

## Hiring for Project Positions Under DEEP PMU

### TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	10 October 2025		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Senior Manager Procurement	Position ID	PK-MOITT-443832-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	

### **BACKGROUND**

Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective to enhance the Government's capacity for digitally enabled public services delivery for citizens and businesses.

MoITT is the sponsoring agency of the project with execution support of (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) National IT Board (NITB), and (iv) Ignite – National Technology Fund.

### **PROJECT DESCRIPTION**

Digital Economy Enhancement Project (DEEP) aims at building the capacity of the government to develop key digital public infrastructure (DPI) services supporting the country's digital economy and society in line with the 2018 Digital Pakistan Policy, which calls for the establishment of a holistic, government-wide enterprise architecture and the integration of government services and systems. The project will support the development of DPI—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection. It will also bolster the country's resilience and adaptability in the face of potential shocks, such as pandemics and recurring climate-induced disasters, to enable the government to deliver cash and other emergency assistance more rapidly and efficiently.

In addition to the citizens services, DEEP will support: (1) Establishing a catalogue of all federal and provincial business RLCOs and producing recommendations for simplifying, streamlining, and improving existing regulatory requirements for investing and operating business; subcomponent (2): Designing and development of the PBP acting as an interface to host all digitalized and available RLCOs; subcomponent (3): Supporting governmental, provincial, and local entities in digitalizing regulatory approvals; subcomponent (4): Institutionalizing the reform process, exploring financial and institutional sustainability, and management and upgrading of PBP; and (5): Organizing communication and change management activities for transition to the PBP and dissemination of information about the availability of online approvals of RLCOs.

#### **OBJECTIVES OF THE ASSIGNMENT**

This assignment relates to the procurement function within the PMU with an objective to ensure successful implementation of the project components, specifically in the procurement of Goods, Services and Works under the project. The objective of this assignment is to support the procurement activities being undertaken for the projects administered by the PMU with the responsibility for ensuring compliance with the World Bank procurement procedures and Government of Pakistan procurement procedures where applicable.

The Senior Manager Procurement will lead and monitor the procurement activities for the initiative(s) being administered by the PMU at the Ministry of IT & Telecom. The responsibilities include (but not limited to) the following:

- 1) Maintaining the Project Procurement Plan in consultation with the Program Director and relevant entities/departments on a periodic basis throughout project implementation to reflect actual project implementation requirements.
- 2) Closely monitor procurement activities in reference to the timeline and milestones laid out in the Procurement Plan and bring any slippage of activities immediately to the attention of the Program Director.
- 3) Maintaining complete procurement documentation for each contract, both in hard copy and in STEP (the World Bank's new System for Tracking Exchanges in Procurement) including bidding documents, advertisements, bids received, bid evaluations, letters of acceptance, contract agreements, securities, related correspondence, etc., in an orderly manner, readily available for audit.

- 4) Prepare, coordinate, and be responsible for the activities agreed in the Financing Agreement of the DEEP Project signed by the Government of Pakistan with the World Bank according to the timelines and the Results Framework and Monitoring indicators.
- 5) Preparing procurement reports when needed showing the status of ongoing procurement, including a comparison of planned and actual dates of the procurement actions, including preparation of bidding documents, advertising, bidding, evaluation, contract award and completion time for each contract;

#### **SCOPE OF THE ASSIGNMENT**

The work of the Senior Manager Procurement will include the following tasks (not limited to):

- 1) Drafting bid notices and bidding documents for inviting and obtaining bids for goods and services in accordance with World Bank Procurement Regulations and the Government of Pakistan Procurement procedures applicable to the project.
- 2) Drafting requests for Expressions of Interest and Request for Proposals (RFPs) for inviting and obtaining goods and services in accordance with World Bank Procurement Regulations and the Government of Pakistan Procurement procedures applicable to the project.
- 3) Determining the procurement method to be used based on the size of the package in accordance with World Bank Procurement Regulations and the Government of Pakistan Procurement procedures applicable to the project.
- 4) Work under the guidance of the Program Director in implementing all aspects of the project procurements managed by the PMU.
- 5) Review project procurement plan for goods, works, and services managed by the PMU and update the Plan as and when needed.
- 6) Preparation of invitation for bids, request for expressions of interest, bidding documents, request for proposals, evaluation reports, contracts, and other documents concerning procurement of goods, works, and consultants' services.
- 7) Coordinate with the PMU technical staff to ensure that the appropriate technical inputs are incorporated into all of the procurement documents throughout the process.

<p>8) Assisting in the preparation of consultants' Terms of Reference (TOR) and administration of their contracts, including processing contract amendments.</p> <p>9) Coordinate as needed procurement activities between MoITT and other governmental stakeholders and the World Bank.</p> <p>10) Ensuring adherence to the evaluation criteria stipulated in the bidding documents/RFPs in a professional and timely manner.</p>
<p><b>QUALIFICATION AND EXPERIENCE</b></p>
<p>1) Minimum 16 years of education from a reputable/ HEC-recognized university in Business Administration, Supply Chain Management, or related field.</p> <p>2) Professional post-qualification work experience of a minimum of 7 years in procurement, with substantial experience managing procurement in public and/or private sector projects or large-scale initiatives.</p> <p>3) Previous experience with World Bank or other international donor-funded projects is highly preferred.</p> <p>4) Relevant professional certifications in procurement such as Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) are advantageous.</p>
<p><b>ADDITIONAL SKILLS / EXPERTISE</b></p>
<p>1) Relevant experience on projects financed by international agencies; Experience in World Bank financed projects and World Bank procurement Processes and procedures.</p> <p>2) Experience in using the World Bank STEP System.</p> <p>3) Knowledge of Pakistan Finance Regulation and the local procurement procedures with knowledge of technical and operational aspects of procurement implementation.</p>
<p><b>SCHEDULE FOR THE ASSIGNMENT</b></p>
<p>The Senior Manager Procurement PMU will be appointed on a contract basis for an initial period not exceeding two years which will be extendable further till the completion period of the project on a yearly basis after evaluation of the performance. This is a 5-year project.</p>
<p><b>REMUNERATION AND OTHER BENEFITS</b></p>

- 1) Pay and financial benefits as per Project Pay Scale (PPS-10) of Federal Government of Pakistan.
- 2) Leave(s) in accordance with the rules and regulations of Project Pay Scales of Federal Government of Pakistan.
- 3) Training and travel expenses under the PMU as budgeted under the Project and approved by the World Bank and the Government of Pakistan.

**REPORTING OBLIGATIONS**

- 1) This position is based at the PMU at the Ministry of IT and Telecom.
- 2) The Senior Manager Procurement will report directly to the Program Director on all aspects of the assigned digital service products throughout the duration of the contract.
- 3) The Senior Manager Procurement will report and advise the Program Director on all aspects of procurement management throughout the duration of the contract.
- 4) The Senior Manager Procurement is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 5) The Senior Manager Procurement shall provide all the necessary reports and updates to the Project Coordinator and Program Director whenever needed.
- 6) The Senior Manager Procurement is required to report to work in official attire.
- 7) The Senior Manager Procurement is prohibited from working for any other party or a paid job, or taking any other assignment during the course of this contract without written approval from the competent authority.
- 8) The Senior Manager Procurement shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the World Bank.

**SELECTION CRITERIA**

- 1) The applicant will be selected based on the following criteria

<b>Criteria</b>	<b>Points</b>
Educational Qualification	20
Work Experience	20
Additional Skills/ Expertise	10
Interview	50

**SUBMISSION**

Candidates meeting the required criteria should submit their applications at <http://www.njp.gov.pk> within 15 days of publication of the advertisement. No hard copy of application shall be accepted and all applications must be sent via NJP online. Shortlisted candidates who are working in Government sector are required to produce NOC at the time of interview.