

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.

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

III. **Working Experience**: The candidate should have a minimum 15 years of experience in civil construction projects with 10 years of experience in procurement and contract management out of which minimum 05 years of procurement and contract management experience in externally aided projects.

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:

- I. Assist the Project Director / Additional Project Director / Program Manager in following;
 - a. effective management & implementation of AUIIP program
 - b. ensure transparency in procurement & implementation of contracts
 - c. lead the technical teams under PMU & PIU during entire procurement process
 - d. project tracking including physical & financial progress
 - e. establishment of internal approval procedures
 - f. any other work assigned by the Project Director /Additional Project Director /Program Manager

- II. The detailed responsibilities are as under;
 - g. Lead the planning and timely implementation of project procurement
 - h. 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
 - i. Identify risks in different procurement activities and suggest appropriate mitigating measures.
 - j. Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements
 - k. 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
 - l. Draft replies to the queries from the bidders/consultants, minutes of pre-proposal / pre-bid Conference and issue amendment/s to the procurement documents
 - m. Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues
 - n. Draft communication/replies to contractors/Govt. officials/ADB related to contract management
 - o. Participate during contract negotiation meetings with consultancy firms with relevant data/information
 - p. Review and handle technical, commercial and legal aspects of procurement activities.
 - q. Monitor the progress of Procurement activities
 - r. Monitor progress of contracts implementation to ensure that it abides by the stipulated Standards, procedures and planned timetable
 - s. Liaison with ADB for key procurement related issues.
 - t. Maintain systematically all the procurement related records and documentations for audit byAG/CA and review by ADB
 - u. 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&PS) 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 1.2 to 1.75 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.

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.