



Director Procurement and Contracts Terms of References

Title:	Director Procurement and Contracts
Number of Position(s):	01 - Contract
Reports To:	Project Director - KMP

1. Background Information

The Sindh Mass Transit Authority (SMTA) was established in October 2016 under the Sindh Mass Transit Authority Act, 2014, to plan, develop, operate, maintain, and regulate mass transit systems in Sindh. Its core function is providing safe, efficient, affordable, sustainable, and reliable mass transit systems.

The Karachi Mobility Project (KMP), being implemented under the Sindh Mass Transit Authority (SMTA) with the support of the World Bank, aims to improve urban mobility, accessibility, and public transport infrastructure in Karachi through development of modern Bus Rapid Transit (BRT) systems and associated facilities. The Project Management Team (PMT) is established to manage the KMP, which is led by a Project Director. The PMT will have overall responsibility for Project Coordination & Implementation.

The role of Director Procurement and Contracts at SMTA is highly experienced position to lead and manage procurement & contractual functions of the Karachi Mobility Project. He / She will also be responsible for efficient, transparent, and compliant procurement & contract management under the Karachi Mobility Project in accordance with World Bank Procurement Regulations.

2. Objective of the Assignment

The Director Procurement and Contracts will play a pivotal role in leading the procurement and contracting activities of Karachi Mobility Project under the World Bank Procurement Regulations. The Director is responsible for implementing procurement strategies, ensuring compliance with World Bank Procurement Regulations, and optimizing processes to achieve project objectives.

3. Scope of Work and Key Responsibilities

The Director Procurement and Contracts shall perform, but not be limited to, the following responsibilities:

- a. Ensure that the Project Procurement Strategy for Development (PPSD) is updated on need basis and at least annually.
- b. Develop and implement procurement and contracting strategies aligned with project goals, Project Procurement Strategy for Development, Project Procurement Plan, Operations Manual, and World Bank Procurement Regulations.

- c. Provide leadership in planning, organizing, and executing procurement processes, including the preparation of bidding documents, evaluation of proposals, and contract award.
- d. Ensure transparency, fairness, and competitiveness in all procurement activities.
- e. Lead the contract management lifecycle, including monitoring performance, variations, and resolution of contractual issues.
- f. Collaborate with stakeholders to identify and mitigate procurement and contracts related functions.
- g. Keep abreast of relevant industry trends, best practices, and World Bank policies to enhance procurement efficiency and effectiveness.
- h. Coordination with the Consultants, contractors and suppliers related to Contracts and payments.
- i. Advise Project Director KMP on various contractual matters.
- j. Work closely with the procurement committee and other technical/user units.
- k. Update the Procurement Plans as and when an action is completed especially through STEP (systematic tracking of exchanges in procurement) which is web-based procurement planning and monitoring system.
- l. Supervise and lead the Procurement & Contracts team, including Procurement & Contracts Management Specialist, Deputy Director Procurement & Contracts, Procurement & Contract Management Officers.
- m. Director Procurement and Contracts shall maintain the close coordination with KMP team.
- n. Provide advice on contract management, contractual disputes and claims for additional time and cost.
- o. Ensure that appropriate procurement and contract management monitoring mechanisms.
- p. Contribute to the procurement and contract management section of the project quarterly progress report.
- q. Coordinate internal and external procurement audits.
- r. Carryout monthly analyses of comparison of the physical and financial progress of the works contracts. Ensure that deliverables and deliveries are accomplished before payment for consultancy and supplies contracts. The Director shall compile monthly procurement and contract management reports.
- s. Carry out any other activities assigned by the Project Director from time to time.

4. Deliverables / Reports

The Director Procurement and Contracts shall be responsible for preparation, review, and submission of:

- a. Procurement Plans and updates in STEP.
- b. Procurement and contract management status and progress reports.
- c. Bid evaluation and contract award reports.
- d. Contract administration and claims management reports.

- e. Procurement compliance and audit support documentation.
- f. Monthly and quarterly progress reports related to procurement and contracts.
- g. Advisory notes and recommendations to the Project Director KMP on procurement and contractual matters.

5. Qualifications

- a. Bachelor's Degree in Civil, Highway Engineering or other related Engineering fields .
- b. Master's degree in Procurement / Construction Law or related discipline from an HEC recognized university is an added advantage.
- c. Procurement professional qualification will be considered an added advantage.

6. Experience

- a. Minimum 15 years of post-qualification relevant experience including three years at a senior management level position.
- b. Hands-on experience on the Standard Procurement documents such as PEC Standard Form of Bidding Documents, FIDIC Conditions of Contracts and World Banks Procurement Regulations & Guidelines.
- c. International work experience with donor funded projects on Infrastructure works is an added advantage.
- d. Excellent written and oral communication skills in English to develop and process complex technical documents, reports, papers and recommendations. Excellent computer skills, including Microsoft Office.
- e. Demonstration of excellent knowledge in the field of Contract Management and Procurement.
- f. Professional team building and leadership skills.
- g. Must be registered with Pakistan Engineering Council (PEC) if awarded the contract.

7. Reporting Line

The Director Procurement and Contracts will report directly to the Project Director KMP.

8. Contract Duration

The position shall be on a contract basis for a period until December 31, 2028, to be renewed annually based on satisfactory performance. The contract is extendable further based on satisfactory performance, and project requirements, and approval of the competent authority.

9. Duty Station

The position shall be based in Karachi, Sindh, Pakistan.

10. Selection Criteria

Selection shall be made on merit, qualifications, competency, and relevant experience in accordance with the World Bank Procurement Regulations.