

Terms of Reference (ToRs)

Procurement Officer

Sindh Resilience Project (PDMA Component)

Provincial Disaster Management Authority (PDMA)

Introduction

The geographic location and climatic conditions of the Province of Sindh render it vulnerable to various natural disaster incidents. These include floods (urban, riverine and flash floods), cyclones, earthquakes, heat waves, droughts, wind storms, tsunamis and sea intrusion. In addition, the geography, topography, nature of economy, rapid urbanization and high population levels exacerbate Sindh's vulnerability to natural disasters. Massive damages and losses could have been largely averted or reduced if Disaster Risk Management (DRM) approaches had been enacted by the Government and Disaster Risk Reduction (DRR) measures had been integrated into physical, social and economic development.

Since the late 1990s, there has been increasing recognition of the need to focus on disaster risk reduction and capacitating Disaster Management Authorities by both government and development partners. Pakistan has a comprehensive National Disaster Management Plan (2013-2022) that places capacity building of DMAs high on the agenda. With the financial support from the World Bank, PDMA Sindh is implementing a five years project, titled "Sindh Resilience Project". The project aims to strengthen Government of Sindh's capacity to manage risks from natural disasters and climate change, and to improve resilience of communities and economic assets in the province to flood and drought events.

Objective

The Procurement Officer is required to provide support to the Project Management Team in managing the procurement requirements of works, professional services, and equipment. The objective of the appointment is to effectively manage the procurement processes required for the implementation of the Sindh Resilience Project (PDMA Component) in accordance with the World Bank established procurement procedures, laws and regulations.

Responsibilities and Duties

The Procurement Officer shall be responsible for:

- Procurement Officer shall ensure accurate record keeping of all procurement related documents.
- Procurement Officer is custodian of all procurement related documents such as tenders, contract documents, variation order, extension of time etc. and maintaining of procurement / contract files.
- Procurement Officer is responsible to issue the bidding documents to the Contractor.
- Assist various audit/ex-post review outfits in performance of tasks by ensuring that procurement documents are being efficiently filed and provided a complete track of procurement cycle.
- Verification of Bid and performance security from the Bank
- Provide assistance to PD – PMT in following areas:
 - a) Ensure a mechanism to address the complaints of contractors and the settlement of the disputes resolutions.
 - b) Initiate contractors' / firms payments as per agreed terms & conditions in coordination with finance department.
- Update procurement tracker on procurement status for PD & other departments.
- To update the proper record of Procurement effectively and enter the receipts, distribution, tagging of procured goods.
- To Ensure compliance of all the activities required for contract closeouts.
- Any other task assigned by the Project Director-PMT

Reporting

The Procurement Officer shall report to Project Director at PDMA Sindh, based in Karachi.

Qualification and Experience

- a) An advanced degree (16 years of education) in a suitable discipline from a recognized and reputable university.
- b) Minimum Five (5) years of experience with at least two years of relevant experience.
- c) Experience in disaster management related institutions / projects and donor funded projects
Shall be accorded due weightage.

Compensation

- Market competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.