

TERMS OF REFERENCE (TOR)

INDIVIDUAL CONSULTANT

POSITION TITLE: SUPPLY CHAIN EXPERT

LOCATION: PPIU - SED

REPORTS TO: SECRETARY THROUGH PROJECT DIRECTOR

Background

The Project Management Unit (PMU) under the School Education Department, Government of Balochistan, is implementing two major education initiatives: GRADES-Balochistan and STEP-Balochistan. Both projects aim to improve access to education and enhance foundational learning, with a strong focus on early childhood and primary education. GRADES-Balochistan is a province-wide program funded through a USD 100 million IDA-20 credit from the World Bank, while STEP-Balochistan is a targeted intervention in seven districts, supported by the Global Partnership for Education (GPE).

These projects align with the Balochistan Education Partnership Compact (2024–28) & the Balochistan Education Sector Plan 2020-25 and collectively address infrastructure gaps, teacher development, inclusive education, and learning outcomes. The PMU is responsible for ensuring effective planning, coordination, and implementation of both projects to support sustainable education reform across the province.

Purpose

Supply Chain lead will be responsible for Strengthening and improvement in procurements planning: This involves devising procurement frameworks for various activities of the School Education Department. The individual will support and ensure that all procurements are carried out in accordance with Government rules. The incumbent will explicitly not be a part of any procurement committee nor be involved in any procurement activities related to GRADES & STEP Balochistan.

Duties and Responsibilities

Key tasks and responsibilities of the consultant are outlined below:

- Support School Education Department, GoB in undertaking all procurement-related functions under the department
- Support in developing Annual Procurement Plans and Procurement Strategy

- Devise a school cluster procurement framework in connection to Education Management Information System (EMIS)
- Devise a procurement framework for procurement of text books and procurement plan for all units/offices working under School Education Department
- Plan capacity building programs for Officers/Staff of the department for carrying out procurements
- Extending Support to department in all procurement related committees on Procurement Activities
- Advise on various procurement methods/strategies and identify appropriate methodology for a given procurement
- Assist various audit/ex-post review outfits in the performance of their tasks by ensuring that procurement documents are efficiently filed and provide a complete track of the procurement cycle.
- Ensure compliance with various fiduciary controls, etc.
- Detailed review / study and research of Schools – Supply Chain Management, delivery mechanism including software support.
- Provide operational advise on procurement planning
- Prepare quarterly reports for the Secretary School Education on Procurement Status
- Assist in developing ToR's and Bidding Documents in the light of BPPRA Rules
- Providing expert advise on strengthening School Education Department Procurement Cell for operational excellence in the field of Procurement.
- Develop Procurement Plans for Goods, Works and Services in the light of BPPRA Rules
- Advise Notes on Ensuring Procurement activities of School Education Department are in line with BPPRA rules and are being run as best practices.
- Act as a member and play vital role in different committee formation time to time
- Support in enhancing supply Chain Mechanism for transparent delivery
- To ensure purchase of quality goods in timely manner under BPPRA rules
- Any other task assigned by The Secretary School Education Department, Government of Balochistan

Qualifications and Professional Experience

Qualification

- A Master's degree (16 years of education) in management science / statistics/ Business Administration / Engineering / supply chain management/ Social Sciences or related field from reputable & recognized local or foreign institution, duly recognized by the Higher Education Commission (HEC) of Pakistan

Experience

- Seven (07) years of documentary verifiable relevant experience, after acquiring stipulated qualifications with knowledge of international donors / Government procedure of procurements.
- Knowledge of BPPRA rules and E-PADS will be preferred
- Proven ability to work in a collaborative, team environment.
- Familiarity with government structures, operations, and procedure.

Compensation

- Market competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

Procurement Method

- The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, Sixth Edition, February 2025) following Individual Consultant Selection with limited market approach.