PUNJAB RURAL MUNICIPAL SERVICES COMPANY (PRMSC)

A COMPANY SET UP UNDER SECTION 42 OF THE COMPANIES ACT, 2017

REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT & CONTRACT MANAGEMENT EXPERT
Activity No. PK-LG& CD-575824-CS-INDV

Country:	PAKISTAN
Name of Project:	PUNJAB RURAL SUSTAINABLE WATER SUPPLY & SANITATION PROJECT
Employer:	PUNJAB RURAL MUNICIPAL SERVICES COMPANY (PRMSC)
Loan No.:	IBRD-9267, IDA-6925

1. Government of the Islamic Republic of Pakistan (who has extended the financing to Punjab Rural Municipal Services Company) has received a loan from the **World Bank** (IBRD) towards the cost of the Punjab Rural Sustainable Water Supply & Sanitation Project (PRSWSSP) and intends to apply part of the proceeds toward payments under the Procurement of Civil Works of Priority Villages.
2. Punjab Rural Municipal Services Company - PRMSC (the Employer) now invites the applications from qualified and experienced individuals against above position as an individual consultant on "Contract Basis" as specified in World Bank Procurement Regulations for IPF Borrowers dated July 2016 (Revised). Interested Consultants having the required qualification & experience as mentioned below should provide information demonstrating that they can to perform the Services;

Area of Consultancy	Qualification & Experience
Individual Consultant - Procurement & Contract Management Expert under Punjab Rural Sustainable Water Supply and Sanitation Project	• Should possess minimum 16 years of education in Finance / Business Administration / Public Administration / Management Sciences / Statistics / Economics / Engineering / Project Management or related field from reputable local or foreign institution A diploma/degree in the field of Procurement/Contract Management from reputable local or foreign institution shall be preferred. • Should have minimum fifteen (15) years of work experience in procurement processes of goods/ services/ works.

3. The Interested candidates may download the TORs at no cost from the website: www.prmsc.punjab.gov.pk/tenders. Soft copy of TOR's can also be obtained from PRMSC Head Office, Lahore free of cost.
4. EOIs completed in all respects (including cover letter, resume/CV, academic certificates/degree, experience certificates, form etc.) should be reach to the address below on or before **October 23, 2026 at 1500 hours**. Electronic applications will not be permitted.
5. The individual Consultant will be hired in the light of the World Bank Procurement Regulations (Revised).
6. The address referred to above is:

Chief Executive Officer
Punjab Rural Municipal Services Company (PRMSC)
5th Floor, KD Plaza, MM Alam Road, Gulberg-III, Lahore, Pakistan
Telephone: +92-42-99333613
Email address: proc.prmsc@punjab.gov.pk

EXPRESSION OF INTEREST FORM
(INDIVIDUAL CONSULTANTS)

1. **Position Applied For:**
2. **Name:**
3. **Current Residential Address:**

   Telephone No.: **Fax No.:** **E-Mail Address:**
4. **Date of Birth** [*dd/mm/yyyy*]**:** **Citizenship:**
5. **Education** [Bachelor and above only] *[Indicate college/university and other specialized education giving names of institutions, degrees obtained, and dates of obtainment]* [most recent first]:

Degree	Major Subjects	Name of University	Division/ Grade	Passing Year

6. **Membership of Professional Associations:**
7. **Other Trainings/Certifications** [*Indicate significant training since degrees*]**:**

Title	Institute	Year	Please indicate whether it is a Workshop/ Diploma/ Certification/ Training Course or else	Local/Foreign (If foreign, please write country name)

8. **Countries of Work Experience** [*List countries where expert has worked in the last ten years]:*

9. Employment Record *[Starting with present position, list in reverse order every employment held by expert since graduation, giving each employment (see format below): dates of employment, name of employing organization, position held]:*

Dates of Employment		Employer/Consulting Organization	Position Held	Supervisor Name & Designation	Employer Contact (Email/Mobile/ Phone)
From	To				

10. Specific Experience [For each of key assignment that best demonstrates your suitability for this position, fill the below columns]:

(i)	(A) Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned *[Among the assignments in which the applicant has been involved, indicate the following information for those assignments that best illustrate the applicant's capability to handle the tasks listed under line 9*	(B) Detailed Tasks Assigned *[List all tasks performed by applicant under this assignment; please also indicate the rupee value of task assigned/completed]*
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

11. Certification

I, the undersigned, certify to the best of my knowledge and belief -	Yes	No
(i) this CV correctly describes my qualifications and my experience	☐	☐

I understand that any willful misstatement described herein may lead to disqualification or dismissal, if engaged.

_____ **Date:**

[Signature of Applicant] Day/Month/Year

Terms of Reference
PROCUREMENT & CONTRACT MANAGEMENT EXPERT
PUNJAB RURAL SUSTAINABLE WATER SUPPLY AND SANITATION PROJECT
PUNJAB RURAL MUNICIPAL SERVICES COMPANY (PRMSC)

A. BACKGROUND

Pakistan's low human capital accumulation is a fundamental development challenge. A key contributing factor is the high rates of stunting and malnutrition among Pakistani children. The absence of significant investments in the treatment of drinking water and safe management of fecal waste is an important reason for the persistently high rates of stunting in rural areas. The lack of attention to quality of sanitation infrastructure and virtually no attention to fecal waste management has resulted in an unprecedented concentration of untreated fecal waste near human settlements and the consequent contamination of water and soil.

2. This contamination, coupled with poor hygiene practices and the use of inadequately treated water for drinking purposes, has exacerbated the incidence of diarrhea and environmental enteropathy in young children. The latter causes malabsorption and maldigestion of nutrients, undermining the impact of improved diets and leading to a host of growth and developmental issues that are manifested in child stunting. This challenge is especially acute in rural areas where households' abstract groundwater from shallow depths for drinking purposes. In addition to the direct pumping of contaminated groundwater, the poor quality of well construction leads to bacteriological contamination of drinking water even in cases where the underlying groundwater is clean.

3. The province of Punjab is home to over half of Pakistan's population and characterized by stark socioeconomic divides between north and south and rural and urban areas. Almost 98 percent of rural households in Punjab have access to an improved water source but continuous and treated piped water supply is rare and most households rely on groundwater pumping that is vulnerable to contamination. Most rural households in Punjab thus rely on groundwater as their main source of water, either through public supply or private investment. Access to improved sanitation is still low across rural Punjab and fecal waste is generally not safely disposed. There is almost no public investment in the treatment of fecal waste.

4. Taking cognizance of above issues, the Government of Punjab has established "Punjab Rural Municipal Services Company" (hereinafter referred to as "PRMSC" or "the Company") as a Company under section 42 of the Companies Act, 2017) by the Government of Punjab. The Company has been placed under the Punjab Local Government and Community Development (LG&CD) Department, Government of Punjab.

5. PRMSC is a government owned not for profit-company that shall implement Multi-village water supply scheme & 100% solid waste through recycling, composting and management of residual waste, in rural settlements of the Punjab Province, which hold 73 % the province's population living in 23,000 revenue villages, and are in dire need for investments to improve WASH. The goal of the company is to ensure that villages are converted into a better & hygienic living place and continuously having better life standard and improved civic amenities through improvement and management of sanitation condition, clean drinking water, solid waste management. In this regard, the Company will also focus on behavior change and capacity building for the sustainability of the improved WASH services in rural settlements of Punjab.

6. The Government of Punjab through Government of Islamic Republic of Pakistan has received financing from the World Bank for supplementing the above initiative in the form of the project titled “Punjab Rural Sustainable Water Supply and Sanitation Project” with an is to provide equitable and sustainable access to safely managed water and sanitation and reduce child stunting. The Project consists of following major components:

(a) Water Supply and Sanitation Infrastructure Development
(b) Behavior Change and Capacity Development
(c) Service Delivery Improvement
(d) Project Management and Monitoring

7. In order to initiate a step towards achieving the desired objective, the Company is in the process of putting in place the required technical & support staff at its Head and Tehsil Offices. To this end, the Company requires services of a **“Procurement & Contract Management Expert”** at its Head Office at Lahore.

B. OBJECTIVES OF THE CONTRACT

8. The Procurement Specialist shall assist the Punjab Rural Municipal Services Company through Chief Executive Officer in execution of procurement activities of the Company effectively and efficiently in compliance with World Bank’s Procurement Regulations. The Specialist shall develop all the procurement related standard operating procedures (SOPs) and their implementation thereof which will serve as the basis for all managerial decisions besides effective procurement & contract management. This shall require close coordination and communication with all the Units of the Company, representatives from primary stakeholder, external consultants and field offices/staff when appropriate. The scope of the services is detailed as follows:

C. SCOPE AND RESPONSIBILITIES

9. The detailed tasks, but not limited to, include assistance and technical support to the Company’s Management in:

a. Procurement Management

- To coordinate with Project Consultants to develop, monitor and implement need-based Procurement Plan to implement project ensuring timely completion of all procurement activities.
- Lead Systematic Tracking of Exchanges in Procurement (STEP) with appropriate technical and subject specific assistance
- Assist technical teams at PRSWSSP with development of generic and policy compliant TORs and specifications; as relevant.
- Conforming to Bank’s Procurement Regulations ~~and Consultants Guidelines~~, cause preparation and issuance of various documents required at different stages of procurement cycle e.g. EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations, contract award, contracts, and various internal processing documents required to facilitate decision making.
- To maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the project.

- Support the PRSWSSP for organizing bid evaluation meetings by: (i) arranging venue and the timing of bid opening, carrying out evaluations with evaluation committee(s), (ii) preparing necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc.) and distribute them to evaluation committee's members, (iii) attend bid evaluation meetings and record minutes of the meetings, and (iv) provide other necessary technical support to facilitate the procurements
- With support of PRSWSSP's financial management team address all taxation, import duties matters associated with procurement.
- To monitor the progress of procurement activities by periodically updating Procurement Plans and maintaining Contract Roster
- To develop appropriate procedures, controls, checks, rules, etc. preventing frauds, pilferage etc. in the procurement process.
- Support checking the quality of procured items upon delivery by Service Providers, and, if not satisfied, ensure taking action to get the equipment replaced with the equipment or materials in compliance with the specifications stated in the proposals.
- Participate in technical meetings and provide recommendations to improve the project implementation in terms of procurement based on capacity development needs; with regard to the procurement of the services, goods and civil works.
- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provide complete track of procurement cycle.

b. Contract Management

- Supervise the detailed implementation schedules covering all stages of implementation, of contract agreements under the project, of all the implementing entities,

- Assist the Company in monitoring of all contract agreements including implementing entities of the project at all level,

- Assist the Company in overall technical and financial management and administration of the contracts during implementation,

- Ensure adherence of the ongoing contract agreements/supply orders with all the defined conditionalities and processing of the payments after taking compliance report on deliverables from concerned wing/units/offices,

- Extend advice regarding time schedule of ongoing projects and generate alerts for potential delays and suggest remedial measures as and when required,

- Advise on the contractual matters regarding mobilization advance, bank guarantee/performance guarantee, extension of time, interim payment certificate, default of contractors and final payment certificate as per contract,

- Assist the Company in monitoring progress of contracts implementation based on the implementation plan. Promptly convey information to the implementing entities about any and every significant alteration, slippage of timelines, reasons of that alteration / slippages and its impact on overall project's objective, contract completion and present proposals for remedy actions,
- Assist the Company in reviewing contract schedules, deliverables/reports, payments' requests, monitoring reports, change orders, contract amendments / addenda, contract extensions/closures, budget revisions, course corrections etc. related to all the contract agreement,

- Assist the Company in monitoring progress of contracts implementation to ensure that it abides by the stipulated standards, procedures and planned time table,

- **c.** Perform any other relevant duties as assigned by the Chief Executive Officer/Project Director.

D. DURATION OF ASSIGNMENT

10. The Services of the Consultant shall be hired for the life of Project (30-06-2028) from the award of contract. The assignment may be reduced or extended depending on performance of the
Consultant and progress of the work under this or other related activities. The consultant will perform the assigned tasks and will report directly to the CEO/PD.

E. QUALIFICATION OF CONSULTANT

The qualification & experience requirements are as follows;

11. Should possess minimum 16 years of education in Finance / Business Administration / Public Administration / Management Sciences / Statistics / Economics / Engineering / Project Management or related field from reputable local or foreign institution. A diploma/degree in the field of Procurement/Contract Management from reputable local or foreign institution shall be preferred.

12. Should have minimum fifteen (15) years of work experience in procurement processes of goods/ services/ works.

F. SELECTION PROCESS

13. The selection will be based on ‘Opens Competitive Selection of Individual Consultants’ as stipulated in “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” [Revised].