

Government of Pakistan
Ministry of National Food Security and Research

**NEED ASSESSMENT FORM FOR PROCUREMENT SPECIALIST / TRANSACTION
ADVISOR (SPPS-III)**

S. No.	Category	Details
1	Name of Ministry/Division/Organization	Ministry of National Food Security and Research
2	Title of the Position (Technical Advisor, Consultant, Research Associate)	Procurement Specialist / Transaction Advisor (SPPS-III)
3	Duration & Location	1 year (extendable based on performance). Islamabad
4	Disqualification	Annex-I
5	Need Assessment a) Identified Challenge / Gap b) Area of Expertise c) Requisite qualifications d) Requisite experience/skills e) Level of Role and Responsibility f) Reporting Channel	Annex-II
6	Expected impact on Performance of Ministry	Annex-III
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(to be signed and Stamped by the concerned Secretary/PAO)

Signature


Secretary, Ministry of National Food
Security and Research

Annex-I

Disqualification Criteria for the Position of Procurement Specialist / Transaction Advisor (SPPS-III)

1. Lack of a Master's degree in Procurement Sciences, Supply Chain Management, or a related discipline from an HEC-recognized institution.
2. Less than 7 years of relevant experience in public procurement and contract management.
3. Insufficient understanding of PPRA Rules 2004 or donor procurement frameworks (e.g., World Bank, ADB, IFAD).
4. Inability to demonstrate experience in complex tendering, transaction structuring, or procurement planning.
5. Poor communication, reporting, or negotiation skills.
6. History of ethical misconduct or financial irregularities.
7. Conflict of interest due to ongoing or past affiliations.

Annex-II

Need Assessment: Procurement Specialist / Transaction Advisor (SPPS-III)

a) Identified Challenge / Gap:

Despite MNFSR's expanding responsibilities, outdated procurement systems and weak transaction oversight hinder transparency, timely execution, and compliance with both national and international procurement standards. This affects effective service delivery, procurement quality, and value-for-money outcomes.

b) Area of Expertise:

Public sector procurement, contract management, procurement planning, donor-funded procurement frameworks, transaction structuring, bidding and tendering, SOP development, vendor evaluation, risk mitigation.

c) Requisite Qualifications:

Master's degree (18 years) in Procurement Sciences, Supply Chain Management, or related field from an HEC-recognized institution. Additional national/international certifications in procurement and contract management preferred.

d) Requisite Experience/Skills:

- At least 7 years of relevant professional experience in public procurement.
- Experience with PPRA Rules and donor-funded procurement (World Bank, ADB, IFAD).
- Proficiency in drafting contracts, RFPs, RFQs, and tender documents.
- Strong negotiation, report-writing, and vendor management skills.
- Knowledge of risk management and transaction advisory frameworks.

e) Level of Role and Responsibility:

- Lead procurement planning, implementation, and oversight.
- Develop SOPs and compliance mechanisms.
- Act as transaction advisor for high-value procurement.

- Liaise with internal and external stakeholders for alignment with national/donor standards.
- Provide capacity-building support and progress reporting.

f) Reporting Channel:

The Procurement Specialist / Transaction Advisor shall report to the Joint Secretary (Admin) / Additional Secretary, MNFSR.

Annex-III

Expected Impact on the Performance of the Ministry: Procurement Specialist / Transaction Advisor (SPPS-III)

- Improved compliance with PPRA Rules and international procurement standards.
- Faster, transparent, and cost-effective procurement transactions.
- Strengthened internal capacity of MNFSR for procurement planning and execution.
- Reduced delays and cost overruns in ministry-funded and donor-assisted projects.
- Enhanced procurement governance and risk mitigation.
- Improved documentation, audit-readiness, and legal compliance.
- Optimized procurement strategies for timely delivery of services and infrastructure.

Annex-IV

Job Description: Procurement Specialist / Transaction Advisor (SPPS-III)

1. Lead all procurement functions including planning, execution, and compliance.
2. Develop comprehensive procurement plans and weekly activity roadmaps.
3. Prepare bidding documents, RFPs, and contracts in coordination with legal and technical units.
4. Advise on transaction structuring, vendor evaluation, and service delivery models.
5. Ensure transparent tendering processes aligned with PPRA and donor requirements.
6. Monitor procurement cycles and submit progress reports with mitigation strategies.
7. Draft SOPs and compliance checklists to guide procurement practices.
8. Facilitate pre-bid vendor engagement and market research.
9. Maintain records for audit and transparency compliance.
10. Train staff on procurement rules, contract execution, and vendor management.
11. Any other task assigned by the Ministry to support procurement governance.

Annex-V

Key Performance Indicators, Targets, Timelines and Deliverables: Procurement Specialist / Transaction Advisor (SPPS-III)

Key Performance Indicators (KPIs)	Quantitative Targets
Procurement Plan Development	Submit detailed procurement plan within first 30 days.
Weekly Procurement Progress Reports	Weekly submissions detailing procurement progress, issues, and mitigations.
Document Preparation & Finalization	Minimum 15 procurement documents (RFPs, contracts, evaluation reports) prepared/reviewed quarterly.
Capacity Building Sessions	Conduct at least 4 procurement trainings per year.
SOPs and Procurement Manual	Develop and submit by end of Q2.
Transaction Advisory Support	Minimum 5 transactions advised annually for cost-efficiency and compliance.
Procurement Audit Readiness	Maintain 100% documentation compliance for audits.
Risk Management Plan	Submit a risk plan within first 60 days.

Annex-VI

Performance Evaluation: Procurement Specialist / Transaction Advisor (SPPS-III)

KPIs	Quantitative Targets	% of Target Achieved	Weightage (%)	Score
Procurement Plan Submission	Within 30 days	90	20	1800
Procurement Documents Finalized	15 quarterly	85	20	1700
Weekly Progress Reports	100% compliance	100	15	1500
SOP/Manual Development	By Q2	90	15	1350
Capacity Building Sessions	4 per year	100	10	1000
Risk Management Plan	Within 60 days	80	10	800
Procurement Audit Compliance	100% documentation	95	10	950