

## TERMS OF REFERENCE (ToRs)

### PROCUREMENT ASSISTANT

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

##### 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).

##### 2. Scope / Objectives of Procurement Assistant

###### **Purpose:**

The main objective of the position of the Procurement Assistant is to support the procurement processes in compliance with the World Bank's Procurement Regulations. The Procurement Assistant will assist the PIU in achieving specific objectives by establishing and maintaining an efficient procurement function.

###### **Key Responsibilities:**

The Procurement Assistant will be entrusted with the following responsibilities:

- Assist in planning, management and implementation of overall procurement strategy of all the participating units in the project under supervision of Procurement and Contract Management Specialist.
- Assist in project start-up procurement issues as necessary and assist the preparation of procurement packages as appropriate.
- Assist in the entire procurement cycle including preparation of Procurement Plan Expression of Interest (EOI)s, Invitation for Bids (IFB)s, Request for Quotations (RFQ)s Request for Proposal (RFP)s, bidding documents, evaluation reports of bids and proposals, negotiations, assistance in awarding of contracts, delivery etc. in coordination with Procurement and Contract Management Specialist while following World Bank Procurement Regulations.
- Assist in liaising with suppliers/consultants/contractors ensuring that all policies/procedures and requirements are fully complied with as per the terms of contract.
- Prepare and maintain proper record of all procurement activities and minutes of meeting and contract negotiations.
- Assist the PIU in proposing measures to overcome critical delays (if any) to project completion and on compliance with agreed procedures.
- Assist coordination with various audits, Post Procurement Reviews (PPR)s and any other similar reviews by Bank or the Government.
- Assist in coordination of project activities and in achievement of overall procurement related targets.

- Assist in all matters associated with delivery of goods/services e.g. Taxation, Duties, and Clearance etc.
- Any other task assigned by the Project Director.

**Requirements:**

Qualifications and Experience:

- Bachelor's or higher degree from HEC recognized University in Engineering / Business/Economics & Finance or Commerce
- Possesses management experience of 5 years working on procurements preferably under the World Bank or comparable projects
- The incumbent should have good knowledge of procurement of both international and local processes

**Skills**

- Familiarity with MS Office applications such as Word, Excel, Power Point and Outlook
- Good English verbal & written communication skills.
- Knowledge of Procurement ERP will be advantage.

**Reporting Line:**

- Procurement Assistant will Report to Procurement & Contract Management Specialist, KWSSIP.

**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).