



PRIMARY & SECONDARY HEALTHCARE DEPARTMENT GOVERNMENT OF PUNJAB

CAREER OPPORTUNITIES AT "PUNJAB FAMILY PLANNING PROGRAM"

Primary & Secondary Healthcare Department, Government of the Punjab, invites applications from qualified and experienced individuals as an individual consultant for a World Bank funded Project titled "PUNJAB FAMILY PLANNING PROGRAM (PFPP)" Government of the Punjab. The qualification and experience required for the post is mentioned against each post:

Sr#	Post Name/ Project Pay Scale (PPS)	Qualification	Experience & Skills
1	Procurement Specialist (01 Post) PPS 10	<ul style="list-style-type: none"> At least, Master's degree in procurement / MBA logistic & supply chain or (sixteen (16) years of education) in Economics/Engineering/Business Administration or other relevant discipline from accredited University. Management/ Project Management additional qualification shall be accorded more weightage. Candidate having procurement related certifications like Member Chartered Institute of Procurement & Supply (MCIPS) from CIPS, UK, Certified Professional in Supply Management (CPSM) from ISM, USA, or Certified Supply Chain Professional (CSCP) from APICS/ASCM, or equivalent certification shall be preferred. 	<ul style="list-style-type: none"> At least, eight (08) years of documentary verifiable experience, after acquiring stipulated qualifications, in procurement of Goods, Works, & Consulting services. Hands on experience in conducting technical evaluation of bids, contract award and management for government and donor funded projects. Knowledge and implementation experience of MDBs or various international/national/subnational public procurement rules shall be accorded due weightage.

General Terms and Conditions:

- Detailed TORs are available on www.pshealth.punjab.gov.pk and World Bank website.
- Applicants already working in Government/Semi Government/Autonomous Bodies should apply through proper channel.
- Submission of fake documents or concealment of any fact will lead to dis-qualification of the candidate.
- Only short-listed applicants will be called for interview. The date & time of interview will be communicated through email/call/SMS by the department.
- Complete Original documents will be produced at the time of interview.
- No TA/DA will be admissible to the candidates for interview.
- Transgender are encouraged to apply.
- The Department reserves the right to reject any or all applications or cancel the whole hiring process at any stage without assigning any reasons.
- Advertisement can also be downloaded from the website of Primary & Secondary Healthcare Department www.pshealthpunjab.gov.pk
- Expression of Interest (EOI) in the name of Program Director, PFPP alongwith CV & attested copies of relevant documents (Degrees & Experience certificates) should reach the office of the Project Director PFPP till 31st Jan, 2025 positively through courier at 05-Montgomery Road Lahore / Emailed @ pmu.pfpp@gmail.com.

PROGRAM DIRECTOR (PFPP)

(IPL52)

**PRIMARY & SECONDARY HEALTHCARE DEPARTMENT
5-MONTGOMERY ROAD LAHORE**



HISTORY

Terms of Reference (ToRs)
Procurement Specialist
For
Punjab Family Planning Program

1. Background

The Punjab Family Planning Program, funded by the World Bank, is dedicated to addressing critical gaps in family planning services in Punjab, Pakistan. Objectives of the project are;

- ✓ Improve family health with better access to quality family planning, reducing maternal risks, and enhancing child well-being.
- ✓ Expand safe family planning access, prioritizing rural and marginalized communities for economic development.
- ✓ Overcome barriers for family planning uptake, addressing social, religious, and familial opposition.
- ✓ Boost demand through varied communication channels for effective family planning services.
- ✓ Ensure sustained contraceptive use, tackling supply chain issues and reducing unintended pregnancies.
- ✓ Strengthen rural service providers for client-centered family planning services.
- ✓ Support program efficacy with evidence-based research and innovation.

2. Objectives

The primary objective of this position will be to ensure timely and quality procurements under the project. The consultant will ensure compliance with legally provided procurement regulations of World Bank. Lead assignments involving moderate to high levels of risk with many variables, requiring constant review of deliverables and process, and multi-discipline including those outside of own field of expertise in-line with the Project Design.

3. Scope of Work

1. Support Department / Project in undertaking all procurement related functions under the Project;
2. Ensure compliance with: (i) World Bank's Procurement Regulations for IPF Borrowers for Goods, Works, Non-Consulting and Consulting Services, dated July 1, 2016 (Fifth Edition – September 2023);
3. Lead the use of Systematic Tracking of Exchanges in Procurement (STEP) to plan, record and track all procurement transactions and make sure the step roadmap is updated on real-time basis;
4. Receive and review Purchase Request (PR), in accordance with the project's Procurement Plan, from various wings and field offices and facilitate the preparation of terms of references (TORs), specifications, selection criteria, scope of work etc. by the respective end- users;
5. Assist technical teams of Department / Project with development of generic and policy compliant TORs and specifications; as relevant.
6. Conforming to Bank's Procurement Regulations, prepare and issue various documents required at different stages of procurement cycle e.g. EOIs, RFBs, RFPs, RFQs, bidding documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.
7. 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 project.

8. Support project in 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 distributing them to evaluation panel members, (iii) attending bid evaluation meetings as a note taker and keeping the minutes of the meetings, and (iv) providing other necessary technical supports to facilitate the procurements.
9. Address all matters associated with procurement of goods/works/services e.g. taxation, duties clearance with support of relevant Department / Project specialist.
10. Seek familiarity with and ensure strict adherence to World Bank's Anti-Corruption Guidelines, July 1, 2016 and develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
11. Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle.
12. Ensure compliance with various fiduciary controls, etc. as stated in the Project Operations Manual in the procurement process and propose improvement's; if any;
13. Monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining an updated Contract Roster;
14. Act as key liaison person in coordinating capacity building initiatives;
15. Design/ update and facilitate the management of the overall procurement management record and filing system;
16. Liaise and coordinate with the World Bank and its supervision missions;
17. Lead assignments involving moderate to high levels of risk with many variables, requiring constant review of deliverables and process, and multi-discipline including those outside of own field of expertise in-line with the Project Design;
18. Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from technical experts;
19. Respond adequately and timely to audit queries;
20. Perform closing activities as needed;
21. Manage the process of procurement complaint resolution and make sure the Procurement Regulations is followed and the complaints are well addresses and closed in STEP system.
22. Assess and identify potential risks (institutional, political, procedural, etc.) that may negatively affect the ability of the agency to carry out the procurement process.
23. Perform any other task required for the successful implementation of the PFPP, as assigned by the competent authority.

4. Qualification

1. At least, Master's degree in procurement / MBA logistic & supply chain or (sixteen (16) years of education) in Economics/Engineering/Business Administration or other relevant discipline from accredited University.
2. Management/ Project Management additional qualification shall be accorded more weightage.
3. Candidate having procurement related certifications like Member Chartered Institute of Procurement & Supply (MCIPS) from CIPS, UK, Certified Professional in Supply Management (CPSM) from ISM, USA, or Certified Supply Chain Professional (CSCP) from APICS/ASCM, or

equivalent certification shall be preferred.

5. Experience

1. At least, eight (08) years of documentary verifiable experience, after acquiring stipulated qualifications, in procurement of Goods, Works, & Consulting services.
2. Hands on experience in conducting technical evaluation of bids, contract award and management for government and donor funded projects.
3. Knowledge and implementation experience of MDBs or various international/national/subnational public procurement rules shall be accorded due weightage.

6. Selection Process

The appointment will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” dated July 1, 2016 (revised in Fifth Edition – September 2023).