

TERMS OF REFERENCE (TOR)

MANAGER PROCUREMENT/CONTRACTS

KARACHI WATER & SEWERAGE SERVICES IMPROVEMENT PROJECT (KWSSIP-II)

1. Introduction

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 Karachi Water and Sewerage Services Improvement Project (KWSSIP) encompass a USD 1.6 billion reform-led investment program, to be implemented in four phases over a period of 12 years. Phase 1, with an investment portfolio of USD 100 million, is currently under implementation, and a Project Implementation Unit (PIU) has been established for this purpose. The Project Proposal Form (PC-1) for the Second Phase of KWSSIP amounting to US\$600 Million has been approved by the Executive Committee of the National Economic Council (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.

The following are the project components:

Component 1 – Operational & Enabling Environment Reform

- a. Institutional Reforms and Capacity Building in Human Resource (HR)
- b. Implementation of Communication Program & Capacity Development of Customer Relations Management (CRM)
- c. Implementation of Gender Action Plan (GAP)
- d. Capacity Building in Asset Management, GIS and Data Collection Strategy
- e. Preparation and Implementation of Water Safety Plans
- f. Outsourcing of Metering & Operation and Maintenance (O&M)
- g. Advance Studies for the adaptation of Trenchless technology of Infrastructure development in Karachi Water and Sewerage Program
- h. Financial Management improvement

Component 2 – Infrastructure Investments

- a. Rehabilitating Water Supply and Sewerage in Selected Low-Income Communities
- b. Priority Sewer Network Rehabilitation and Extension
- c. Priority Water Network Rehabilitation including O&M equipment, meters & District Metered Areas (DMAs) to reduce Non-Revenue Water (NRW)
- d. Priority Works for Reducing Energy Consumption
- e. K-IV Augmentation and Downstream Allied Works
- f. Rehabilitation of Existing Filtration Plants (NEK K-II, 100 MGD, Pipri JBIC 50 MGD)
- g. Viability Gap Funding (VGF) to support Public Private Partnership (PPP) Interventions

Component 3 – Project Management and Studies

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

2. Key duties, functions and responsibilities

The Manager Procurement/Contract 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.

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

3. Scope of Work

The Manager 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 advance 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 compliance with Bank's anticorruption mechanism agreed in the loan/financing agreement.
- 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.

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 specific 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.

5. Reporting Line

The Manager Procurement/Contract will be directly to the Project Director (PD), KWSSIP.

6. Contract Duration

The Manager Procurement/Contract is initially required to work for the period of 04 years with an annual review on performance which will form the basis of renewal. The Probation Period will be for 3 months during/up to which the contract may be terminated owing to unsatisfactory performance. The 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 and when required.

7. Salary, Benefits, And Conditions of Service

Market competitive salary based on qualification and experience will be offered. The salary, benefits will be discussed and agreed with the successful candidate. The contract and conditions of service follow the general conditions of service as stipulated in the Project Operations Manual (POM). These will also be discussed and agreed with the successful candidate.

8. 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) available on

<https://thedocs.worldbank.org/en/doc/6c0602876d68949e80820507d90a14ed-0290012023/original/Procurement-Regulations-September-2023.pdf>