TERMS OF REFERENCE (ToRs)

PROCUREMENT ASSISTANT

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

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, was completed on 30 June 2026. Building on its achievements, the Project Implementation Unit (PIU) continues to support the implementation of KWSSIP-II. 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. Objectives of Procurement Assistant

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.

3. Scope of Work

Under the supervision of Procurement & Contract Management Specialist, the Procurement Assistant shall perform, but not be limited to, the following tasks:

- 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.

4. Requirements

a. 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

b. 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.

5. Reporting Line:

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

6. 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.

7. Salary and Benefit:

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

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).