

## **Terms of Reference (TOR) - Senior Procurement & Contract Management Specialist**

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### **Qualification:**

- Bachelor's degree in Engineering, Public Procurement, Supply Chain Management, Business/Commerce or related discipline.
- Candidates preferably having Professional Diploma in Public Procurement (PDPP), Certificate Program in Public Procurement (CPPP), and Certificate in Contract Management Program (CCMP) will be preferred.

### **Work Experience:**

- Candidates must be having 15 to 20 years of experience in the field of procurement and related activities in any State Government /Central Government /Semi Government Bodies /PSUs/ large private organization.
- Candidates having work experience not below the rank of an expert for at least 5 (five) years in any World Bank /Externally Aided Projects would be preferable.

### **Key Job Responsibilities:**

- Lead the procurement team and provide guidance to the team member in terms of all procurement related activities. Incumbent will be the “single point” responsible person related to Procurement & Contract Management.
- Ensure the smooth execution of design, planning and implementation of all project procurement and manage all contracts. Manage procurements through the e-procurement system of the state.
- Provide procurement support during project preparation /implementation (including prior and post reviews of all procurement documents and decisions)
- Provide guidance in implementing entities and staff in procurement capacity building activities including support during procurement assessment and the procurement system development process which will include preparation of various manuals, bid and other documents, etc.
- Review and handle the technical, commercial and legal aspects of procurement & contract (in consultation with Legal and Policy teams as necessary) at all stages of the project cycle.
- Assess procurement implications of project design, evaluate institutional capacity of implementing entities and develop suitable procurement plans; conduct prior and post reviews of contracts.
- Negotiate and resolves difficult procurement issues with agencies and handle all post procurement conflicts.
- Documentation of procurement processes undertaken, ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank.
- Ensure regular update on Obtain “Clearance” of World Bank through Systematic Exchanges in Procurement (STEP), where applicable for the Procurement Plan; TOR, etc.

and for all prior review cases. Monitoring the progress of contracts & review of the procurement manual.

- Procurement Planning and Management: Prepare/Update the procurement plan (through latest procurement tool of the World Bank viz 'STEP': Systematic Tracking of Exchanges in Procurement) and schedule for the project, by taking care to ensure optimum competition, economy and efficiency and priority of items;
- Procurement of Goods & Works, non-consulting and Consulting Services: Supervise and provide guidance to project staff members regarding finalization of the technical specifications /BOQ /drawings for goods & works and the Terms of Reference (TOR) for services.
- Prepare invitation for Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants.
- Assist in the preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding /proposal documents of the World Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers /contractors.
- Issue the RFP document to the shortlisted consultants, coordinate the pre-bid /proposal conference, prepare the Minutes of conference along with addendum /clarifications and circulate the same to all the bidders /consultants; receive, open and undertake the technical and commercial evaluation of the bids /technical & financial proposal as per the WB procedure.
- In case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft negotiated contract and minutes of negotiations. Organizing the signing of the contract document to the winning bidder /consultant and provide the feedback to unsuccessful suppliers /consultants. Publish the contract award notice and monitor the contract management, issuing contract amendments, etc.
- Any other duties assigned by State Project Director, AIWTDS.

**Age:** Not more than 55 years as on the date of Application.

**Remuneration:**

The monthly remuneration would be in the range of 1, 50,000/- to 2, 00,000/- or 30% hike on the existing remuneration. Depending on qualification, experience and competency of the candidate, the remuneration is negotiable.

**Period of Service:**

The contract shall be initially for a period of minimum 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.