

Contract Management Consultant

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 **“Contract Management Consultant”** to perform the below mentioned roles and responsibilities. The position will report to CEO/Project Director.

Scope of Functions

1. Procurement Management

- Supervise procurement activities in the PIU.
- Quality assure the procurement documents prepared.
- Coordinate with the technical units for relevant inputs on preparing procurement documents as well as evaluations, negotiations, and contract award.
- Take lead in finalizing the procurement matters in a timely manner.

2. Contract Administration and Performance Monitoring

- Administer contracts from the award stage to close-out.
- Provide guidance to the technical units to provide comments on deliverables in a timely manner.
- Raise red flags for delays in deliverables, cost, and time overruns etc. and suggest actions.
- Prepare Key Performance Indicators for major contracts and take feedback from the relevant technical units for such actions.
- Resolve contract-related issues in a timely manner.
- Conduct regular reviews and audits of contract performance.
- Report progress to PD on a periodic basis.

3. Record Keeping and Documentation

- Prepare and maintain comprehensive contract-related records and documents.
- Ensure accurate and timely documentation of all contract activities.

Experience & Skills

- At least 10 years of experience in procurement with focus on project management / contract management of consultancy contracts, non-consultancy contracts and works, preferably in donor funded projects.
- Strong analytical, organizational, and communication skills.
- Proficiency in contract management software and tools will be preferred.

Qualifications

- 18 years of education in Engineering, Public or Business Administration or related field from a reputed recognized institution.
- Additional qualification/certification in Procurement or project management shall be accorded due weightage.

Duration

The consultant shall be engaged for a period of one-year initially and will be renewable on a need and satisfactory performances basis.

Selection Process

The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020.