TERMS OF REFERENCE (ToRs)

Incharge, Procurement Cell

Trade Development Authority of Pakistan (TDAP)

Ministry of Commerce, Government of Pakistan

1. Purpose of the Position

To lead TDAP's Procurement Cell and manage end-to-end procurement and contract administration, ensuring transparency, competition, value for money, timely delivery and compliance with applicable Federal PPRA laws, rules, regulations, EPADS requirements, government instructions and TDAP's approved delegations of powers.

2. Detailed Terms of Reference

2.1 Procurement Planning and Budget Coordination

- Consolidate requirements from TDAP divisions, regional offices and project units and prepare/update the Annual Procurement Plan with Finance and user departments.
- Conduct or coordinate market surveys, price analysis and cost estimates; confirm approved requirements, defined scope, delivery schedules and budget availability before processing each case.
- Maintain a procurement calendar aligned with TDAP's annual programme, trade fairs, exhibitions, trade delegations, promotional campaigns and other operational deadlines.

2.2 Tendering and Procurement Management

- Manage procurement of goods, works, and consultancy and non-consultancy services from requisition through award, using the lawful procurement method and prescribed procedures.
- Prepare and process procurement notices, expressions of interest, pre-qualification documents, requests for proposals/quotations, bidding documents and related correspondence.
- Coordinate with user departments and technical experts to ensure specifications, scopes, terms of reference, bills of quantities, eligibility conditions and evaluation criteria are clear, measurable, objective and non-discriminatory.
- Ensure prescribed bidding documents, advertisements, competition and response periods are observed; manage clarifications, corrigenda and extensions where lawfully required, ensuring equal treatment of bidders.
- Maintain milestone tracking for approvals, advertisement, bid submission/opening, evaluation, award and contract execution; coordinate bid opening and secure transfer of records to the duly constituted evaluation body.
- Scrutinise procurement files and evaluation reports for procedural compliance and completeness, and submit reasoned award recommendations for approval. Do not alter committee findings or exercise powers reserved for the competent authority.

2.3 PPRA Compliance and EPADS 2.0

- Ensure compliance with the applicable Federal PPRA framework, Public Procurement Rules in force, relevant regulations, standard bidding documents, government instructions and TDAP procedures.
- Ensure use of EPADS 2.0 to the extent required and timely publication/upload of prescribed notices, documents, clarifications, evaluation results and award information.
- Maintain case-wise compliance checklists covering method, approvals, advertisement, response periods, evaluation, award, contract requirements and record retention.

- Ensure any legally permissible departure from open competition is justified in writing and duly approved; prevent artificial splitting or aggregation to circumvent thresholds or restrict competition.
- Monitor changes in PPRA rules, directions and EPADS procedures, advise the competent authority on required action, and ensure applicable PPRA accreditation requirements are met.

2.4 Contract Management and Supplier Performance

- Maintain a central contract register recording parties, values, deliverables, milestones, dates, securities, warranties, amendments, payments and performance status; coordinate designation of Contract Managers and assignment of responsibilities.
- Monitor contracts against approved scope, specifications, service levels, milestones and delivery schedules; obtain progress reports and coordinate verification/acceptance with authorised technical, inspection and user personnel.
- Track delays, deficiencies, pending deliverables, expiring securities/warranties, disputed claims and other risks, escalating material issues promptly.
- Ensure variations, extensions, amendments, additional quantities and scope changes are contractually and legally permissible, justified in writing and approved in advance where required.
- Coordinate contractual notices, corrective measures, applicable damages, termination and dispute resolution with relevant departments and Legal, subject to proper authority.
- Coordinate payment processing with Finance and user departments after verification of deliverables, invoices and required certifications; ensure performance evaluation, final acceptance, closure and release of securities under applicable terms and rules.

2.5 TDAP-Specific and Specialised Procurement

- Coordinate planning, tendering and contract monitoring for domestic/international trade fairs, exhibitions, event management, booth design/construction, promotional and public relations services, logistics, freight, travel-related services and trade delegations.
- Coordinate procurement for Karachi Expo Centre works and services, including maintenance, repairs, equipment and technical installations, with relevant technical and operational departments.
- Manage procurement coordination for specialised goods and services required by TDAP programmes, including agricultural products, packaging, inspection, testing, shipment, IT systems and consultancy.
- Ensure event and programme requirements, measurable deliverables, quality standards, mobilisation dates and completion schedules are defined early; monitor service-provider performance and coordinate post-event verification and settlement.

2.6 Transparency, Audit and Risk Management

- Maintain complete, accurate and auditable procurement files covering requisitions, estimates, approvals, advertisements, bids, evaluations, award decisions, contracts, amendments, inspection records and closure; retain and disclose records as required by law.
- Protect confidential procurement information while meeting applicable transparency and disclosure obligations.
- Identify and promptly report suspected irregularities, conflicts of interest, collusion, fraud, unauthorised commitments, non-compliance and potential mis-procurement through prescribed channels.
- Coordinate responses to internal/external audit, PPRA queries, procurement complaints, review proceedings and authorised scrutiny with Finance, Legal and user departments.

- Refer potential blacklisting/debarment cases to the legally designated committee or authority; recommend improvements to procurement controls, SOPs, tender documents, competition, and contract monitoring and risk management.
- Prepare and submit timely, comprehensive replies to internal and external audit observations and queries relating to all procurement and tendering cases, and ensure compliance with applicable rules, regulations and prescribed procedures.

2.7 Reporting and Institutional Coordination

- Coordinate procurement across TDAP divisions, regional offices, Finance, Legal, Administration, technical departments and project units.
- Submit quarterly procurement reports and other required returns within prescribed timelines; maintain a dashboard of planned/ongoing cases, delays, competition, awards, contract performance, variations, pending payments, audit issues and closure.
- Identify bottlenecks, recommend corrective action and provide guidance/training to Procurement Cell staff, user departments and Contract Managers on procurement procedures, EPADS and contract administration.

3. Reporting and Accountability

The Incharge shall report to the competent authority or designated officer and be accountable for timely processing, compliance monitoring, records, coordination and reporting for cases assigned to the Cell. The Incharge shall act within approved delegations and shall not independently exercise powers reserved for the competent authority, evaluation or inspection committees, Finance, Legal or other authorised officers.

4. Key Deliverables and Performance Assessment

Performance shall be assessed against:

- Timely preparation and updating of the Annual Procurement Plan.
- Procurement cases processed within approved timelines, with documented reasons for external delays.
- Compliance with PPRA requirements, EPADS procedures and procurement approvals.
- Complete procurement files, accurate registers and reliable audit trails.
- Timely publication of required information and submission of quarterly reports.
- Effective tracking of contract milestones, supplier performance, securities, payments and closure.
- Reduction in avoidable delays, unresolved contract issues and recurring compliance deficiencies.
- Timely coordination of audit responses, complaints and regulatory queries, and measurable improvements in competition, economy, transparency and value for money.

Performance targets shall be approved by the competent authority in light of procurement volume, value, complexity and nature.