

**DEPARTMENT OF SCHOOL EDUCATION
GOVERNMENT OF PUNJAB**

**The Project Management Unit (PMU) of the World Bank financed
Punjab Outcomes-Acceleration in School Education (POISE)**

Terms of Reference for hiring
Procurement and Contract Expert

1. Basic Details:

- Duty Station: Mohali, Department of School Education (DoSE), Mohali, Punjab.
- Language Required: English, Hindi. Punjabi preferred.
- Date of Commencement: To be notified at the time of selection.
- Duration of Contract: Three years (renewable subject to satisfactory performance and/or validity of the project).

2. Background:

The Government of Punjab (GoP) has prioritized education as a key area for development with an aim to build an inclusive and quality education system for all. There are more than 2.5 million students enrolled in more than 19,000 government schools. The Department of School Education (DoSE), GoP, is preparing the Punjab Outcomes-Acceleration in School Education (POISE) operation to be implemented with assistance from the World Bank, with a Program-for-Results (PforR) financing instrument. The program is a subset of the government program for school education in Punjab Vision 2047. The Program Development Objective (PDO) is to improve the school education outcomes and strengthen the school education system management in Punjab.

The program has four results areas:

Result area 1: Improved foundational learning skills at pre-primary and primary levels.

Result area 2: Improved teacher effectiveness.

Result area 3: Improved school-to-higher education and work transition.

Result area 4: Decentralized and user-centric system of school management.

The DoSE intends to hire one (1) Procurement and Contract Expert to oversee the procurement aspect of the school education. The expert will be responsible for supporting the preparation and updation of annual procurement plans, carrying out the procurement activities according to the Procurement Plan/ Project Implementation Plan (PIP) and as per any revision in the PIP. Besides, s/he will manage the procurement

activities adhering to the standard World Bank procurement guidelines and Government of Punjab procurement rules.

3. Objectives and Scope:

The Procurement and Contract Expert will be responsible for the following tasks:

Procurement Planning and Execution

- Prepare Project Procurement Strategy for Development (PPSD), Procurement Plan, and Procurement Manual with formats to guide procurement and threshold-based methods for goods, non-consulting services, and consultancy services.
- Define the bidding/tender method in accordance with the procurement guidelines/rules and manage invitations to bids through different methods agreed upon, support bid evaluation and selection process, physical and process implementation for procurement related to goods and services, in consultation with the Project Director, POISE, Government of Punjab.
- Prepare bidding documents related to the entire tendering cycle- from preparation of bidding documents to tendering, pre-bid meetings, technical & financial evaluation, preparation of evaluation statements & reports, and contract management
- Organize pre-bid or pre-proposal meetings, providing clarifications, coordinating the receipt of bids/proposals, leading, and participating in the opening of bids/proposals/expressions of interest.
- Review bid documents and prepare bid evaluation reports for all procurements planned as per delegated valued thresholds and type of procurement method adopted.
- Prepare responses to questions from bidders and issue amendment/s to the procurement documents in accordance with relevant clauses of the Bid and RFP.
- Design a contract monitoring mechanism to ensure compliance with milestones and deliverables, timely completion of assignments, release of payment, and issuing contract amendment of all signed contracts.
- Conduct market research and analysis to identify cost-saving opportunities and innovative procurement solutions.
- Ensure proper record keeping pertaining to the award of tenders, including bid notification, register pertaining to sale and receipt of bids, bid opening records/minutes, bid evaluation Reports, and all correspondence pertaining to bid evaluation, communication sent to/with the World Bank.

- Support Project Director, POISE in setting up a Complaints and Dispute Resolution Mechanism and prepare and submit updates of all complaints received and actions taken to the Project Director for review.

Reporting and Coordination

- Prepare and submit quarterly status reports of all ongoing contracts, including contract management issues such as delays, payments, and other issues to the Project Director.
- Liaise with related personnel to analyze and define the user requirements/division requirements and develop Terms of Reference (TOR) as required.
- Liaise with the World Bank team, other project implementation team members, line departments, educational institutions, training providers, and other stakeholders to establish necessary project coordination and accomplish operational requirements for day-to-day tasks.
- Participate in and/or organize relevant seminars, workshops, consultations, etc. as and when required; review the capacity-building requirements of procurement staff on a regular basis.
- Any other relevant task assigned by the Project Director from time to time.

4. Reporting and review:

The Procurement and Contract Expert will report to the Project Director and work under his/her direct supervision on a day-to-day basis.

5. Educational Qualifications and Experience:

This position requires dynamic, experienced, and analytical professionals with demonstrated experience in managing work with programmatic interventions related to improving school education outcomes. The following are the minimum requirements for applying for this position:

Mandatory:

- Any Graduate degree or equivalent in a relevant discipline.
- Minimum 7 years of professional experience in Project Management or consulting experience in substantial activities related to procurement.

The following qualifications over and above mandatory criteria will be provided extra marks:

- Postgraduate degree or above the required mandatory qualification.

- Ability to read, write, and speak in Punjabi.
- Experience of working with the government/ PSUs/ Organizations
- Additional relevant professional experience above the required mandatory criteria.
- Demonstrated experience of making Procurements using Government Procurement Rules and Government e-Marketplace (GeM) rules

6. Skills Required:

- Strong analytical and conceptual skills.
- Skills in procurement management, contract negotiation, and market analysis.
- Outstanding interpersonal skills: ability to work efficiently and effectively across sectors and teams to ensure the Project outcomes/deliverables.
- Capability to use the internet for any secondary research.
- Excellent computer skills in MS Office: Word, Excel, and PPT and capability to use the internet for secondary research.
- Ability to collaborate, work in teams, and liaise well with others.
- Excellent writing and presentation skills.

7. Remuneration:

The remuneration for the incumbent would be commensurate with respect to the qualifications and experience. Travel/other expenses if any will be paid as per policy guidelines. The Procurement and Contract Expert will be located at the POISE office in Mohali, Punjab during the contracted period. The position may require some travel including to district/blocks and local levels within the state of Punjab, as per project requirements.

8. Application Procedure:

For standardisation purposes, candidates will fill in the required information only in the blank MS Word document which will be provided on the website ssapunjab.org. After filling in the required details, the candidate will print the form, sign it, scan it, and convert it into a PDF document. In addition to this, the candidate will share their updated CV. The final document, along with the CV, should be emailed to hr.poise@punjab.gov.in.

No Physical applications will be entertained.

Candidates who meet the above criteria will be shortlisted and invited for a personal interview.