

Terms of Reference (TOR)

For the post of 'Procurement Executive' 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 : 02 (two)

Project Director, AUIIP intends to recruit and fill the vacant positions of two Procurement Executive in AUIIP.

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

4. Age ,Qualification, Experience & Skills:

I. **Age:** Applicants should not be more than 40 years.

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

III. **Working Experience:** Atleast 04 (four) years of experience in supporting procurement related functions out of which minimum 02 years of procurement experience in any Externally aided projects.

IV. Working Skills:

- Knowledge of CVC/ FIDIC guidelines.
- Proven practical skills in the area of procurement and contract administration aspects
- Knowledge of bidding procedures of externally funded projects including selection of contractors/vendors etc.
- Knowledge of multi-sector external aided project finance.
- Knowledge of efficient reporting and drafting.

5. Major Responsibilities of the position:

The Procurement Executive will report to the Contract Management & Procurement Specialist of AUIIP under the overall command of the Project Director, AUIIP and provide assistance in procurement management of AUIIP, including the followings:

- Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- Assist Procurement & Contract Management Specialist of AUIIP throughout the procurement process;
- 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 practices;
- 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 practices;
- Assist in overall administration of the contracting process including contract requisition, payment processing, contract closure, and maintenance of all contract files;
- Maintain individual contract files including compilation of all procurement documentation. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation. Ensure that all contract files are up-to-date and contract related documentation is readily available upon request;
- Assist in finding viable solutions to contract administration issues;
- Support AUIIP in e-procurements;
- Any other tasks as assigned by the PD.

6. Conditions of Contract :

V. **Duration of contract:** The tenure of Procurement Executive 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.

VI. Remuneration and Payment terms:

- The employee will be entitled to a remuneration of Rs 0.50 -0.80 lacs per month in respect of his services. Taxes as applicable will be dealt with as per applicable law.
- Performance Linked incentives will be as per HR policy.
- 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.

VII. 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.