

TERMS OF REFERENCE

Procurement Assistant (Project Implementation Unit)

Plastic-free Rivers and Seas for South Asia Project

Background

Plastic waste that pollutes the land, flows into rivers ends up in oceans, threatens development, and has far-reaching economic, ecological, and health impacts. South Asia is the third-largest contributor to global plastic waste, and unless action is taken, the region's waste is estimated to double by 2050.

The Plastic Free Rivers and Seas for South Asia project will help coordinate action and facilitate the region's transition to a circular plastic economy by encouraging investments and greater collaboration between the public and private sectors and across countries. Since many of South Asia's rivers and seas span across national boundaries, a regional approach is necessary to address plastic pollution that leaches into waterways and ends up in the ocean.

The objective of the Project is to strengthen innovation and coordination of circular economy solutions to plastic pollution flowing into South Asian Seas.

The Project consists of the following components:

Part 1. Supporting Competitive Block Grant Investments to Reduce Plastic Waste

- 1.1 Supporting circular plastic economy solutions to reduce plastic waste by implementing a program of regional competitive block grant investments, providing Regional Competitive Block Grants (“RBGs”) to eligible organizations in South Asia (“Eligible RBG Beneficiaries”) including innovation grants.
- 1.2 Facilitating the exchange of circular plastic economy knowledge between Eligible RBG Beneficiaries and selected South Asian countries and promoting awareness-raising activities.
Developing the short-term communication activities, Knowledge Management website for SACEP PLEASE project, Awareness raising and promoting knowledge exchange in the region, PLEASE Project knowledge sharing, advocacy, partnership building, and resource mobilization

Part 2. Leveraging Public and Private Sector Engagement and Solutions

- 2.1 (Enabling policies, standards & analytics in regional countries)
Supporting the development of strategies, action plans, policies, and standards to harmonize plastic pollution mitigation measures through (a) developing and implementing a multi-year plastic policy support program, working with leading universities and organizations; (b) developing a database for lifecycle analysis, data collection, and modeling related to plastic across selected industry value chains; and (c) supporting Monitoring and Evaluation activities.
Supporting on Public awareness campaign on 3R based plastic waste management -Sri Lanka and other communication campaigns, training programmes and technical visits
- 2.2 Discussion of national policies
Supporting circular use of plastic in the economy through regional public-private collaboration and engagement in South Asia, including designing and organizing annual or more frequent meetings of representatives from public and private sectors.

Supporting Discussion and review of national policies in relation to plastic waste management on trends and latest development (back-to-back with APFSD), Plastic declaration back-to-back with the GC meeting, regional workshop on the development of Extended Producer responsibility (EPR) in the region including development of EPR in wider countries, focused group discussions on marine litter actions, one annual convening on circular plastic economy policy solutions

Part 3. Strengthening Regional Integration Institutions

3.1 (a) Carrying out works to support the construction of SACEP's new headquarters and providing technical assistance to, and building capacity of, SACEP to discharge its functions, including coordination with relevant regional organizations and uniform collection, analysis, and interpretation of pollution data.

(b) Supporting on Institutional Capacity Building Assessment

3.2 Supporting on project management activities

Supporting SACEP in the implementation and overall management of the Project, regarding the aspects related to social and environmental safeguards, monitoring, reporting and evaluation

SACEP is the responsible implementing agency for this project. SACEP is an inter-governmental organization established by Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka in 1982 to promote and support the protection, management, and enhancement of the environment in the region. In addition, SACEP serves as the secretariat of the South Asian Seas Programme (SASP), one of 18 such Regional Seas Programmes of the United Nations Environment Program. The regional project would strengthen SACEP to administer relevant project activities via the following insertional structure, which includes a Ministerial Level Governing Council (GC), Consultative Committee (CC), National Focal Points (NFPs), Subject Area Focal Points (SAFP), and a Colombo-based Secretariat.

The Project Implementation Unit (PIU) will be established by the SACEP Secretariat to assist the project implementation and be administratively housed within the Secretariat as a subsidiary organ, which it can establish according to its existing mandate. The PIU is responsible for all aspects of the day-to-day management of the project, including planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards. In addition, PIU has the technical capabilities to advise the SACEP member states on national and regional planning and will hire (through the project) and second through partnership arrangements with member states and project partners [UNEP, UNDP, and PARLEY] the necessary skills required.

The PIU will be led by a Project Director and will include a team of specialized staff responsible for project management, financial management, procurement, environmental safeguards, social safeguards, monitoring and evaluation, communications as well as support staff. The PIU will recruit specialized consultants necessary for the above areas & also for any other specific technical assistance for the overall implementation of activities. The PIU will liaise closely and also ensure overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee and the World Bank.

Key Tasks

The Procurement Assistant shall be responsible for

01. Maintain the STEP System and preparation of Timelines for procurement activities.
02. Preparation of Bidding documents and REOI
03. Preparation of RFP documents and REOI
04. Coordinating pre-bid meetings and pre-proposal conferences.
05. Liaise with other PIU staff in obtaining information/documents
06. Assisting in the preparation of Technical Evaluation Reports
07. Assisting in the preparation of Procurement Committee minutes.
08. Preparation of Contact Agreements, Addendums, etc.
09. Reviewing the documents prepared by consultants and briefing the Procurement Specialist
10. Maintaining records/filing system related to all procurement activities
11. Any other duties assigned by the Project Director/ Procurement Specialist

Required Qualifications, Expertise, and Competencies

Eligible candidates should have the following minimum qualifications, experience, and competencies:

B Sc in Engineering, finance, economics, law or related field from a recognized university with a diploma in procurement. Not less than 7 years of work experience as a permanent carder of a government entity or organization related to procurement and/or contract management activities. Experience in donor-funded development projects (preferably World Bank funded project) implemented by Government entities would be an added qualification. Membership of an international reputable procurement and/or contract management body with experience working on e public sector projects in South Asia Region is essential and an added qualification. In-depth knowledge of computer applications and fluency in English both speaking and writing is a must.

Schedule

This is a position on a contract basis. The service is initially for one year. The contract is renewable, subject to satisfactory performance, as recommended by the Project Director. There will be an initial performance review by the Project Director and Director General of SACEP and the management after six months. Thereafter, there will be an annual performance evaluation.

Salary

An appropriate compensation package commensurate with qualifications & experience will be offered to the right candidate