2. Scope of Work

The Consultant engaged under this assignment shall be responsible for the design, drafting, validation, and handover of a comprehensive, Board-ready Procurement Manual and Procurement Policy for, structured to operate, pursuant to Section 17(2) of the SOE Act, 2023. The Scope of Work comprises the following components and deliverables:

2.1 Development of the Procurement Policy

1. Drafting of a Board-approvable Procurement Policy document articulating 's procurement governance philosophy, objectives, principles (transparency, fairness, economy, efficiency, accountability, total cost of ownership and value for money), applicability/scope, and the authority structure for procurement decision-making.
2. Definition of thresholds and approval/delegation matrices for different procurement methods (e.g., open competitive bidding, limited/restricted bidding, direct contracting, framework agreements, request for quotations) calibrated to 's scale of operations and risk profile.
3. Incorporation of provisions on conflict of interest, debarment and blacklisting of suppliers/contractors, complaint and grievance redressal mechanisms, and whistle-blower protections.
4. Provisions addressing emergency/exigency procurement, single-source procurement, direct contracting and procurement of IT/software, consultancy, and specialized technical services relevant to 's core business as an IT services organization.

2.2 Development of the Procurement Manual

5. Drafting of a detailed, operational Procurement Manual translating the Procurement Policy into step-by-step procedures, including standard workflows for needs assessment, market/industry analysis, specification writing, tendering, bid evaluation, contract award, contract administration, and post-contract evaluation/closeout.
6. Development of standard templates and formats, including but not limited to: Request for Proposals/Bids templates, evaluation criteria templates, technical and financial evaluation report formats, contract templates, purchase order formats, and supplier/vendor registration and performance evaluation forms.
7. Development of a Procurement Risk Management framework and a categorization tool (e.g., a Kraljic-type portfolio matrix or equivalent) for segmenting 's spend categories and aligning sourcing strategy with risk and value.
8. Defined Standard Operating Procedures (SOPs) for procurement planning, vendor pre-qualification, evaluation committee formation and conduct, contract variation/amendment, dispute resolution, and record-keeping/audit trail requirements.

9. Clear guidance on retention of competitive bidding principles, advertisement requirements, bid security/performance security provisions, and timelines for each procurement method, ensuring continuity of public-accountability safeguards equivalent to or exceeding those under the PPRA Rules, 2004.
10. Conduct of structured consultation workshops (minimum two) with 's Procurement, Finance, Legal, Internal Audit, and relevant business/technical departments to validate draft provisions and incorporate institutional feedback.
11. Presentation of the draft Procurement Policy and Manual to 's senior management and, subsequently, to the Board of Directors (or its designated Board Committee), addressing comments and incorporating approved revisions.
12. Coordination, as required, with 's legal counsel and Company Secretary to ensure consistency with the Companies Act, 2017 and SOE Act, the Memorandum and Articles of Association, and other applicable corporate governance instruments.

2.3 Finalization, Training, and Handover

13. Incorporation of Board/Management feedback and finalization of the Procurement Policy and Procurement Manual in print-ready and editable electronic formats (Word and PDF), together with all annexed templates, formats, and SOPs.
14. Delivery of at least one day orientation/training session for 's procurement and relevant operational staff on the new Policy and Manual, including a training deck and a short user-guide/quick-reference handout.
15. Submission of an Implementation Roadmap recommending a phased transition plan from the PPRA Rules and regulations to the new framework, including any recommended interim/parallel-run arrangements, change-management considerations, and a recommended internal communication plan.
16. Submission of a final Consultancy Completion Report summarizing all deliverables, key decisions, and outstanding recommendations for 's consideration.

2.6 Deliverables Schedule

S.No.	Deliverable	Indicative Timeline
1	Inception Report (methodology, work plan, timelines)	Within 1 week of contract signing
2	Draft Procurement Policy (first draft)	Within 5 weeks of contract signing
3	Draft Procurement Manual with templates/SOPs (first draft)	Within 9 weeks of contract signing
4	Stakeholder Consultation Workshops and Validation Report	Within 10 weeks of contract signing

5	Revised/Final Procurement Policy and Manual (Board-ready)	Within 13 weeks of contract signing
6	Training Session, Implementation Roadmap, and Completion Report	Within 16 weeks of contract signing
7	Revision of Procurement policy/manual as per feedback received from CMU/PPRA/Cabinet	As per need basis

Note: The total assignment duration shall not exceed Sixteen (16) weeks from the date of contract signing, unless extended in writing by.