PD KPHCIP through proper channel.

## **F. SELECTION METHODOLOGY**

The Consultant will be selected on open competition basis as per World Bank Procurement regulation.

## **G. FACILITIES TO BE PROVIDED BY THE PMU**

Office space and other facilities such as computers will be provided to the consultant/staff as required during the assignment period.