

TERMS OF REFERENCE
PROCUREMENT SPECIALIST AT AGRICULTURE DELIVERY UNIT/PROJECT
MANAGEMENT UNIT, SINDH WATER AND AGRICULTURE
TRANSFORMATION PROJECT SWAT, HYDERABAD- SINDH

1. PROJECT BACKGROUND

The project will help kickstart a transformation process that will boost resilience to future climate shocks, such as floods and droughts, through three mechanisms: (i) creating a modern integrated water resources management (IWRM) system; (ii) demonstrating proof of concept in increasing agricultural water productivity for selected farmer organisation (FO) subprojects; and (iii) adjusting key policies that will provide the enabling environment to scale up these successes in the future. A successful demonstration of significant increases in agricultural water productivity at the FO level will have a transformational impact, potentially leading to replication in other areas of Sindh. The project supports critical policy reforms by using the investment project financing (IPF) with Performance based Conditions (PBC) modality.

The project has started its six-year implementation period from January 2023 with the 4 major program components. Component 3 *Agriculture Incentives and Investments* will be the focus of this assignment which includes support for on-farm water management; smart subsidy to incentivize a shift to water-thrifty crops like horticulture, oils seeds and pulses; cost-sharing grants for farmers and SMEs to develop value chains of high value crops like horticulture; improve agriculture statistics management; modernization of market information management; improve management of salinity-affected lands and water; and help farmers adopt climate-smart agriculture practices and Component 5 *Agriculture Flood Emergency*: This includes support to farmers affected by the floods of August 2022 in their endeavors for restoration of crop cultivation through cash transfers. This is being implemented by ADU under Agriculture Department, Government of Sindh.

2. OBJECTIVE:

The objective of the "Procurement Specialist" position will be responsible for assisting the Project Director in various procurement activities, including preparation of annual procurement plans, development of bidding documents, tendering, evaluation of bids, and making procurement recommendations. Additionally, the Specialist will design procurement contracts, ensure compliance with World Bank guidelines and procurement procedures.

3. SCOPE OF WORK / DUTIES AND RESPONSIBILITIES

Duties and Responsibilities of the Procurement Specialist of the Agriculture Component are as follows:

1. Providing technical support in procurement of goods and services to Project Director and act as the focal persona for all procurement matters referred to Project implementation.
2. Support Project Director in preparation of annual procurement plan, bidding documents, tendering, designing technical criteria for evaluations of bids/tenders and making recommendations for the procurement to the Project Director.
3. Designing procurement contracts and contract management including quality management, legal considerations, payment conditions as per World Bank guidelines and procurement procedures compliance.
4. Design and implement Procurement Management Information System.
5. Training and capacity building of all procuring entities within Project Directors Team.
6. Develop Procedures of complaint redressal mechanism in consultation with the safeguards specialist for all procuring entities within project.
7. Any other procurement related work assigned to him by Project Director from time to time.

Prescribed Qualification and Experience

1. Must have Master's Degree preferably MBA, supplies management / procurement, etc.
2. Minimum of 10 years' experience in the relevant field, should be well conversant with World Bank procurement guidelines/ SPPRA Act & Rules
3. Well versed with STEP World Bank Procurement Software.
4. Ability to perform quantitative data analysis.

5. Demonstrated fluency in written & spoken English, Urdu & Sindhi.
6. Design and implement Procurement Management Information System under the department.
7. Training and capacity building of all procuring entities within the department.
8. Support M&E Specialist in monitoring and tracing procurement activities.
9. Develop Sindh PPRA and Development Partners Procedures complaint guidance for all procuring entities within ADU.
10. Any other procurement related work assigned to him by the department from time to time.

4. EXPECTED OUTPUTS & DELIVERABLES

- (i) Prepare and deliver annual procurement plans that outline the procurement needs and strategies of the project, ensuring alignment with project objectives and World Bank guidelines
- (ii) Develop and deliver well-designed bidding documents that clearly specify the requirements and criteria for the procurement of goods and services, ensuring fairness, transparency, and competitiveness in the procurement process.
- (iii) Conduct evaluations of bids and tenders received, applying technical criteria and expertise to assess the suitability of proposals and make recommendations to the Project Director regarding the selection of suppliers or contractors.
- (iv) Design and deliver procurement contracts that encompass quality management, legal considerations, and payment conditions in accordance with World Bank guidelines, ensuring compliance and mitigating risks