

Terms of Reference (ToR) for the position of Senior Procurement & Contract Management Specialist

Essential Qualification:

- Master degree in a relevant discipline (e.g. Engineering, Public Procurement, Finance, Business or Commerce)
- Relevant training in procurement works will be preferred
- Candidates having 'Professional Diploma in Public Procurement' (PDPP), Certificate Program in Public Procurement (CPPP), Certificate in Contract Management Program (CPCM) will be preferred.

Experience:

- Candidates must be having minimum 15 (Fifteen) years of professional experience in the field of procurement and related activities in any State Government /Central Government /Semi Government Bodies /PSUs/ large private organization.
- Candidates must be having working experience as a procurement official for at least 5 (five) years in any World Bank /Externally Aided Projects out of which at least 1 (one) year experience in the rank of expert/specialist.
- Hands on experience in e-procurement portal will be preferred.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines and Good knowledge of Contract management.
- Experience of using Internet based applications, using and working with advanced word processing /spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

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;
- Provide procurement support during project preparation /implementation (including prior and post reviews of all procurement documents and decisions);
- Manage procurements through the e-procurement system of the state;
- 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;
- Provide operational advice to all staff on concepts, policies and procedures for procurement;
- 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;
- Prepare and maintain Project Administration Tracker & checklist as per World Bank guidelines;
- Others: Handling of e-procurement, collating with M&E agency and providing necessary inputs and complying with any other tasks assigned by SPD;
- 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; inviting Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants; 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; Prepare and sign the contract document to the winning bidder /consultant and provide the feedback to unsuccessful suppliers /consultants. Publish the contract award notice; Monitor the contract management, issuing contract amendments, etc;

- Monitoring the performance & progress of contracts. Review and advice on the revision of Project Operation Manual;
- Any other duties assigned by the authority.

Remuneration:

Depending on qualification, experience and competency of the candidate, the salary 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.

Terms of Reference (ToR) for the position of Senior Project Manager (Technical)

Essential Qualification:

- Master degree in Civil Engineering /Mechanical Engineering /Construction Management or relate discipline.

Experience:

- Candidates must be having minimum 15 years experience of which majority of experience should be in project management of large scale infrastructure projects preferably transport in any State Government /Central Government /Semi Government Bodies /PSUs/ large private organization.
- Experience in port infrastructure will be preferred.
- Competencies Required: Good Knowledge of contract management, project planning, procurement administration, monitoring management techniques and technical evaluations
- Experience of using Internet based applications, using and working with advanced word processing /spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. Using and working with AutoCAD, STAAD Pro, ArcGIS and other related software /applications.
- Ability to establish and maintain good working relationships with internal and external stakeholders
- Good knowledge on river terminal planning and river surveys (typographical, hydrographical and geotechnical investigations, hydrological and morphological modelling)
- Good understanding on design validation
- Organizational competencies, Project management, leadership, Strong analytical and report writing skills to keep project, processes, and the entire engineering tasks on track
- Self-motivated attitude with the ability to multitask and thrive in a timeline-driven environment
- Interpersonal communication skills with expertise in simplifying complicated topics to a broader audience

Key Job Responsibilities:

- Lead the Project Technical Team and assist them in day to day activities. Incumbent will be the “single point” responsible person related to Project execution and management.
- Monitor and ensure the project deliverables are completed successfully on or before the deadline.

- Timely updating management about criticality and mitigation measures.
- Implementing the Government policies and other policies related to construction.
- Planning and implementation of construction projects to ensure they are completed on time and within the allotted Budget.
- Overseeing various technical activities under the AIWT, adherence to the timeliness and making necessary adjustments in order to ensure successful completion of all construction projects.
- Planning and designate project resources, prepare budgets, monitor progress and keep all the stakeholders informed all throughout.
- Maintain construction schedule: Timely-finish of task according to schedule. He /She will distribute duties among staffs. Review the schedule weekly or monthly and take necessary steps if target is not achieved
- Maintaining overall quality of a construction project and ensure the work is done as per standard construction procedures.
- Evaluate reports of the consultants and addresses contractual requirements related to scope, timelines and cost.
- Manage, monitor, supervise and expedite the progress of the individual components under the project plan.
- Review management reports and assist project team on risk and issues mitigation measures.
- Timely review risk registers and issue log, participates in key risk management discussions and advise mitigation measures.
- Assist in developing & implementing best project management practices.
- Ensure change controls management process in place.
- Assist in composing responses to client communication and reports
- Assist team in prioritizing the technical issues and identifying the problem at the root of several technical issues.
- Evaluate technical methods and alternatives suggested by the consultants.
- Participate in Technical Bid Evaluation of all Contracts related to Civil Works.
- Check and confirm the accuracy of submissions from contractors, vendors and suppliers for the work to be performed, coordinate and ensure approvals are received from the AIWT Project in timely manner
- Set up procedure and processes in monitoring and tracking of engineering related documentation throughout the project lifecycle
- Communicate and collaborate with other managers, suppliers, and contractors
- Prepare and deliver various construction related presentations, both internally and externally
- Any other duties assigned by the authority.

Remuneration:

Depending on qualification, experience and competency of the candidate, the salary 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.

Terms of Reference (ToR) for the position of Procurement Management Expert

Essential Qualification:

- Master degree in a relevant discipline (e.g. Engineering, Public Procurement, Finance, Business or Commerce)
- Relevant training in procurement works will be preferred
- Candidates having 'Professional Diploma in Public Procurement' (PDPP), Certificate Program in Public Procurement (CPPP), Certificate in Contract Management Program (CPCM) will be preferred.

Experience:

- Minimum 8 years of procurement related experience with State Government /Central Government /Semi Government Bodies /PSUs/ large private organization.
- Candidates having hands-on experience in procurement policies & procedures of World Bank/ Externally Aided Projects/ State government/ Central Government/ Large House Corporate/Semi Government Bodies/PSU for at least one year will be preferred
- Hands on experience in e-procurement portal will be preferred.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines and Good knowledge of Contract management.
- Experience of using Internet based applications, using and working with advanced word processing /spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

Key Job Responsibilities:

- Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- Review Requisition submitted by the stake holders for completeness and compliance with objective of AIWTD Project , World Bank procurement policies and procedures, guidelines and best practice;
- Provide procurement support during project preparation /implementation (including prior and post reviews of all procurement documents and decisions);
- Manage procurements through the e-procurement system of the state;
- Provide administrative support to the PMU in procurement management and contract

- administration, disbursement and contract closure;
- Prepare draft Invitation for Bid /Bidding Document/ Requests for Expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practice;
 - Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practice;
 - Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting of AIWTDS taking into account applicable policies, procedures, guidelines/ best practice;
 - Documentation of procurement processes undertaken, ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank.
 - Prepare and maintain Project Administration Tracker & checklist along with the Procurement Team as per World Bank guidelines.
 - Assess procurement implications of project design, evaluate institutional capacity of implementing entities and develop suitable procurement plans; conduct prior and post reviews of contracts along with the Procurement Team.
 - Assist in overall administration of the contracting process including contract requisition;
 - Prepare procurement documentation to ensure the application of and compliance with World Bank's procurement policies and procedures applicable for the Projects and best practice and assure the integrity of the procurement process; Provide reference and guidance to other Support staff of the AIWTDS on World Bank procurement policies and procedures and best practice throughout the contract administration process
 - Monitoring the performance & progress of contracts.
 - Any other duties assigned by the authority

Remuneration:

The monthly fixed remuneration will be Rs. 60,000 per month.

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.

Terms of Reference for the post of Office Management Assistant (MIS)

Educational Qualification:

Graduate in Computer Application or Computer Science or Information Technology or other relevant field from a recognized Institute/University. Post Graduate in the relevant field will be preferred.

Experience and Competencies Required:

- Minimum 5 (five) years experience in Data Management, Analysis, MIS, Monitoring & Evaluation and relevant field in any Externally Aided Projects (EAP) / Govt. funded projects / Autonomous Institutions /PSUs.
- Proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.)
- Experience in maintaining Computers, LAN, Internet Connectivity and other IT infrastructure & services.
- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.

Key Job Responsibilities:

The Office Management Assistant (MIS) will report to the Monitoring & Evaluation Specialist of AIWTDS:

- (a) Maintenance of Computers, IT accessories, LAN, Internet Connectivity and other IT infrastructure & services at Project Management Unit of AIWTD Society.
- (b) Assist in the implementation of the M&E plan and facilitate review of progress on a regular basis and support problem solving through necessary actions
- (c) Data collection, analysis, report compilation, preparation of progress report, maintenance of project website content and other related tasks assigned time to time.
- (d) Constant support & guidance to all Surveyors /Enumerators during baseline and user satisfaction survey and quality check on the entered data into the tablet based monitoring application.
- (e) Arrangement of projector, laptop, meeting materials and other related services in meetings & workshops coordinating with the relevant officers.
- (f) Assist in preparation of evaluation reports, annual project reports, and update project files.
- (g) Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- (h) Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions.
- (i) Provide filing services, archiving and offer circulation of mail intra /inter office, arrange storage and systematize project documentation.
- (j) Any other official responsibilities as assigned by SPD / ASPD / DSPD.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience and competency of the candidate. Remuneration payable will be determined as per HR Policy of AIWTDS.

Period of Service:

The contract shall be initially for a period of 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.

ToR for the post of ‘Office Management Assistant’

Essential Qualification:

Any Graduate/ Post Graduate (from a Govt. recognized University).

Experience:

Advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email, along with minimum 4 (four) years of experience in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.

Key Job Responsibilities:

The Office Management Assistant will be under the overall command of the ASPD of AIWTDS, and depending on the requirement he/she may be assigned to work under any wing. The Office Management Assistant will be required to provide assistance in the following areas:

- (a) Provide administrative support including front office management, errands, office clerical duties, office logistics and organization hospitality;
- (b) Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- (c) Assist in operational backstopping of AIWTDS by ensuring timely provision of suitable inputs such as equipment, stationary, office consumables, transportation (if any) and other utilities required;
- (d) Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions;
- (e) Provide filing services, archiving and offer circulation of mail intra/inter office, arrange storage and systematize project documentation;
- (f) Work with the relevant officers on arrangement of workshops/meetings materials;
- (g) Assist in preparation of evaluation reports, annual project reports, and update projects files
- (h) Assist in collection and analysis of data, prepare and update briefs, records and other documents on project implementation;
- (i) Prepare minutes of the meetings;
- (j) Any other official responsibilities as assigned by the SPD and ASPD.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience and competency of the candidate.

Remuneration payable will be determined as per HR Policy of AIWTDS.