

## **Terms of Reference (TORs) of Procurement Analyst**

**Sindh Social Protection Authority  
Social Protection Department  
Government of Sindh**

## **Procurement Analyst**

### **Background**

Government of Sindh (GoS), through the Sindh Social Protection Authority (SPA), is implementing the “**Strengthening Social Protection Delivery (SSPD) System in Sindh**” project with the assistance of the World Bank to strengthen social protection service delivery system and enhance accessibility and utilization of mother and child health services in selected districts in Sindh.

The project will support three components, financed through an Investment Project Financing (IPF) instrument, with US\$200 million from the International Development Association (IDA) and US\$30 million from counterpart funding. The Project components are: (a) Strengthen Sindh Social Protection Service Delivery Systems to support the modernization of systems and processes to fully operationalize the newly established Sindh SP Authority and improve its institutional capacity by strengthening the administrative, operational, policy, and planning functions and capabilities, including the development of energy efficient/climate-smart information technology (IT) systems and capacity building through the provision of technical assistance; (b) Mother and Child Support Program (MCSP) focusing on birth and first 1,000 days where risks and needs are high but programmatic responses are weak; the main objective of this component is to create demand for Maternal and Newborn Child-Health (MNCH) services and promote behavioral change to increase uptake of the MNCH services focusing on the first 1,000 days of life through the provision of CCTs in selected districts; and (c) Contingent Emergency Response with zero allocation, providing the Borrower to gain quick access to Bank financing to respond to a crisis or emergency. As part of a comprehensive disaster risk management strategy, the Contingent Emergence Response Component typically provides support for immediate rehabilitation and reconstruction needs.

### **Objectives of the Assignment**

In order to achieve the objectives of the project, SPA, being the lead implementing agency for SSPD, is in the process of putting in place the required technical staff under the Project Directorate based in SPA’s Headquarters at Karachi. To that end, SPA requires services of a “**Procurement Analyst**” to perform the below mentioned roles and responsibilities. The position will report to the Procurement Specialist (PS) of the Sindh SPA.

### **Scope of Work**

- Coordinate with PS to provide expert procurement and sourcing solutions for various development procurement activities.
- Research and evaluate vendors to ensure best pricing, quality, and service.
- 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.
- Update procurement software for procurement status for SSPDS.
- Analyze the procurement processes including post-award functions like, contract modifications, approval of progress payments, final payment, contract closeout, termination of contracts for convenience or default etc.
- Conforming to guidelines, cause preparation and issuance of various documents required at different stages of procurement cycle e.g., EOIs, RFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, various internal processing documents required

- to facilitate decision making and complete contract administration of all procurements.
- Aid PS in addressing the complaints of contractors and the settlement of the dispute's resolutions and liaison with the finance department SPA.
  - Analyze, identify and suggest risks mitigating strategies for all procurements related to SPA.
  - Preparation of reports/ returns required for compilation of Project Completion Report.
  - Perform other duties as assigned by PS and PD/CEO SPA.

### **Qualifications and Experience**

- Master's degree in supply chain management/ Business/ Economics/Commerce/public policy or equivalent.
- At least three (03) years' experience in field of public procurements.
- Through knowledge of public procurement standards and procedures.

### **Skills**

- Excellent analytical and computer skills
- Excellent English language writing skills
- Excellent presentation and communication skills

### **Duration**

The Procurement Analyst shall be engaged for a period of 6 months contract initially and will be renewable on need and satisfactory performances basis.

### **Selection Process**

The Procurement Analyst will be selected in accordance with the Selection of Individual Consultants Method as set out in the section - V of World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans & IDA Credits and Grants] by World Bank Borrowers (revised 2020)