**TERM OF REFERENCE**

**PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST**

**KARACHI WATER AND SEWERAGE SERVICES IMPROVEMENT PROJECT (KWSSIP-2)**

Karachi is Pakistan’s largest city, main seaport and international trade hub. It encounters numerous challenges among which water supply and sewerage are the worst affected services, falling far short of the city’s expanding needs. To mitigate this gap, develop these services for Karachi and strengthen the Karachi Water and Sewerage Corporation (KWSC) to become a financially viable and technically well performing water utility that ensures clean, safe drinking water and sewerage services to public, the Government of Sindh GoS / KWSC partnered with the World Bank Group through the Karachi Water and Sewerage Services Improvement Project (KWSSIP). The KWSSIP encompass a USD 1.6 billion reform led investment program in 4 Phases to be implemented in 12 years. The Phase 1 KWSSIP has an investment portfolio of USD 100 million. The PC-1 for the Second Phase of KWSSIP amounting to US$600 Million (PKR167.10 billion) has been approved by ECNEC. The project has been approved by the World Bank Board on 12th December 2024. The project is being implemented by the Government of Sindh (GoS) and the Karachi Water and Sewerage Corporation (KWSC) through multiple procurement processes, expected to occur within a short timeframe. The project activities aim to achieve key milestones, including addressing environmental aspects associated with the proposed project components.

**Project Components**

KWSSIP-2 has been developed for institutional and governance reforms in KWSC along with a strategic investment for the improvement of water & sewerage infrastructure in Karachi.

Following are the project components:

**Component 1 – Operational & Enabling Environment Reform**

1. Institutional Reforms and Capacity Building in HR
2. Implementation of Communication Program & Capacity Development of CRM
3. Implementation of Gender Action Plan
4. Capacity Building in Asset Management, GIS and Data Collection Strategy
5. Preparation and Implementation of Water Safety Plans
6. Outsourcing of Metering & O&M
7. Advance Studies for the adaptation of Trenchless technology of Infrastructure development in Karachi Water and Sewerage Program
8. Financial Management improvement

**Component 2 – Infrastructure Investments**

1. Rehabilitating Water Supply and Sewerage in Selected Low-Income Communities
2. Priority Sewer Network Rehabilitation and Extension:
3. Priority Water Network Rehabilitation including O&M equipment, meters & DMAs to reduce NRW
4. Priority Works for Reducing Energy Consumption:
5. K-IV Augmentation and Downstream Allied Works:
6. Rehabilitation of Existing Filtration Plants (NEK K-II, 100 MGD, Pipri JBIC 50 MGD)
7. Viability Gap Funding (VGF) to support PPP Interventions

**Component 3 – Project Management and Studies**

1. Design Review and Construction Supervision of the Proposed Sub-Projects of Phase-2:
2. Follow-up studies on energy audits:
3. Preparation of KWSSIP -3, feasibility, E&S study, designing & PC-1, follow up study from the Master Plan Study

**Component 4 – Contingent Emergency Response Component**

**Scope / Objectives of Procurement and Contract Management Specialist**

The Procurement & Contract Management Specialist (PCMS) will be responsible for preparing commercial, contractual, and technical aspects of all the project contracts in consultation with concerned technical teams. S/he will be responsible for overall coordination of the identified procurements, suggesting the best strategy for the new activities based on continuous review of the project progress, and update of the PPSD. The PCMS would assist the PIU of KWSSIP in developing the EOIs, and RFPs for various contracts, and review and finalize the bidding documents provided by the consulting firms for diligent evaluations, award and contract implementation. The PCMS will work closely with the PIU Directors.

**Specific Tasks and Responsibilities**

The Procurement Contract Management Specialist shall be responsible to:

* Strengthen the procurement and contract management performance of the PIU in the preparation of the procurement documents and contracts;
* Coordinate with PD and PIU to update and prepare the procurement plan as and when required for activities, estimated costs, timelines and procurement methods.
* Review the PPSD and update as required.
* Take the lead in preparing bidding documents and contract management plans of all the contracts.
* Assist the PIU in planning and convening the procurement process of all the transactions under the project
* Advise the PD on various contractual matters.
* Oversee all contract correspondences of the PIU and ensure that it is in compliance with the relevant contract agreements, stipulations, documents and international standards, in a timely manner.
* Ensure procurement and contract management processes are carried out in compliance with the Financing Agreement, World Bank Procurement and Consultants Guidelines and their associated Regulations
* Coordinate with the PIU in preparing an overall project management plan and constant update.
* Advise the procurement unit in the context of contractual clauses in the various bidding documents, following the applicable Bank Regulations,
* Participating in bid/proposal opening and evaluation.
* Advise the PIU with reference to project and contract management in developing various documents.
* Take the lead in preparing REOIs, RFPs, shortlist, and evaluation reports for various consultancy assignments.
* Review and advise on the various bid docs prepared by consulting firms for works and goods contracts.
* Participate in pre proposal conferences, pre bid conference, bid/proposal openings, evaluations, negotiations and contract award.
* To maximize efficiency of the procurement cycle provide strategic expert advice and assist in implementing necessary controls ensuring transparency, cost effectiveness and soundness of all procurements carried out under the project.
* Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track records of the procurement cycle.
* Assist in updating the KWSSIP-II Procurement Plan.
* Assist in establishing the institutional arrangements for managing the procurement transactions and processes under the project with due regard to generally accepted principles of procurement.

**Contract Management:**

* Assist in Developing overall project management plan of KWSSIP-2.
* Develop contract management SOPs for the various works, goods and consultancy contracts.
* Develop contract management plan for each contract with roles and responsibilities, contract management sheets, risks and milestones etc.
* Identify to the PD and PIU red flags in contractual delays and suggest solutions.
* Review contractors’ work plans and comment on its workability; review the staff deployment, performance and deliverables of consulting firms.
* Facilitate discussions between PIU, Consultant(s); with a view to achieve closure on divergent interpretation of contractual clauses;
* Act as a focal person on behalf of PIU for contract administration issues that may accrue liabilities for the project;
* Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned timetable;
* Support preparation of end of proceedings report for PIU after every claim incident. Such report(s) shall be drafted professionally and would facilitate any audit or other reviews;
* Any other relevant task assigned by the Project Director/PIU.

**Qualifications and Experience:**

The candidate should at least have:

* B.E (Civil/Elect/Mech) or equivalent, and MSc in relevant discipline of Engineering or MBA / Masters in relevant field.
* Relevant Experience of at least Ten (10) years in Procurement and Contract Administration.
* Excellent writing and communication skills, computer skills including MS Office (Word, Excel and PowerPoint). MS Project Certification shall be treated as additional qualification during selection of candidate.

**Contract Duration:**

The Specialist is required to work for the KWSSIP-2 for the period of three (03) years. The Probation Period will be for 3 months; Contract can be terminated with one month notice period by either party. The position is based in Karachi with travel requirements to the site as & when required.

**Salary and Benefit:**

Market competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

**Selection Process:**

An individual will be selected in accordance with process stipulated in Section VII of “Approved Selection Methods: Consulting Services, Clause 7.34, Approved Selection Methods for Individual Consultants under The World Bank Procurement Regulations for IPF Borrowers (Fifth Edition September 2023).