



Government of Sindh
Chief Minister's Secretariat Sindh
Benazir Bhutto Shaheed



Youth Development Program,
(Mega Initiative Addressing Poverty and Unemployment Through Skill Development)

No. PCU/BBSYDP/PO/2016
Karachi, dated. 20th June, 2016. |

13577

To

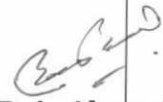
The Director,
Sindh Public Procurement Regulatory Authority,
Barrack-8, Secretariat 4A,
Court Road, Karachi.

Subject: Hosting of NIT of Short Term Career Opportunity on SPPRA's Website.

(NIT Reference No. INF/KRY No. 2513/16, Dawn-18-06-16)

I am directed to refer to Rules-21(4) &24 (2) of SPP Rules, 2010 and to forward herewith soft and hard copies of advertisement for Short term Career Opportunity for hosting on the SPPRA's website.

An early action is anticipated.


Rais Ahmed
Program Officer

A copy for information to:

1. The Provincial Coordinator, PCU, BBSYDP, Karachi.
2. Mater File.

NO: 4630
DATE: 21-06-16

Provincial Coordination Unit

3rd Floor, State Life Building No.3, Dr Ziauddin Ahmed Road, Karachi.
Telephone: 021-9201005-7 Fax: 021-9201004, www.bbsydpsindh.gov.pk



Government of Sindh
Chief Minister's Secretariat Sindh
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Government of Sindh
Chief Minister's Secretariat

**Benazir Bhutto Shaheed
Youth Development Program**



(Under Benazir Bhutto Shaheed Human Resource, Research & Development Board)

No. PCU/ BBSYDP/ Admin/ 1-1/ 2016 /1387
Karachi, dated the 16th June, 2016

To,

The Director (Advertisement)
Information Department
Government of Sindh
Karachi.

SUBJECT: SHORT TERM CAREER OPPORTUNITY

I am directed to forward herewith Five CDs of advertisement captioned as Publication of Advertisement for Short term career opportunity in three leading dailies Newspapers i.e English, Urdu & Sindhi


It would be appreciated if the said advertisement is published in the newspapers mentioned above as soon as possible preferable on **Friday 17th of June, 2016.**

Necessary bill for the same may be sent to this office for payment.


PROGRAM OFFICER (ADMN)

A Copy is forwarded for information and necessary action to:

1. The Deputy Provincial Coordinator (A&F / P S / PSTW) PCU-BBSYDP Karachi.
2. The P.S. to Chairman-BBSHRRDB, Karachi.
3. The P.S. to Secretary-BBSHRRDB, Karachi.
4. The P.S. to Secretary to Board and University, Government of Sindh, Karachi..
5. The Provincial Coordinator PCU-BBSYDP, Government of Sindh, Karachi


16/6/16
R&I Incharge
Advertisement Section
Information Department
Govt. of Sindh, Karachi

Benazir Bhutto Shaheed Human Resource, Research & Development Board.
3rd Floor, State Life Building No.3, Dr Ziauddin Ahmed Road, Karachi.
Telephone: 021-99201005-7 Fax: 021-99201004, www.bbsydpsindh.gov.pk



Benazir Bhutto Shaheed BBSHR&DB

Human Resource, Research and Development Board (BBSHR&DB)

Short-Term Career Opportunity

Benazir Bhutto Shaheed Human Resource Research & Development Board [BBSHR&DB], a poverty and unemployment reduction initiative of the Government of Sindh, intends to apply part of the financing received from the World Bank towards the cost of the Sindh Skills Development Project (SSDP) to engage dynamic and enthusiastic individuals having the qualifications, experience and skills prescribed below for each post.

Name of Post	Requirement
Procurement and Contract Management Consultant (01 position)*	
Qualification & Experience	Any relevant Master Degree / MBA Minimum of 5 years experience in the relevant field ICT proficient
Scope of Assignment	The incumbent shall assist and advise the procurement section, in planning management and execution of its procurements and contract management in accordance with the World Bank Procurement rules and regulation agreed for Sindh Skills Development Project
Age	25-50 years
Finance Manager (02 positions)*	
Qualification & Experience	Internationally recognized accounting qualification / Master's Degree with majors in Accounting / master's Degree in Management would be preferred Minimum of 05 years' experience in the relevant field, experience of donor accounting would be an advantage
Scope of Assignment	The incumbent will be responsible to maintain financial records, ensure compliance with the Government of Sindh's a) Financial Rules, b) Delegation of Powers c) SPPRA Rules d) Finance Department's standing orders / instructions circulated from time to time and World Bank's financial / Procurement Guidelines as referred in the Project Appraisal Document, Financing Agreement and project Agreement of Sindh Skills Development Project (SSDP-Comp-I)
Age	25-50 years

*Remuneration shall be negotiable subject to qualification, experience and competence.
Amended ads

Application and Selection Procedure:

- All the interested candidates must read the detailed Terms of Reference (TOP) of each post given above, from www.bbsydpsindh.gov.pk before applying for the post.
- Interested candidates are required to fill & submit Online Job Application Form available at www.bbsydpsindh.gov.pk by or before 05:00 p.m. on 4th, July, 2016.
- Applicant must invariably upload his / her detailed CV along with online application form.
- Candidates not fulfilling the above requirements or submitting incomplete application shall not be considered. Selection will be made purely on suitability and merit.
- Only shortlisted candidates will be contacted for interview. Candidates will be required to submit the copies of the educational documents duly verified from the concerned Board / HEC at the time of interview.
- No TA / DA is admissible for interview.
- Government servant / employees of autonomous bodies / corporations will be required to submit NOC from current employer before interview.
- Misinformation and any attempt to influence the selection process will be considered as definite disqualification.

Benazir Bhutto Shaheed Human Resource Research & Development Board

Board and University Department
Government of Sindh
5th Floor, State Life Building No.3,
Dr. Ziauddin Ahmend Road, Karachi.
Phone: 021-992015-7 Fax: 021-99291004
www.bbsydpsindh.gov.pk



SHORT-TERM CAREER OPPORTUNITY

Benazir Bhutto Shaheed Human Resource Research & Development Board [BBSHRRDB], a poverty and unemployment reduction initiative of the Government of Sindh intends to apply part of the financing received from the World Bank towards the cost of the Sindh Skills Development Project (SSDP) to engage dynamic and enthusiastic individuals having the qualifications, experience and skills prescribed below for each post.

*Remuneration shall be negotiable subject to qualification, experience and competence. Amended ads

Application and Selection Procedure:

- All the interested candidates must read the detailed Terms of Reference (ToR) of each post given above from www.bbsydpindh.gov.pk before applying for the post.
- Interested candidates are required to fill & submit Online Job Application Form available at www.bbsydpindh.gov.pk by or before 05:00 p.m. on 4th July, 2016.
- Applicant must invariably upload his / her detailed CV along with Online Application Form.
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- Misinformation and any attempt to influence the selection process will be considered as definite disqualification.

Name of Post	Requirement
Procurement and Contract Management Consultant (01 Position)*	
Qualification & Experience	Any relevant Masters Degree / MBA Minimum 5 years experience in the relevant field. ICT proficient.
Scope of Assignment	The incumbent shall be to assist and advise the procurement section in planning management and execution of its procurements and contact management in accordance with the World Bank Procurement Rules and Regulations agreed for Sindh Skills Development Project.
Age	25-50 years
Finance Manager (02 Positions)*	
Qualification & Experience	Internationally recognized accounting qualification / Masters Degree with major in Accounting / Masters Degree in Management would be preferred. Minimum 05 years experience in the relevant field, experience of donor accounting would be an advantage.
Scope of Assignment	The incumbent will be responsible to maintain financial records, ensure compliance with the Government of Sindh's a) Financial Rules, b) Delegation of Powers c) SPPRA Rules d) Finance Department's Standing Orders / Instructions circulated from time to time and World Bank's Financial / Procurement Guidelines as referred in the Project Appraisal Document, Financing Agreement and Project Agreement of Sindh Skills Development Project (SSDP-Comp-I)
Age	25-50 years

BENAZIR BHUTTO SHAHEED
 Human Resource Research & Development Board
 Board and University Department,
 Government of Sindh
 5th Floor, State Life Building No.3,
 Dr. Ziauddin Ahmed Road, Karachi.
 Phone: 021-992015-7 — Fax: 021-99291004
www.bbsydpindh.gov.pk

INF-KRY No. 2513/16 **Say No to Corruption**

18/06/2016 Dawn

Procurement and Contract Management Consultant

Position: Procurement/Contract Management Consultant

Nature of Position: Contractual

Period of Assignment: One year

Application Deadline: December 30, 2013

Starting Date: (date when the selected candidate is expected to start) 03-Jan-2014

Reporting to: Provincial Coordinator-PCU-BBSYDP

Age: 25-50

Salary: Remuneration shall be negotiable subject to qualification, experience and competence

Scope of Assignment: The Person shall assist and advise the procurement section, in planning, management and execution of its procurements in accordance with the relevant procurement rules and regulations.

Key Activities/Deliverables/Job description:

- i. Assist to develop and implement procurement and core contract management processes.
- ii. Help to manage procurement and initiate contracts with the contractual partners.
- iii. Assist to manage and monitor contractual obligations.
- iv. Identify contractual issues and risks timely and suggest best alternative solutions, while proactively working with staff concerned and sub-contractors to resolve contractual issues.
- v. Prepare and disseminate information regarding contract status, compliance, modifications, etc to relevant parties.
- vi. Extend support to develop and integrate contract management tools, templates, methods and processes.
- vii. Help to Initiate solicitations and manage proposals, bids, and contract modifications.
- viii. Support in analyzing contract requirements, special provisions, terms and conditions to ensure compliance with applicable laws, regulations, and policies.
- ix. Help prepare, organize and maintain contract records and files documenting contract performance and compliance reports along with their responses.
- x. Assist in performing contract close out activities.
- xi. Market analysis of tasks related to procurements.
- xii. Extend support in negotiating financing packages with eligible bidders/parties
- xiii. Assist in conducting procurement audits and prepare periodic progress reports for procurement management section
- xiv. Management of Service Provider's Contracts

Required Qualification, Skills and Experience

- i. Any relevant Master Degree/MBA
- ii. Excellent ICT skills-(awareness of programming and database)
- iii. Have minimum of 05 years' experience in the relevant field
- iv. Have knowledge of contract management of consultancy contracts/service delivery contracts

TERMS OF REFERENCE

Position: Finance Manager

Nature of Position: Contractual

Period of Assignment: One year

Application Deadline: January 9, 2014

Starting Date: (date when the selected candidate is expected to start) 13-Jan-2014

Reporting to: Deputy Provincial Coordinator (Administration and Finance)-PCU-BBSYDP

Age: 25-50 years

Salary: Remuneration shall be negotiable subject to qualification, experience and competence

Scope of Assignment: The Finance Manager will be responsible to maintain financial records, to provide timely financial information to Provincial Coordinator-PCU-BBSYDP, and Deputy Provincial Coordinator (A &F) and to ensure compliance with the Government of Sindh's a) Financial Rules, b) Delegation of Powers c) SPPRA Rules d) Finance Department's standing orders/instructions circulated from time to time and World Bank's Financial/Procurement Guidelines as referred to in the Project Appraisal Document, Financing Agreement and Project Agreement of Sindh Skills Development Project(SSDP-Comp-I).

Key Activities/Deliverables/Job description:

1. Extract information from the Government of Sindh's Budget Books related to the SSDP Component-I and prepare periodical budget plan for getting the funds released from Finance Department, Govt. of Sindh/Accountant General Sindh/Treasury Officer, Karachi and the World Bank.
2. To liaise with Chief Minister's Secretariat, Planning & Development Department, Finance Department, Office of Accountant General Sindh, State Bank of Pakistan, National Bank of Pakistan, and Treasury Office, Karachi with regard to release/utilization of SSDP funds.
3. Ascertain effective Internal Control System in order to prevent unintentional/intentional errors, misappropriations and any other financial irregularities. Moreover, review the Internal Control System from time to time and add & modify the procedure/practice to remove the weaknesses and maintain effective and successful financial control.
4. Liaise with PSTW and verify each and every claim/proposal before payment to the trainees, training providers, suppliers, consultant, staff members, Income Tax Department, Sales Tax Department, Stamp Office etc.
5. Manage to prepare primary books of accounts, regular entries into Accounting Software/ Consumable Articles Stock Register/Dead Stock Register, timely preparation of Bank Reconciliation Statement in respect of Foreign Funding as well as Counter Part Funding and Financial Statement on monthly basis.
6. Generate customized real time reports of budget and expenditure and conduct analysis of reports to identify exceptions, trends and data requiring further examination for removal of error/discrepancies etc.
7. Prepare quarterly Interim Financial Reports and annual financial statements as required by the World Bank on the basis of accounting records.
8. Make the required record available and coordinate during the course of Internal/External Audit and to take necessary measures in the light of suggestions/observations of Internal/External Audit.
9. Prepare Draft replies to the Audit Paras/Draft Paras etc, and followup on timely resolution of audit paras.
10. Assist Deputy Provincial Coordinators with their areas of responsibility in preparing training plan, implementation and follow-up etc.



Government of Sindh
Chief Minister's Secretariat
Benazir Bhutto Shaheed
Human Resource, Research and Development Board



NOTIFICATION

No. BBSHRDB/Admn (Proc-C)/10036/2015: With the approval of the Competent Authority i.e. Principal Secretary to Chief Minister Sindh and in accordance with Rule-67 of Sindh Public Procurement Rules-2010; the Government of Sindh has been pleased to notify **Consultant Selection Committee**, for the Benazir Bhutto Shaheed Human Resource, Research & Development Board (BBSHRDB). The composition and Terms of Reference are as under:

- | | |
|--|------------------|
| 1. Secretary - BBSHRDB | Chairman |
| 2. Director (Consultancy, HR & Monitoring) – BBSHRDB | Member |
| 3. Representative from Finance Department (Not below the rank BS-18) | Member |
| 4. Representative from P&D Department (Not below the rank BS-18) | Member |
| 5. Deputy Director (Procurement) -BBSHRDB | Member/Secretary |
| 6. Co-opted Member (To be approved by Chairman & Technical input to the Committee) | Co-opted Members |
| 7. Co-opted Member (To be approved by Chairman & Technical input to the Committee) | Co-opted Members |

Functions and Responsibilities of Consultant Selection Committee

- Approval of Request for Proposal before issuance;
- Short listing of consultants, responding to the Request for Expression of Interest, where applicable, in accordance with the criteria mentioned in Request for Expression of Interest;
- Evaluation of technical and financial proposals, according to the selection method and evaluation criteria mentioned in the Request for Proposal
- Finalization of recommendation based on evaluation as mentioned at sub-rule (3) of the SPPRA-2010.
- The quorum shall be as provided in Rule-68 of SPPR-2010.

**-KARIM BAKHSH SIDDIQUI-
SECRETARY-BBSHRDB**

No. BBSHRDB/Admn (Proc-C)/10036/2015

Karachi, dated the 15th April 2015

A copy is forwarded for information and necessary action to:

- The Senior Member Board of Revenue, Sindh
- The Principal Secretary to Governor, Sindh, Karachi.
- The Principal Secretary to the Chief Minister, Sindh, Karachi.
- The Administrative Secretaries (All) in Sindh
- The Chairman, BBSHRDB, Karachi.
- The Chairman / Members of the Committee
- The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
- The P.S. to Secretary (Services) / (GA/C), SGA&CD, Govt. of Sindh, Karachi.
- Master File


PROGRAM OFFICER (Admn.) 15/4/15

16th April 2015



Government of Sindh
Chief Minister's Secretariat
Benazir Bhutto Shaheed
Human Resource, Research and Development Board



NOTIFICATION

No. BBSHRRDB/Admin (CRC) /2015: In accordance with the Rule-31 of Sindh Public Procurement Rules-2010; the Government of Sindh has been pleased to notify *the Complaint Redressal Committee*, for the Benazir Bhutto Shaheed Human Resource, Research & Development Board (BBSHRRDB). The composition and Terms of Reference are as under:

- | | |
|--|----------|
| i. Secretary-BBSHRRDB, | Chairman |
| ii. Representative of Accountant General. | Member |
| iii. An Independent Professional from relevant field | Member |
- Committee may co-opt any member if required to facilitate the process.

Terms of References.


The complaint Redressal Committee shall act in accordance with Rule-31 of Sindh Public Procurement Rules 2010.

-KARIM BAKHSH SIDDIQUI-
SECRETARY-BBSHRRDB

No. BBSHRRDB/Admin (CRC)/ /2015 Karachi, dated the 10th August, 2015

A copy is forwarded for information to:

- 1) The Principal Secretary to the Chief Minister, Sindh, Karachi.
- 2) The Chairman, BBSHRRDB, Karachi.
- 3) The Managing Director SPPRA, Karachi.
- 4) The Accountant General Sind, Karachi.
- 5) The Chairman / Members of the Committee
- ✓ 6) The Program Officer (Procurement)
- 7) Master File.


PROGRAM OFFICER (Admin) 10/8/2015

PROCUREMENT PLAN FOR PROCUREMENT OF NON -CONSULTANT SERVICES- SERVICE PROVIDERS

S.#	Procurement Steps	Activity	
		Planned	Actual
		Selection of Service Providers Skill training for 15,000 youth in the qualified institutes @ Est. cost Rs.375 Million for round V Method of procurement: Planned / Actual Dates Round V	
1	Preparation of TORs/Cost Estimates/RFP	May 6,2016	
2	Bank's No-objection to TORs and RFP (for prior review cases only)	May 8,2016	
3	Advertisement for Request for Proposals (RFP) in National Newspapers. (If contract is more than \$200,000/- then additional advertisement in UNDP)	May 08,2016	
4	Issuance of RFP	May 09,2016	
5	Receipt of Technical & Financial Proposals	June 08,2016	
6	Completion of Technical Evaluation	June 28,2016	
7	Bank's No-objection to Technical Evaluation (for prior review cases)		
8	Opening of Financial Proposals of only technically qualified service providers	June 29,2016	
9	Completion of Final Evaluation & Negotiation	July 4,2016	
10	Bank's Clearance of Final Evaluation/NoL (for prior review cases)	July 4,2016	
11	Preparation of Draft Contract	May 6,2016	
12	Bank's No-objection to draft Contract	May 8,2016	
13	Contract Signing and Commencement of Training Course	July 15-25, 2016	
14	Contract completion/Training course completion	November 24,2016	

¹As specified on Page, 42, paragraph Selection of non-Consulting Services, Project Appraisal Document(PAD) for Sindh Skills Development Project (SSDP)