**Annexure - A**

**Pandemic Response Effectiveness in Pakistan (PREP)**

**Procurement Specialist**

**Terms of Reference**

**Background:**

An outbreak of the coronavirus disease (COVID-19) caused by the 2019 novel coronavirus (SARS-CoV-2) kept spreading rapidly across the world since December 2019, following the diagnosis of the initial cases in Wuhan, Hubei Province, China.

The Bank acted urgently to help client countries respond to the COVID-19 pandemic. Accordingly, on March 17, 2020, the Executive Directors endorsed the Bank’s proposal to launch a Fast Track COVID-19 Facility to provide up to US$14 billion in immediate support including US$6 billion from IBRD and IDA resources. Through Office Memorandum dated March 18,2020 Bank endorsed the application of the additional flexibilities defined in paragraph 12 of Section III of the IPF Policy for all IPF operations processed under the Facility – including projects prepared under the Global MPA or stand-alone projects.

The Federal Ministry of Health has developed a National Action Plan for Preparedness and Response to COVID 19. The Public Health Emergency Operation Centre (EOC) at the National Institute of Health (NIH), Ministry of National Health Services, Regulations and Coordination has been established and is on full alert and closely monitoring and responding to the situation. The National Action Plan clearly outlines the priorities that need to be in place to ensure meaningful preparedness and optimum response to COVID. The Government of Pakistan has taken the emergency measures to contain the transmission of COVID in Pakistan.

Among donors, World Bank and Asian Development Bank are key organizations that are supporting government with a total of $ 600 m commitment. DG NHS has coordinated, collected and collated requirements from provinces and other areas within federal jurisdiction. This requirement totals to $ 325 m and forms basis of the calculations done for PREP and ADB funding

On February 23, 2021 the Project was restructured. The primary objective of the restructuring is to introduce activities that will enable affordable and equitable access to COVID-19 vaccines and help ensure effective vaccine deployment in Pakistan through vaccination system strengthening, and further strengthen preparedness and response activities under the project. The PREP, supported by an IDA credit in an amount of US$200 million equivalent, was approved on April 2, 2020, and was prepared under the SPRP. As a result of restructuring procurement of $ 141 m of COVID-19 vaccines was undertaken. Thus the scope of activities in remaining project implementation period till June 30 2023 is very limited>

Core FDI Program activities include provision of immunization services, management and operational support, the purchase and supply of vaccines, maintenance of an effective vaccine supply chain, surveillance for outbreaks of vaccine-preventable diseases and demand generation. EPI services are provided almost exclusively through the public health delivery network through fixed centers and outreach and mobile services. Centers manned by vaccinators have been established in health facilities supported by facility staff; vaccinators with lady health workers (LHWs) undertake outreach services.

**B. Specific Tasks and Responsibilities**

The Procurement Specialist will directly report to DG/ National Programme Manager serving as a focal point of all PREP /ADB /ISDB procurement activities under PMU with FDI.

* The Procurement Specialist will be responsible for development of the Annual Procurement Plan/ under ADB, PREP, ISDB of vaccines, logistics &goods, consultancies, hiring consultants Cold Chain requirement contracts with UNICEF.
* Conforming to World Bank’s Procurement Regulations, cause preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.
* To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program.
* Support Project for organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements
* To assist on need basis on matters associated with taxation, duties clearance
* To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process in line with commitments stated in Anticorruption Guidelines 2016.
* Coordination with Ministry of National Health Services & regulation for the procurement activities File processing’s and approvals from the Secretary Health for PREP
* Completion of all procurements processes with ongoing and future UNICEF Contracts under PREP under FDI.
* Preparation of Bidding documents for all goods /services /individual consultants/audit/any smaller work as per Procurement plan under FDI all procurements related to goods, services, works with ADB, PREP ,ISDB funding.
* The Procurement Specialist will facilitate the departmental Procurement Committee in meetings on monthly by monthly basis –FDI for all the processes of Procurement activities and will conduct Procurement Committee meetings under any critical procurement activity.
* Preparation of Bidding documents for consultancy services under ADB and ISDB for third party audits and validations as well as PREP TPV for Environment Waste management component
* Preparation of Transportation Contracts and training Contracts for logistics arrangements under ISDB before 2023.
* Preparation of bidding documents for goods procurement PPEs for waste management component under ECP PREP.
* The procurement specialist would work closely with Federal & Provincial Procurement Departments for developing the capacity of Technical goods and Staff.
* The specialist will work on fulltime basis while working in close liaison with relevant sections for implementation of various components following the routine government approval mechanism.
* To coordinate with concerned programme sections to develop/update, monitor and implement need based Procurement Plan to implement project ensuring timely completion of all procurement activities.
* Lead Systematic Tracking of Exchanges in Procurement (STEP) with appropriate technical and subject specific assistance.
* Development of generic and policy compliant TORs and specifications; in consultation with the relevant technical team and seek approval from DG/ NPM.
* Conforming to Bank’s Procurement and Consultants Guidelines, cause preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.
* To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the program.
* Support the Federal EPI for organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, evaluations with evaluation panel members, (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation panel members, (iii) attend bid evaluation meetings as a note taker and keep the minutes of the meetings, and (iv) provide other necessary technical supports to facilitate the procurements
* To address all matters associated with procurement, taxation, duties clearance with support of Procurement Section and Coordination with ADB, PREP, ISDB
* To monitor the progress of procurement activities by periodically updating Procurement Plans of PREP, ADB, ISDB programs funding’s procurements with FDI and maintaining the Contract Roster,
* To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
* Participate in technical meetings and provide recommendations to improve the project implementation in terms of procurement based on capacity development needs; with regard to the procurement of the services, goods and civil works.
* Provide expert procurement and sourcing solutions for various programme activities. Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents is efficiently filed and provide complete track of procurement cycle.
* Assist Federal EPI to prepare an action plan to incorporate embed World Bank’s and government’s commitments to anti-corruption, quality assurance and transparency in the procurement of goods and services under PREP ,ADB ,ISDB PMU for FDI.

**Contract Management:**

* Preparation of Contract Management documents for goods /services /individual consultants/audit/any smaller work as per Procurement plan under FDI all procurements related to goods, services, works with ADB, PREP ,ISDB funding.
* Facilitate a technical dialogue between Federal EPI, Consultant/s; with a view to achieve closure on divergent interpretation of contractual clauses.
* Assist the Procurement section for contract administration issues that may accrue liabilities for the project and may represent in such matters upon delegation from time to time.
* Support Procurement section in checking the quality of procured items upon provision by Service Providers, and, if not satisfied, ensure taking action to get the equipment replaced with the equipment or materials in compliance with the specifications stated in the proposals.
* Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned timetable.
* Provide technical leadership for a first stage resolution in case of any dispute that Federal EPI may have with Consultant/s on any certification, determination, instruction, opinion or valuation related to the contract(s).
* Represent / support Federal EPI during statutory and internal audits including audits and reviews by Donors.
* Lead coordination with all other individual consultants hired under PREP and ADB funding.
* Support preparation of end of proceedings report for Federal EPI after every claim incident. Such report(s) shall be drafted professionally and would facilitate any audit or other reviews.
* Provide support in litigations
* Any other relevant task assigned by the DG-FDI / National Programme Manager including Follow up on cases for quick utilization of funds under projects related to administration of DG Financial and administrative Power delegations case related to donor (PREP ADB, ISDB programs)

**C. Qualifications and experience required**

The candidate should at least have:

* An advanced degree (16 years of education) in a suitable discipline or field of study, preferably in Business studies, Supply Chain Management, Finance, Commerce etc.
* At least Fifteen (15) years’ experience after acquiring stipulated qualification with 4 year specific experience of Immunization /EPI Procurements management.
* Demonstrated experience with procurement of goods, and consultancies preferably, in the public sector
* Excellent writing and communications as evidenced by a body of written work,
* Excellent computer skills including MS Office (Word, Excel, and PowerPoint)

**D. Reporting Obligations**

The Consultant will report to DG- FDI / National Programme Manager.

**E. Selection Method:**

An individual will be selected in accordance with process competitive process stipulated in World Bank Procurement Regulations for IPF Borrowers, July 2016, revised November 2017, August 2018 and November 2020(“Procurement Regulations”). The