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**Terms of Reference (TOR) for the position of
Procurement Management Expert**

Essential Qualification:

- Master degree in a relevant discipline (e.g. Engineering, Public Procurement, Supply Chain Management, 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 (CCMP) will be preferred.

Work 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
- Expert knowledge & hands on experience in e-procurement portal is an added advantage.

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:

- 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, Monitoring the performance & progress of contracts.
- 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 guidance to other Support staff of the AIWTDS on World Bank procurement policies and procedures and best practice throughout the contract administration process
- Any other duties assigned by State Project Director, AIWTDS.

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.

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.*