

## Selection of Procurement Officer under DEEP MOITT PMU

| <b><u>TERMS OF REFERENCE</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                            |                  |                        |                      |                   |
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| Announcement Reference no:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PK-MOITT-548461-CS-INDV                    | Date             | 11-May-2026            |                      |                   |
| Project                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Digital Economy Enhancement Project (DEEP) |                  |                        |                      |                   |
| Position Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Procurement Officer                        | Position ID      | P174402                |                      |                   |
| Vacancy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 1                                          | Type of Contract | Individual Consultancy | Duration of Contract | Till Project Life |
| <b>BACKGROUND</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                            |                  |                        |                      |                   |
| <p>Digital Economy Enhancement Project (DEEP) is a World Bank assisted project with the objective of enhancing the Government's capacity for digitally enabled public services delivery for citizens and businesses. Ministry of IT &amp; Telecom (MoITT) is the Executing Agency of the project with implementation support from (i) Board of Investment (BoI), (ii) National Database and Registration Authority (NADRA), (iii) Ignite – National Technology Fund and (iv) National IT Board (NITB).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |                  |                        |                      |                   |
| <b>PROJECT DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                            |                  |                        |                      |                   |
| <p>DEEP aims to develop a framework and technology to promote digital services across Pakistan, significantly transforming citizen centric unified services nationwide. The project will support the development of digital public infrastructure including for responsible data exchange, digital authentication, and verifiable credentials and digitalization of public services (including to make them available through a new national citizen portal), which will improve the accessibility and delivery of services, economic opportunities, and social protection.</p> <p>In addition, DEEP will support a transition towards a digital inventory of administrative procedures and the development of an electronic single window—the Pakistan Business Portal (PBP) – integrated across all three layers of government for new and existing businesses to apply, renew, pay, and meet all their compliance needs. It will also promote civic innovation and digital inclusion.</p>                                                                                                                                                                                    |                                            |                  |                        |                      |                   |
| <b>OBJECTIVES OF THE ASSIGNMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                            |                  |                        |                      |                   |
| <p>The Procurement Officer will provide operational support for the end-to-end procurement lifecycle for DEEP, ensuring all activities adhere to World Bank regulations and national procedures. Working under the direct guidance of the Senior Procurement Specialist, the Officer will execute procurement transactions and maintain systematic documentation to facilitate seamless project implementation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                            |                  |                        |                      |                   |
| <p>The responsibilities include (but are not limited to) the following:</p> <ol style="list-style-type: none"> <li><b>1. Operational Procurement Execution:</b> Execute day-to-day procurement transactions in strict compliance with World Bank regulations, ensuring all documentation is complete, accurate, and audit-ready before submission to the Senior Procurement Specialist for review.</li> <li><b>2. Process Facilitation:</b> Coordinate and facilitate all procedural milestones including evaluation committees, bid openings, and vendor communications, allowing the Senior Procurement Specialist to focus on strategic decision-making and stakeholder engagement.</li> <li><b>3. Documentation Integrity:</b> Maintain a robust, transparent, and traceable filing system (physical and digital, including STEP) that supports timely approvals, audit readiness, and knowledge retention for the project's life.</li> <li><b>4. Cross-Functional Support:</b> Assist in contract finalization, invoice verification, and procurement plan updates, ensuring seamless integration between procurement actions and project implementation needs.</li> </ol> |                                            |                  |                        |                      |                   |
| <b>SCOPE OF THE ASSIGNMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                            |                  |                        |                      |                   |
| <p>The Procurement Officer will assist the Senior Procurement Specialist in the day-to-day operations of procurement functions, including but not limited to:</p> <ol style="list-style-type: none"> <li><b>1.</b> Preparation and customization of standard procurement documents (SPDs), including Requests for Expressions of Interest (REOIs), Requests for Bids (RFBs), and Requests for Proposals (RFPs), for review and approval by the Senior Procurement Specialist.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                            |                  |                        |                      |                   |

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| <ol style="list-style-type: none"> <li>2. Coordination for the nomination and notification of Procurement Evaluation Committees, and arranging pre-bid meetings, bid opening meetings, and credential verification meetings.</li> <li>3. Preparation of draft evaluation reports for Expressions of Interest (EOIs), RFBs, and RFPs, and drafting approval notes and notifications (Intention to Award and Award of Work) for review.</li> <li>4. Extend support in contract preparation, negotiation, and finalization as directed by the Senior Procurement Specialist.</li> <li>5. Support the verification of commercial invoices against contract requirements and goods receipt prior to approval for payment.</li> <li>6. Maintain a robust and transparent documentation and filing system, ensuring strict record control in compliance with national legal frameworks and World Bank's procedural requirements at every stage of the procurement cycle.</li> <li>7. Assist in the periodic updating of the project procurement plan in the World Bank's STEP system.</li> <li>8. Any other relevant task assigned by the Program Director.</li> </ol> |
| <b>QUALIFICATION AND EXPERIENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <ol style="list-style-type: none"> <li>1) Master's or Bachelor's Degree equivalent to at least Sixteen (16) years of education from a reputable/HEC recognized university in Engineering, Law, Finance, Business Administration, Supply Chain Management, or a related field.</li> <li>2) Minimum Five (05) years of documentary verifiable post-qualification experience in the procurement of goods, works, and services with national/ international agencies or the private sector.</li> <li>3) Familiarity with procurement of IT-enabled services, digital platforms, and enterprise-level ICT solutions is highly desirable.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>ADDITIONAL SKILLS / EXPERTISE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ol style="list-style-type: none"> <li>1) Proficiency in MS Office (Word, Excel, PowerPoint) and experience with e-procurement applications.</li> <li>2) Written and oral fluency in English with the ability to interpret complex contractual documents.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SCHEDULE FOR THE ASSIGNMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| The Consultant will be appointed on contract basis till the project life.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REPORTING OBLIGATIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ol style="list-style-type: none"> <li>1) This position is based at Islamabad, Pakistan.</li> <li>2) The Consultant will report to the Program Director, Digital Economy Enhancement Project (DEEP).</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SELECTION CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Procurement will be carried out in accordance with the Open Competitive Selection of Individual Consultants in accordance with the World Bank's "Procurement in Investment Project Financing, Goods, Works, Non-Consulting and Consulting Services, Fifth Edition, September 2023" ("Procurement Regulations").                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SUBMISSION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Candidates meeting the required criteria should submit their applications at <a href="http://www.njp.gov.pk">http://www.njp.gov.pk</a> within 15 days of publication of the advertisement. No hard copy of application shall be accepted and all applications must be sent via NJP online.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |