



PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST (PCMS)

TITLE:

Procurement and Contract Management Specialist

NUMBER OF POSITION(s):

01 - Contract

REPORTS TO:

Director, Procurement and Contracts - KMP

BACKGROUND:

Sindh Mass Transit Authority (SMTA) was established in October 2016 under the Sindh Mass Transit Authority Act, 2014. The Authority was created with the purpose of planning, developing, operating, maintaining and regulating mass transit systems in the Province of Sindh. Its core function is to provide safe, efficient, affordable, sustainable and reliable mass transit systems.

SMTA will embark on the implementation of the Karachi Mobility Project (KMP) with financing support from the World Bank. KMP includes primarily the construction of a BRT corridor along Korangi Road (Yellow BRT Corridor). The corridor connects Karachi's southeast suburbs, characterized by dense industrial and residential land uses, with the city's central business district with thriving and dynamic commercial, institutional, cultural, and religious activities.

The SMTA intends to recruit a Procurement and Contract Management Specialist (PCMS) to lead the Procurement aspects of KMP as part of its Project Management Team (PMT). The PMT will consist of appropriate experts to effectively manage and implement the project. A Project Director (PD) is appointed to lead the PMT. The PCMS will report to the Director, Procurement and Contracts - KMP (Yellow BRT Corridor Project).

The PCMS will strengthen procurement planning and execution, and will institute robust contract administration and contract management systems to support timely and compliant delivery of works, goods, and consulting services under the Project

KEY RESPONSIBILITIES:

.The responsibilities of this assignment are to provide a specialist advice on the procurement and contract management activities being undertaken by the SMTA for the Yellow BRT Corridor with the responsibility for ensuring compliance to the World Bank Procurement Regulations.

The Procurement and Contract Management Specialist shall be responsible for ensuring end-to-end procurement quality and record integrity in line with the Bank's Procurement Regulations.

KEY TASKS

The PCMS will lead the Procurement team of PMT at SMTA in setting up a procurement plan and systems for the Yellow Corridor Project. The PCMS will provide "learning by doing" mode training to

procurement staff of SMTA. The Specialist will also provide guidance to the PMT on all procurement and contract management related activities.

The PCMS shall be responsible for the project on the aspects but not limiting to the following which are directly related with procurement and contract management of Yellow Corridor BRT System:

- Provide specialist advice on procurement and contract management.
- The PCMS is a PMT function supporting the Director, Procurement and Contracts and PIU/PMT to plan, implement, and monitor procurement and contract management across works, goods, and consulting services packages, including complex multi-lot infrastructure contracts and operational readiness procurements (rolling stock, ITS, PPP, and O&M-related packages where applicable)
- Work under the guidance of the Director, Procurement and Contracts in implementing all aspects of procurement under the project.
- Strengthen the procurement and contract management performance of the SMTA in the preparation of the procurement documents and contracts;
- Coordinate with Director, Procurement and Contracts and PMT to regularly update the PPSD and procurement plan as required but not later than yearly intervals. The update should be carried out incorporating any additional procurement activity, strategies packaging, estimated costs, timelines, selection methods, rated evaluation criteria, where applicable, risks and mitigation measures, among others;
- Support in the planning and conduct of Early Market Engagement activities;
- Updating the Procurement Plans through STEP (systematic tracking of exchanges in procurement) which is a web-based procurement planning and monitoring system;
- Take lead in preparing contract management plans of all the contracts;
- Advise the Director, Procurement and Contracts on various contractual matters;
- Oversee the contractual correspondences of the PMT;
- Guiding the PMT so that actions are made in compliance with the relevant contract agreements, stipulations, documents and international standards, on timely manner;
- Ensure procurement and contract management processes are carried out in compliance with the Financing Agreement, Project Agreement and the applicable World Bank Procurement Regulations;
- Coordinate with PMT, Design and Supervision Consultant (Engineer) and PMC in the overall project management activities;
- Advise procurement unit in the context of contractual clauses in the various bidding documents, following the applicable Bank Procurement Regulations;
- Participating in bid/proposal opening and evaluation process;
- Advise PMT with reference to project and contract management in developing various documents;
- Take leading role in preparing procurement documents, which includes but not necessarily limited to, REOIs, SPN, Bidding Documents, Evaluation Reports, Amendments, and Contract Documents.
- Ensure bid evaluations are consistent with the Bank's procurement regulations, bidding documents, including treatment of clarifications, substantial responsiveness, qualification, and post-qualification (as applicable).
- Take leading roles in processing the procurement steps (shortlisting, evaluation for various consultancy assignments, evaluation of bids/proposals etc.);
- Review and advice on the various procurement documents prepared by Consultants.
- Participate in pre-proposal conferences, pre-bid conference, bid/proposal openings, evaluations, negotiations and contract award;
- 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 project;

- Support in the review of procurement complaints;
- 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;
- Support the development of overall project management plan for the Yellow BRT Corridor;
- Develop contract management SOPs for the various works, goods and consultancy contracts.
- The PCMS shall also establish and maintain a contract management framework including contract registers, key milestones, variation/claims tracking, and early warning mechanisms.
- Develop contract management plan for each contract with roles and responsibilities, contract management sheets, risks and milestones etc.
- Assess, from time to time, procurement and contract management risks including identification of potential complaint and contractual dispute areas and submit recommendations Raise red flags to the Director, Procurement and Contracts and the PMT whenever contractual delays are observed and suggest solutions.
- Facilitate discussions between PMT, consultant/s and contractors with a view to achieve closure on divergent interpretation of contractual clauses;
- Act as a focal person on behalf of PMT for contract administration issues that may accrue liabilities for the project;
- Maintain a consolidated Procurement Monitoring and tracking dashboard (planned vs actual) and provide monthly variance analysis and corrective actions.
- Design systems to maintain confidentiality in the procurement process, including proper handling of bidders' bids, clarifications and complaints, and evaluation reports
- Monitor progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned timetable;
- Review and Analyse claims submitted to PMT
- Review and compile feedback on progress reports submitted by the Engineer and PMC
- Support preparation of end of proceedings report for PMT after every claim incident. Such report(s) shall be drafted professionally and would facilitate any audit or other reviews;
- Any other relevant task assigned by the Project Director.

REPORTS

The PCMS shall be responsible for the preparation of the procurement and contract management section of the quarterly progress report submitted to the Bank.

POSITION REQUIREMENTS:

Education and Experience

- Master's degree in Civil Engineering or any other relevant discipline.
- At least fifteen (15) years' practical experience in Procurement and Contract Administration after acquiring the stipulated qualification;
- At least five years of experience on similar infrastructure contracts;
- Documentarily verifiable experience of using Standard Procurement Documents using FIDIC contracts.
- Excellent written and oral communication skills in English to develop and process complex technical documents, reports, papers and recommendations.
- Excellent computer skills including MS-Office (Word, Excel and Power-Point), and familiarity with procurement related software is an advantage.
- Having well-developed planning and organizational skills to manage & execute multiple contracts in short timeframes.

DURATION AND LOCATION

Duration of position is 31-Dec-2028, which may be extended based on any business need and agreement between the parties. The contract is renewed every year subject to satisfactory performance of the Specialist. The performance evaluation will be carried out based on performance of the Specialist on the deliverables/activities defined in the Terms of Reference. The assignment will be located in Karachi, Pakistan.