

## **1. TOR for the post of Procurement Management Assistant**

### **Essential Qualification:**

- Graduate (from a Govt. recognized University) in any discipline.
- Post Graduate will be preferred

### **Experience:**

1. Minimum 3 (three) years of experience in supporting procurement related activities in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects/National level reputed projects.
2. In-depth knowledge and understanding of WB/ ADB or Similar External Donor Agencies in procurement guidelines and procedures will be preferred.
3. Hands on experience in independent handling of GoA's e-procurement portal will be preferred.
4. Hands on experience in releasing tender document, preparing BoQ format in GoA's e- procurement system is a must

### **Competencies Required:**

- Ability to collect, collate and derive results from data
- 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.
- Excellent computer and document processing skills.
- Knowledge of computer operation and applications for procurement portfolio.

### **Key Job Responsibilities:**

The Procurement Management Assistant will report to the Procurement Specialist of the AIWTDS:

- He will assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- Assist Procurement Specialist of AIWTDS throughout the procurement process;
- 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 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;
- Assist in overall administration of the contracting process including contract requisition;
- Handling GoA's e – procurement portal for releasing RFB/RFP/RFQ/REOI, submitting Pre Bid queries replies, releasing corrigendum, Bid evaluation report etc.
- 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;
- Handling STEP portal of World Bank.

**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.

**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.

## **2. TOR for the Post of 'Junior Engineer'**

### **Educational Qualification:**

- Diploma in Civil/ Mechanical Engineering from a recognized Institute.
- Degree in Civil/ Mechanical Engineering from a recognized Institute will be preferred.

### **Experience:**

- Minimum 3 years of experience of Project Management and good knowledge in project execution in large scale transport or infrastructure projects in Government/Semi Government/Autonomous bodies/Private companies of repute.
- Experience in World Bank/ Externally Aided Projects/ Govt. projects will be preferred.

### **Competencies Required:**

- Knowledge of Office Management procedures, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.).
- Working Skills: Knowledge of Methodology of Civil Works at site.
- Knowledge of Technical Specification (Scope under Contracts) of civil works.
- Knowledge of Quality Assurance & Quality Control of works under Scope of Contract during execution.
- Knowledge of CVC/ FIDIC guidelines is preferred.
- Knowledge of preparation of Measurement Book ( MB ) and measured bill is preferred.

### **Key Job Responsibilities:**

- Supervision of day to day construction works with measurements as per drawing.
- Monitoring contractor and checking of site register/site order book.
- Checking of works based on RFI (Request for Inspection) submitted by the contractors.
- Checking of co-ordinates, levels reinforcement, excavation, cut and fill works, shuttering, PCC, RCC works etc.
- Verification of quality control by checking results of cube test sample.
- Supervision of site works, pipe laying work with contractors and resolving of public grievance.
- Assist Project Manager Technical in all the site activities done. Performing other project related duties as assigned from time to time.
- Any other responsibilities as entrusted the authority.

### **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 AIWTD Society.

### **Remuneration:**

Consolidated Remuneration will be in the range of Rs. 30,000 to Rs 45,000 per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable. Remuneration payable will be determined as per HR Policy of AIWTD.