

<b>Name</b>	Mahmood ul Hassan <a href="mailto:mhassan@decentralization.org.pk">mhassan@decentralization.org.pk</a>
<b>Position</b>	Assistant Director (TA Loan)
<b>Current Duties</b>	<ul style="list-style-type: none"> <li>• Prepare invitation for bid and request for proposal solicitation packages</li> <li>• Draft evaluation criteria for vendor selection</li> <li>• Review and analyze bids and proposals</li> <li>• Conduct pre-bid conferences, negotiations, and meetings</li> <li>• Perform cost/price analysis of bids and proposals</li> <li>• Negotiate contract costs, terms and conditions with vendors</li> <li>• Provide recommendations for awards to Deputy Director Administration for approval as appropriate</li> <li>• Administer and monitor contracts and ensure they conform to applicable local, provincial, and federal laws, rules, and regulations as well as ADB procedures</li> <li>• Prepare contract amendments</li> <li>• Mediate and resolve conflicts</li> <li>• Assistant Deputy Director Contract Administration in the NPSO in maintenance of a database of all contracts and procurements carried out by national and provincial PSOs</li> <li>• Perform other related duties as assigned</li> </ul>
<b>Education</b>	MPA (First Class First Position in University) Since June 2001
<b>Past Experience</b>	Excise & Taxation Officer Excise & Taxation Department 9 months Administrative Officer PMU University of Gujrat Section Officer Punjab Civil Secretariat
<b>Interests</b>	