

EXPRESSION OF INTEREST (EOI)

Individual Consultants

Punjab Procurement Regulatory Authority (PPRA) intends to hire qualified and experienced professionals as **Individual Consultants** on long-term consultancy basis up to 12 months. The consultants will be selected in accordance with the provisions of Punjab Procurement Rules 2014 (amended Jan 2016).

Interested individuals may submit their expression of interest along with a copy of their CV, educational documents, experience certificates, CNIC and a passport-size photograph, latest by **20.03.2017**. The remuneration shall be offered on the basis of qualification and experience. Only shortlisted candidates will be called for an interview.

1. Procurement & Training Specialist

(Age: up to 50 years)

Qualification:

MBA, MPA, or Master's Degree in Finance, Commerce, Law, Procurement, Logistics, Supply Chain, Contract Management, Project Management or B.SC Engineering (at least 2nd division) from a HEC recognized institution.

Experience:

At least 10-years of post-qualification experience in public or private sector, with minimum 5-years relevant procurement experience, preferably under PPRA Rules or Donor funded projects.

2. Training & Research Associates

(Age: up to 35 years)

Qualification:

B.S. Honors in HRM, Economics, Accounting, Finance, Public Policy or Masters in Social Sciences (at least 2nd division) from a HEC recognized institution.

Experience:

At least 3-years of post-qualification work experience in HR training & development or Capacity Building Programs, preferably under PPRA Rules or Donor funded projects.

**Director (A&F), PPRA
3rd Floor, Alfalah Building, The Mall, Lahore**

Procurement & Training Specialist

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| Reporting Relationship: | Managing Director |
| TERMS OF REFERENCE (TORs) | |
| <ol style="list-style-type: none">1. Coordination with consulting firm for conducting Third Party Validation (TPV) of randomly selected public procuring agencies in Punjab.2. Finalizing a rating criteria for assessing a procuring agency (Green/Amber-green/Yellow/Red).3. Finalizing a detailed report, with findings of non-compliance, and recommendations of improvement of overall procurement process.4. Suggest any modifications or improvements in Punjab Procurement Rules after review.5. To collect data about the existing human resource involved in Procuring Agencies in order to analyze and form the basis of training & capacity building.6. To coordinate all training activities including preparation of TORs for outsourcing, where applicable, and monitoring the work of the Firm, if engaged.7. To communicate with other administrative departments to provide information regarding any Training of Trainers (TOT) program.8. To provide recommendations to the senior management on training programs, trouble areas, and any opportunity related to capacity building of HR.9. Any other task assigned by the Competent Authority. | |

Training & Research Associate

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| Reporting Relationship: | Procurement & Training Specialist |
| TERMS OF REFERENCE (TORs) | |
| <ol style="list-style-type: none">1. To develop manuals for Training and Capacity Building of staff involved in Procuring Agencies.2. To develop materials such as forms, brochures, and pamphlets required for training purposes.3. To communicate with other administrative departments and employees to provide information and assistance regarding training programs.4. Identify issues and to explore, collect and analyze information.5. Report findings, and propose solutions for addressing problematic areas.6. Maintain and update quantitative and qualitative databases.7. Prepare written reports based on statistical analyses, including relevant statistical theory, and methods. | |