

GOVERNMENT OF BALOCHISTAN

Project: Balochistan Water Security and Productivity Improvement Project (BWSPIP) (IMPROVEMENT OF QUETTA WATER SUPPLY SYSTEMS)

Terms of Reference and Scope of Services

Procurement Specialist for QWASA - PIU

Background

Quetta, the provincial capital of Balochistan, faces severe water scarcity driven by rapid urbanization, declining groundwater levels, climate variability, and aging infrastructure. The city depends heavily on over-exploited alluvial aquifers, with extraction exceeding recharge, resulting in falling water tables and deteriorating water quality. The existing water supply system suffers from limited storage, inefficient distribution, high non-revenue water, and weak operation and maintenance, leading to irregular and inadequate access to safe drinking water.

To address these challenges, the Government of the Islamic Republic of Pakistan, through the Government of Balochistan (GoB), with support of the World Bank (WB), is implementing the Balochistan Water Security and Productivity Improvement Project (BWSPIP). The project development objective is to improve flood protection, increase access to water for productive use, and improve water supply service delivery in selected areas of Balochistan.

The Improvement of Quetta Water Supply Systems (IQWSS) is a key sub-project under the Balochistan Water Security and Productivity Improvement Project (BWSPIP), focusing on both infrastructure development and institutional strengthening interventions. The QWASA Project Implementation Unit (PIU) is responsible for the overall implementation and coordination of IQWSS activities. The sub-project includes a comprehensive set of activities such as improvement and rehabilitation of water supply and wastewater infrastructure, groundwater monitoring and management, assessment of surface water conveyance options, promotion of rainwater harvesting and watershed management, and strengthening the institutional capacity of Q-WASA.

The Procurement Specialist will directly report to the Project Director and will be based full-time at the QWASA-PIU.

The responsibilities will include, but not be limited to:

- To coordinate with the Project Director to develop, update, and implement a need-based Procurement Plan for the Project, ensuring timely execution and completion of all procurement activities.
- Lead and manage the Systematic Tracking of Exchanges in Procurement (STEP), ensuring accurate, timely, and compliant entries and updates throughout the procurement cycle.
- Assist technical teams within the QWASA-PIU in the preparation of generic, policy-compliant Terms of Reference (TORs), technical specifications, and cost estimates, as required.
- In accordance with applicable procurement regulations and donor guidelines, prepare and process all documents required at different stages of the procurement cycle, including EOIs, IFBs, RFPs, bidding documents, bid evaluation reports, minutes of negotiations, contract award documentation, and internal processing documents to facilitate timely decision-making.
- Maximize the efficiency, transparency, and cost-effectiveness of the procurement process by providing strategic advice and implementing appropriate controls and checks to ensure sound procurement practices.
- Support the QWASA-PIU in organizing and conducting bid opening and evaluation processes by arranging logistics, preparing and distributing evaluation packages, participating in evaluation proceedings as required, recording minutes of meetings, and providing necessary technical and procedural support.
- Address all matters associated with the procurement of goods, works, and services, including taxation, duties, and regulatory clearances, in accordance with applicable rules.
- Monitor the progress of procurement activities by regularly updating Procurement Plans and maintaining a comprehensive contract and procurement tracking system, including a Contract Register capturing key milestones, deliverables, payment schedules, and completion status.
- Support effective contract administration by ensuring that all contracts are properly prepared, reviewed, and executed in accordance with applicable procedures, and monitor contract implementation in coordination with technical teams to ensure compliance with agreed terms, timelines, and deliverables.
- Facilitate the processing of interim and final payments by ensuring that payments are linked to verified outputs and in accordance with contract provisions, and assist in the management of contract variations, amendments, and extensions with proper documentation and approvals.
- Support the resolution of contractual issues, including delays, claims, disputes, and non-performance, in coordination with the QWASA-PIU and relevant stakeholders, ensuring adherence to contractual conditions and applicable regulations.
- Ensure proper documentation, filing, and maintenance of all procurement and contract-related records, providing a complete and auditable trail of the procurement and contract management cycle.
- Develop and implement appropriate procedures, controls, and checks to prevent fraud, mis procurement, and inefficiencies in procurement and contract management processes.

- Support the QWASA-PIU in verifying the quality of goods, works, and services delivered by contractors and service providers, and ensure corrective actions where deliverables do not meet the required specifications.
- Act as a key liaison in coordinating procurement-related activities and capacity-building initiatives within the QWASA-PIU and at the community level, and participate in technical meetings to provide recommendations for improving project implementation.
- Assist internal and external audit missions, post reviews, and donor supervision missions by ensuring that all procurement and contract documentation is complete, organized, and readily accessible.

2. Consultant Qualification and Experience

- Master's Degree (sixteen years of education) in Engineering/Business/Economics & Commerce with ten (10) years of experience (after acquiring stipulated qualification) in procurement and contract management, at least five years of which should be related to procurement of Goods, Works and Consulting Services, preferably in the development sector.
- Professional qualifications and/or certifications in procurement, contract management, or supply chain management (e.g., CIPS or equivalent) will be considered an added advantage.
- Proficiency in English and basic IT skills will be mandatory.
- In addition to the procurement systems of international financial institutions, the applicant should have extensive knowledge of national procurement rules and regulations, latest trends for efficient and effective procurement, both international and local.
- Should possess strong communication skills and persuasiveness in presenting, negotiating, and resolving highly complex issues, both orally and in writing.

3. Salary and Benefits

A market-based, competitive salary (lump sum with no additional benefits) will be offered based on qualifications and experience.

4. Time frame of Consultancy

The Consultant's services will be acquired for the duration of the Project, but may be reduced, subject to conditions to be included in the consultancy agreement/contract.

5. Selection Process:

The Individual Consultant shall be selected in accordance with the World Bank Procurement Regulations for IPF Borrowers, Procurement in Investment Project Financing – Goods, Works, Non-Consulting and Consulting Services (Fifth Edition, September 2023), under the Selection of Individual Consultants method.