



**Project Implementation Unit  
Karachi Neighborhood Improvement Project  
Planning & Development Department  
Government of Sindh**



**TERMS OF REFERENCE AND SCOPE OF SERVICES.**

The services of Individual Consultant are required by PIU for day to day project procurement and contract management activities which will cover but not limited to:

1. Update the procurement plans and provide project procurement implementation reports to the Project Director.
2. Conduct procurement and contract management of services, works and goods in accordance with World bank's Procurement Regulations and will oversee all procurement process starting from preparation of TORs/scope of services, works, and goods till award of contracts and the subsequent contract management;
3. Ensure that bidding documents are prepared properly and are cleared by all concerned parties according to the agreed procedures and that the bids are announced according to the agreed procurement regulations and placed on the project website if required.
4. Carry out contract management of all civil work contract packages to ensure that the documentation for construction is maintained according to the contractual stipulations.
5. Check that supervision and other consultants are carrying out their required services according to the agreed Terms of Reference (TOR) and are providing progress reports and other outputs in a timely manner according to their contracts.
6. Oversee the performance of the consultants in accordance with the agreed TORs, advise PIU for payments to the consultants as per agreed terms and conditions.
7. Any relevant assignment assigned by the Client.