

HIRING OF PROCUREMENT & CONTRACTING CONSULTANT

Sindh Solid Waste Management Board (SSWMB) is established under Sindh Solid Waste Management Board Act 2014 to execute integrated projects for municipal, medical and industrial hazardous waste in a modern, scientific and environment friendly manner across Sindh Province. Under the mandate, SSWMB has to commission relevant technical works, procure goods, services and therefore intends to hire the services of reputed and experienced **Procurement & Contracting Consultant** for a period upto 5 months, which may be extended on need basis with the same terms and conditions.

Interested individuals may either download Terms of Reference (TORs) from www.sppra.gov.pk and www.sswmb.gos.pk or obtain from the office of Assistant Director (Finance), Sindh Solid Waste Management Board on payment of Tender Fees amounting to Rs. 1000/- in shape of pay order / bank draft in the name of Sindh Solid Waste Management Board from 9:00 am to 5:00 pm during working days from the date of hoisting till 03.12.2015 at above mentioned websites.

The interested candidates may apply and submit their complete CV, attested copies of educational documents / testimonials, CNIC, Experience Certificates, FBR / NTN Registration Certificate and Sindh Revenue Board Registration Certificate latest by **04.12.2015 by 2:00 pm** in a sealed envelope duly marked with the position applied for.

The applications will be opened on **04.12.2015 at 3:00 pm** by Consultant Selection Committee in the office of Sindh Solid Waste Management Board situated at Bungalow No. D-47, Block-2, Clifton, Karachi in the presence of candidates, who wish to remain present.

In case, if the submission or opening date falls on a public holiday or on account of any emergency beyond human capacity, the next working day with same timings will be considered.

The short listed candidates will be required to appear in interview. Successful candidates will be offered Market Based competitive remuneration for the tasks performed in accordance with the ToRs and other relevant assignments given by the Board.

SSWMB reserves the right to accept or reject any or all CVs prior to hire the services as per SPPRA Rules, 2010.

Executive Director (Finance & Planning)
Sindh Solid Waste Management Board

Address: Bungalow No D-47, Block -02, Clifton- Karachi, Pakistan. Phone: 0213-5372982-4
Fax No. 0213-5372985. URL: www.sswmb.gos.pk, email: info@sswmb.gos.pk

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TERMS OF REFERENCE

- i) Preparation of EOI, RFP and bid related documents including detailed terms of references for the recruitment of the project consultants (both firms and individuals);
- ii) Preparation of all types of bidding documents including but not limited to EOI, RFP for works, goods, services as well as evaluation of the bids and negotiating with contractors and suppliers in line with SPPRA guidelines;
- iii) To ensure that the scope of bid, evaluation, qualification criteria and Board's requirements are adequately covered in the bidding documents, while preparing such documents;
- iv) Conducting pre-bid meetings, clarification of bid documents and amendments to the bid documents.
- v) Maintaining previous and on-going Bidding records of respective procurement proceedings along with all associated documentation;
- vi) Bid evaluation, obtaining bidder's clarifications, preparation of technical and financial bid evaluation reports;
- vii) Responding to the inquiries related to the tenders, evaluation criteria or related issues;
- viii) Negotiations, preparation of contract agreements;
- ix) Carry the overall responsibility for all the Procurement & Contract Management functions;
- x) Preparation & Updating procurement plan along with its implementation plan;
- xi) Ensure compliance with legal requirements of Board in procurement actions for engaging consultants, procuring goods and work requirements;
- xii) Maximise efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements;
- xiii) Address all matters associated with procurements of goods/services e.g. taxation, duties clearance;
- xiv) Assist with various audits by ensuring that procurement documents are effectively filed and provide complete track of procurement cycle;