

## **TERMS OF REFERENCE (TOR)** **INDIVIDUAL CONSULTANT**

**POSITION TITLE: CONTRACT MANAGEMENT SPECIALIST**

**LOCATION: PMU – SED QUETTA**

**REPORTS TO: 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.

The Project will be implemented by the School Education Department (SED), Government of Balochistan (GoB) with extensive support and monitoring by the Project Management Unit (PMU).

### **Purpose**

Contract Management Specialist will be responsible to administer / manage all the contracts awarded under GRADES and STEP Balochistan programme.

### **Specific Tasks and Responsibilities**

- Developing and Implementing a Contract Management Plan: Collaborate with project leadership, procurement and engineering team to create a comprehensive contract management plan with KPIs, deliverables etc., that oversees all contracts and activities, ensuring alignment with project goals and compliance with World Bank regulations.
- Tracking and Management of Contracts: Lead in the monitoring of contract statuses, from initiation through completion, to guarantee adherence to terms and timelines and closing.
- Overseeing the Contract Lifecycle: Manage all phases of the contract lifecycle, promoting transparency, efficiency, and effectiveness in contract execution.
- Facilitating the Procurement Process: In coordination with the procurement team in PMU and the Bank, adjust contract management strategies to fit the specific contract needs, ensuring the procurement process is efficient and aligned with project objectives.
- Monitoring Contract Performance: Regularly review contract performance, update management plans as necessary, and maintain a roster of contracts to track progress and compliance.
- Implementing Fraud Prevention Controls: Establish procedures and controls to prevent fraud and ensure the integrity of procurement and contract management processes.
- Providing Technical Support for Audits and Reviews: Offer essential support during audits and

reviews to ensure proper documentation and compliance with project and regulatory requirements.

- Maintain a live contract management plan and initiate timely notices/ meetings to relevant stakeholders, making sure that the contracts are as per the signed contract. Wherever needed, take corrective action to ensure that the contracts are as per the signed contracts.
- Making sure that all the contractual obligations like insurance, guarantees, securities, personnel and machinery etc, are as per the contract and available as well duly verified where needed.
- Update the contract management plan when needed.
- Prepare monthly contract implementation reports and share with relevant stakeholders including the Bank.
- Perform any other task required for the successful implementation of the GRADES and STEP, as assigned by the competent authority

## **Consultant Qualification and Experience**

### **Qualification**

- Bachelor or Master's degree or equivalent (sixteen years of education) in Civil Engineering, Urban planning, Business Administration, Law, or any other closely related field duly recognized by the Higher Education Commission (HEC) of Pakistan.
- Any certification in contract management (FIDIC Contracts or any other) will be an added advantage.

### **Experience**

- Seven (7) years of overall experience (after acquiring stipulated qualification), and at least five years of which should be related to procurement and contract management of Civil Works, Goods, and Consulting Services.
- An experience of managing World Bank-funded or any other MDBs / public sector contracts of Civil Works, Goods, Non-Consulting and Consulting Services.
- Knowledge of use of different forms of civil works contracts like FIDIC, MDBs small works and Pakistan engineering council is required. Also, the expertise in consulting services contracts is needed.
- Knowledge of Systematic Tracking of Exchanges in Procurement (STEP) and its Contract Management Module to plan, record, and track all contract transactions under IPF Borrowers will be an added advantage (Not compulsory)..
- Proven ability to work in a collaborative, team environment.
- Familiarity with government structures, operations, and procedure is a plus.

### **Compensation**

- Market competitive salary (lump-sum on a monthly basis 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.