

Procurement & Contract Management Specialist (KWSSIP Shared Services Unit)

1. Introduction

The Karachi Water and Sanitation Services Improvement Project (KWSSIP), supported by the World Bank, AIIB, and the Government of Sindh, aims to improve water supply and sanitation services in Karachi and strengthen the operational and financial performance of the Karachi Water and Sewerage Corporation (KW&SC). The PCMS will serve as the operational lead for Procurement Section within the Project Implementation Unit (PIU) with responsibility for strategic execution, operational oversight, and performance management across procurement section of KWSSIP.

2. Objectives of the Assignment:

The primary objective of the assignment is to provide overall leadership and strategic direction to the Procurement/Contracts function of the PIU, KWSSIP. The Specialist Procurement and Contracts will be responsible for managing the whole lifecycle of procurement for KWSSIP, conducting and administering the procurements. The Specialist will lead the procurement and contract management team of the PIU and reports to the PD.

3. Position Overview and Reporting

Category	Details
Position Title	Procurement & Contract Management Specialist
Primary Objective	To provide technical support and specialized input to the Procurement/Contracts function of the PIU, managing the entire lifecycle of procurement for KWSSIP.
Reporting Line	Specialist Procurement & Contracts, KWSSIP.
Duration	The contract is anticipated for a period of Four (04) years, with a probation period of three months. Extension beyond three years period will be taken up upon performance.
Location	Karachi, with travel requirements to the site as and when required.

4. Required Qualifications and Experience

The recruitment process for this position will be merit-based, transparent, and competitive, ensuring that all key staff possess qualifications and experience satisfactory to the World Bank.

Education and General Experience

- Bachelors (16 years of education) degree from an HEC recognized or international university in Engineering, Law, Business Administration or any other relevant degree along with Masters in Engineering or Business Administration or international certification/diploma in public procurement/supply chain.
- General Experience: A minimum of 10 years of experience in procurement and contract management is required. Preference will be given to candidates with experience on major civil and mechanical works projects. Prior exposure to the Contract/procurement management practices of the World Bank or other multilateral development partners will be considered a strong advantage

Specific Expertise and Competencies

- Contract Expertise: Extensive experience in procurement and contract management, specifically involving FIDIC contracts for work and consulting services.
- Procurement Experience: Demonstrated hands-on experience in conducting comparable procurements, preferably those financed by International Financial Institutions (IFIs) such as the World Bank.
- Dispute Resolution: Proven credentials in contract administration, contractor claim evaluation, and dispute resolution.
Impartiality: Must be impartial and competent to serve on the Procurement Evaluation Committee.

The Specialist will be responsible for administering all procurements and ensuring compliance with the World Bank procurement guidelines.

A. Procurement Management and Fiduciary Compliance

- Develop, implement, and oversee procurement policies, procedures, and guidelines, ensuring compliance with World Bank Procurement Regulations for IPF Borrowers.
- Lead the procurement planning process, including preparation of the Annual Procurement Plan (APP) and maintenance of the Procurement Plan in the Systematic Tracking of Exchanges in Procurement (STEP) system.
- Manage end-to-end procurement activities for all contracts, including works, goods, non-consulting, and consulting services.
- Compile complete bid packages and procurement documents, and coordinate with technical staff and Design & Supervision Consultants (DSCs) to ensure documents meet World Bank standard bidding requirements.
- Collaborate with the Environmental & Social (E&S) and Gender team to integrate Environmental, Social, Health, and Safety (ESHS) specifications, Labor Management Procedures (LMP), and Codes of Conduct into procurement and bidding documents.
- Oversee the process of Procurement by the designated procurement committee and the bid/proposal opening and evaluation, serve as an adviser to the Project Director for the entire Procurement cycle on technical, legal, and contractual matters.
- Seek World Bank No Objection (NO) and manage the award process within STEP.
- Maintain and update the procurement tracking system, ensuring accurate reporting to the Project Director and donor agencies, and adherence to procurement thresholds, methods, and review requirements.

B. Contract Administration and Management Support

- Draft, review, and finalize contracts in accordance with World Bank and government requirements, ensuring clear deliverables, timelines, and payment terms.

- Oversee contract administration, monitor contractor performance, ensure timely delivery of outputs, and maintain a comprehensive contracts database including key dates, deliverables, and financial commitments.
- Prepare the contract dashboard (Tracker) and ensure entry of all post-award data into the Procurement & Contract Management MIS/Tracker.
- Manage the receipt and filing of Bank Guarantees (Advance payment and Performance Securities), updating this information in STEP.
- Take timely contractual actions related to cost, time, and quality controls, and assist with all contract management activities, including:
 - Providing early warnings of key contractual actions and managing schedules.
 - Reviewing and processing contract-related changes, including drafting Variation Orders.
 - Evaluating and resolving contractor claims and disputes, including referral to adjudication and arbitration.
- Handling mobilization advances and recoveries, price adjustments, insurance requirements, Extension of Time (EOT) cases, delay damages in delayed contracts and issuance of completion/Defects Liabilities certificates, closing of contracts and managing contractual disputes.

C. Governance, Coordination, and Capacity Building

- Ensure procurement practices comply with World Bank Procurement Regulations and contract management in accordance with provisions of the Contract.
- Establish and enforce internal controls to ensure transparency, accountability, and minimize fiduciary risks.
- Prepare and submit regular procurement and contract management reports to the Project Director, World Bank review missions, and government oversight bodies, and support audits by providing complete documentation.
- Ensure cross-functional coordination with technical and E&S teams for timely technical inputs and serve as the contact point for contract administration matters between KWSSIP and contracted parties.
- Recommend improvements to procurement systems, tools, and governance structures to enhance efficiency and compliance.
- Lead the procurement team and implement mandatory training for relevant fiduciary staff on World Bank procurement regulations and contract management practices.

D. Other responsibilities

- Provide strategic inputs on market trends, vendor management, and procurement innovations to improve project delivery and cost-effectiveness.
- Undertake any other assignments related to procurement and contract management, as directed by the Project Director.

5. Salary and Benefits

Market competitive salary based on qualification and experience will be offered.

5. Selection Process

Selection for this position will be conducted in accordance with Section VII of the “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).”