



3rd floor, Directorate of Inland Water Transport, Ulubari, Guwahati- 7: Email: dir.iwt ds-as@gov.in
Tel: +91361-2462677

**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, Supply Chain Management, Finance, Business or Commerce)
- Candidates having Professional Diploma in Public Procurement (PDPP), Certificate Program in Public Procurement (CPPP), Certificate in Contract Management Program (CCMP) will be preferred.
- Extensive knowledge on World Bank procurement guidelines and framework is an added advantage.

Work Experience:

- Candidates must be having minimum 22 (Twenty Two) 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 2 (two) year experience in the rank of expert/specialist.
- Hands on experience in e-procurement portal will be preferred.

Competencies Required:

- Strong conceptual, analytical 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. Managing the E-procurement portal.
- 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.

- Monitoring the performance & progress of contracts. Review and advice on the revision of Project Operation Manual.
- Any other duties assigned by State Project Director, AIWTDS.

Remuneration:

The monthly remuneration would be in the range of 150000/- to 200000/- 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.

Note: - This is a draft Terms of Reference and the State Project Director, AIWTDS reserves the right to modify the same without intimation at any stage before or after the recruitment cycle is completed.