

## **REQUEST FOR EXPRESSIONS OF INTEREST**

### **(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)**

Country: Pakistan

Name of Project: Digital Economy Enhancement Project

Credit No: 7514-PK

Assignment Title: Senior Procurement Specialist

Reference No.: PK-MoITT-469344-CS-INDV

The Government of Pakistan has received financing from the International Development Association (IDA) toward the cost of Digital Economy Enhancement Project (DEEP) and intends to apply part of the proceeds for consulting services, which shall be implemented by the Ministry of IT and Telecom.

The consulting services (“the Services”) include professional expertise of “**Senior Procurement Specialist**” at a monthly lump sum remuneration. The Ministry of IT and Telecom, being Project Management Unit (PMU) intends to hire services of “**Senior Procurement Specialist**” for DEEP that can assist the project management in relevant field. The consultant, as an expert in the field, will provide quality advice maintaining the highest degree of integrity and ethical standards. The services of individual consultant shall be initially hired for a period of 48 Months.

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below or can be downloaded from <https://njp.gov.pk>

Ministry of IT and Telecom being Project Management Unit invites eligible candidates (“Consultants”) to indicate their interest in providing the Services as “**Senior Procurement Specialist**” in Digital Economy Enhancement Project. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the expected Services. The services of individual consultant will be required /hired to assist project team on DEEP as per ToRs. The short-listing criteria are based on: (i) Qualification, (ii) Experience (iii) Additional Skills

The selected candidates will be required to present their original documents at the time of the interview. Submission of any false information will lead to immediate disqualification of the candidate at any stage of the hiring process.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” September 2023, setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0830 to 1630 PST.

Applicants shall apply online at National Job Portal [www.njp.gov.pk](http://www.njp.gov.pk).

**Program Office (DEEP)**  
**Ministry of IT and Telecom**  
**7<sup>th</sup> Floor, Kohsar Complex**  
**Pakistan Secretariat**  
**F-5, Islamabad**  
**Telephone: 051-9215621**

## Hiring for Individual Consultants Under DEEP

### TERMS OF REFERENCE

Announcement Reference no:	1-1/2024-IT	Date	12 January 2025		
Project	Digital Economy Enhancement Project (P174402)				
Position Name	Senior Procurement Specialist	Position ID	PK-MoITT-469344-CS-INDV		
Vacancy	1	Type of Contract	Individual	Duration	48 Months

### **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**

The Digital Economy Enhancement Project (DEEP) aims at building the capacity of the Government to provide digitally enabled public services to citizens and businesses. The project will support the development of digital public infrastructure—including for responsible data exchange, digital authentication, and verifiable credentials—and digitalization of public services (including to make them available through a new national citizen portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection.

In addition, DEEP will support a transition towards a digital inventory of administrative procedures and the development of an electronic single window—the Pakistan Business Portal (PBP)—integrated across all three layers of government for new and existing businesses to apply, renew, pay, and meet all their compliance needs. It will also promote civic innovation and digital inclusion.

## **OBJECTIVES OF THE ASSIGNMENT**

The Senior Procurement Specialist will provide specialized advisory and implementation support in procurement processes to ensure the successful implementation of project components in compliance with World Bank regulations and national procurement procedures.

The responsibilities include (but not limited to) the following:

- 1) Develop and refine the Project Procurement Plan in collaboration with the Program Director and relevant stakeholders.
- 2) Lead and monitor procurement activities, ensuring adherence to timelines and milestones, and promptly addressing any deviations.
- 3) Maintain comprehensive procurement documentation, both physical and in the World Bank's STEP system, ensuring accessibility for audits.
- 4) Prepare detailed procurement reports, analyzing planned versus actual timelines and outcomes for transparency and accountability.
- 5) Collaborate closely with technical teams to integrate technical requirements into procurement documents and processes.
- 6) Facilitate capacity building through training and mentoring of procurement staff to enhance their understanding and execution of World Bank procurement procedures.

## **SCOPE OF THE ASSIGNMENT**

The work of the Senior Procurement Specialist (IC) PMU will include the following tasks, among others:

- 1) Draft comprehensive bid notices, bidding documents, Requests for Expressions of Interest (REOI), and Request for Proposals (RFP) in strict adherence to world bank and national procurement regulations.
- 2) Determine the most suitable procurement methods based on project-specific requirements and package size, ensuring efficiency and transparency.
- 3) Provide strategic guidance to the Program Director on all aspects of project procurements managed by the PMU.
- 4) Effective contracts and vendor management.
- 5) Conduct periodic reviews and updates of the project procurement plan to align with evolving project needs and regulatory changes.

- 6) Coordinate closely with governmental stakeholders and the World Bank to ensure seamless execution of procurement activities.
- 7) Assist in the development and refinement of procurement procedures to optimize efficiency and compliance with international standards.

#### **QUALIFICATION AND EXPERIENCE**

- 1) Minimum 16 years of education from a reputable/HEC recognized university in Business Administration, Supply Chain Management, or a related field.
- 2) Minimum 10 years of professional work experience in procurement, with significant experience in managing procurement for public or private sector projects.
- 3) Previous experience with World Bank or other international donor-funded projects is highly desirable.
- 4) Relevant professional certifications in procurement such as Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) are advantageous.

#### **ADDITIONAL SKILLS / EXPERTISE**

- 1) Extensive experience in procurement on projects financed by international agencies, with specific knowledge of World Bank procurement processes.
- 2) Proficiency in using the World Bank STEP System.
- 3) Familiarity with Pakistan Finance Regulations and local procurement procedures.
- 4) Strong technical understanding of procurement implementation.

#### **SCHEDULE FOR THE ASSIGNMENT**

The Senior Procurement Specialist will be appointed on a contract basis for a period of 48 months.

#### **REMUNERATION AND OTHER BENEFITS**

- 1) The consultant will receive remuneration as per the scope of work defined and based on the World Bank guidelines applicable to individual consultants for this position.
- 2) Travel expenses as approved by the World Bank and the Government of Pakistan.
- 3) This is a consulting-based appointment and does not offer medical or other benefits.

## REPORTING OBLIGATIONS

- 1) The Procurement Specialist (IC) will report to the Program Director PMU, Ministry of IT & Telecom.
- 2) The Procurement Specialist (IC) is required to follow all rules and directives of the World Bank and the Government of Pakistan for successful implementation of the project.
- 3) The Procurement Specialist (IC) is required to follow working days and timings as per the directives of the Federal Government of Pakistan.
- 4) The Procurement Specialist (IC) is required to report to work in an official attire.
- 5) The Procurement Specialist (IC) 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.
- 6) The Procurement Specialist (IC) shall ensure that all the required reports for the project are prepared on time in accordance with the requirements of the World Bank and the Government of Pakistan.

## SELECTION CRITERIA

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

Criteria	Points
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.