

## **Terms of Reference (TOR)**

### **For the post of Senior Contract Management & Procurement Specialist in Project Management Unit (PMU) – of AUIIP.**

#### **1. Brief about AUIIP**

The Assam Urban Infrastructure Investment Program (AUIIP), funded by Asian Development Bank (ADB), is a key urban infrastructure initiative of the Government of Assam (GoA) in the cities of Guwahati and Dibrugarh, through the South East Guwahati Water Supply Scheme in Guwahati and DTP Drain & Solid Waste Management projects in Dibrugarh. AUIIP consist of Program Management Unit (PMU) which manages and implements its projects through two Project Implementation Units (PIUs) each in Guwahati & Dibrugarh.

#### **2. No. of Positions** : 01 (One)

Project Director, AUIIP intends to recruit and fill the vacant position of one Senior Contract Management & Procurement Specialist in AUIIP.

#### **3. Place of Posting:** Project Management Unit (PMU) in Guwahati of AUIIP.

#### **4. Age ,Qualification, Experience & Skills:**

I. **Age:** Applicant should not be more than 60 years as on 30.06.2019.

II. **Educational Qualification:** B.E./B.Tech in Civil Engineering from a recognized University or AICTE affiliated Institution.

III. **Working Experience:** Minimum 12 years of experience in procurement and contract management out of which minimum 05 years of experience in procurement and contract management in any externally aided project is desired.

#### **IV. Working Skills:**

- Knowledge of CVC/ FIDIC guidelines is a must.
- Knowledge of preparation of contract documents in FIDIC format for different types of procurement, knowledge of preparation of project's cost estimate & DPR.
- Knowledge of bidding procedures of externally funded projects including selection of contractors/vendors etc.
- Knowledge of dispute resolution procedures.
- Knowledge of multi-sector external aided project finance.
- Knowledge of efficient reporting and drafting.

## 5. **Major Responsibilities of the position:**

- a. Responsible for overall Contract management and procurement matters of AUIIP.
- b. Preparation of Procurement plan as per ADB Procurement Guidelines and drafting and Issuance of various documents required at different stages of Procurement cycle EOIs, IFBs, RFPs, bid documents, evaluation reports, minutes of negotiations , contract award, contracts and various internal processing documents required to facilitate decision making
- c. Identify risks in different procurement activities and suggest appropriate mitigating measures.
- d. Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements
- e. Preparing the necessary bid evaluation packages (bid documents, proposals, evaluation sheets etc) for distribution to evaluation panel members for smooth organization of the bid evaluation meetings
- f. Draft replies to the queries from the bidders/consultants, minutes of pre-proposal / pre-bid Conference and issue amendment/s to the procurement documents
- g. Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues
- h. Draft communication/replies to contractors/Govt. officials/ADB related to contract management
- i. Participate during contract negotiation meetings with consultancy firms with relevant data/information
- j. Review and handle technical, commercial and legal aspects of procurement activities.
- k. Monitor the progress of Procurement activities
- l. Monitor progress of contracts implementation to ensure that it abides by the stipulated Standards, procedures and planned timetable
- m. Liaison with ADB for key procurement related issues.
- n. Maintain systematically all the procurement related records and documentations for audit by AG/CA and review by ADB
- o. Prepare procurement related reports/ updates, contract details to ADB as and when required

## 6. **Conditions of Contract:**

- I. **Duration of contract:** The tenure of Senior Contract Management & Procurement Specialist (Sr. CM & PM) is intended for entire duration of the project and co-terminus with the project period of AUIIP. However, the duration of the contract of this post will be initially for a period of eleven (11) months from the date of signing of the contract agreement. Continuity of the employee in this post is subject to his performance appraisal. The decision of the Project Director is final and binding in this regard.
- II. **Remuneration and Payment terms:**
  - The employee will be entitled to a remuneration of Rs 1.50 lakh to 2.00 lakh per month in respect of his services. Taxes as applicable will be dealt with as per applicable law.
  - Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per the HR policy.
  - The provision of leave would be as per the HR policy.
- III. **Termination of Contract:** The employer may terminate the agreement at any time due to any misconduct, misreporting, unsatisfactory performance or negligence in duty, by giving a 30 days' notice period or by giving one month's remuneration in advance. The employee may also resign with prior notice of one month.