

## DETAILED ADVERTISEMENT

### **Flood and River Erosion Management Agency of Assam (FREMAA)**


*4<sup>th</sup> floor, Assam Water Centre, NH 27, Basistha Chariali, Guwahati - 781029*

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for the Externally Aided projects of Water Resources Department, Assam, invites applications from eligible Indian citizens to provide the Services against the following posts on contractual basis as mentioned in brief below. The interested candidates who fulfil the required qualification, experience and age may attend the walk in interviews on the dates as mentioned below.

S/N	NAME AND NUMBER OF POSTS	ESSENTIAL QUALIFICATION	REQUIRED EXPERIENCE	SALARY	DATE AND TIME OF WALK IN INTERVIEW
1.	Procurement Associate  Two (02) posts	A first class in B.E. / B.Sc. in civil engineering or Master's in Business Administration or other relevant subjects like Economics/Accounting/Finance.  Candidates having advanced academic/professional qualification in procurement will be an added advantage.	A minimum of one (01) year of general experience in Public Procurement and/or project management of large infrastructural projects will be preferred.  Experience in procurements following ADB/World Bank or other Multilateral Development Banks' Procurement Guidelines will be given preference.	Rs 50,000/- to Rs 60,000/- per month (inclusive of local taxes) and will be fixed during negotiations.  TA/DA and other allowances admissible as per FREMAA norms	17/06/2023

#### **Other General conditions:**

1. Selection would be through the process of test/ walk in interview.
2. The detailed TOR may be seen in the following pages of this advertisement.
3. The candidates should appear for the walk in interview with a filled in application in the prescribed application format enclosed with this advertisement or can be downloaded from FREMAA's website at [www.fremaa.assam.gov.in](http://www.fremaa.assam.gov.in) along with a signed cover-letter and self attested supporting documents as mentioned in the application format.
4. The candidates shall bring all the original certificates/documents for the walk in interview. The Originals will be returned after corroboration with the self attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
5. Appointment will be subject to background, documents and experience verification found compliant to the job requirements.
6. The Salary will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (ii) performance in the interview.
7. In case, sufficient candidates with requisite experience in the field cited above are not available, FREMAA may select candidates having lesser years of experience for appointment. However, selected candidates with lesser experience will be offered a lower Salary.
8. FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and also reject applications submitted without assigning any reason, thereof.
9. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
10. Canvassing in any form will lead to disqualification and rejection.

  
(Dr. Jeevan B., IAS)  
Chief Executive Officer  
FREMAA

## **Terms of Reference for Two Procurement Associates in FREMAA**

### **A. Background of the Projects:**

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the **Assam Integrated River Basin Management Project (AIRBMP)** and from the Asian development Bank towards the cost of the **Brahmaputra Flood and Riverbank Erosion Risk Management Project (BFREMP)**. The proposed investment projects would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach in selected locations in the Brahmaputra and in a few of its tributaries. While details of project components and specific activities are being developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Projects will also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions of Assam with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the special purpose vehicle or SPV i.e. Flood & River Erosion Management Agency of Assam (FREMAA) created under the administrative control of the Water Resource Department, Assam.

- B.** The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency of Government of Assam under the Assam State Water Resource Department. FREMAA now invites applications from eligible Indian citizens to provide the Services of two Procurement Associates. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

### **C. Scope of the Services:**

The two Procurement Associates will carry out the following main activities, in conjunction with other PMU members as needed:

- (i) Assist in preparing and updating periodically the project procurement plan and use of the relevant Procurement tools for the procurement activities;
- (ii) Assist in Preparing/updating project procurement plans and strategies taking into account the nature of the procurement activity, capacity of the procuring entities, prevailing market conditions, activity level risks etc. The Procurement plan

document will spell out the detailed procurement arrangements (e.g., procurement strategy, method, bid evaluation methodology of the major packages, timeline for the procurement activities, contracting arrangement etc.) for the Project including the risk mitigation measures.

- (iii) Assist in Preparing the drafts of Invitation for Bids (IFB), Request for Expressions of Interest (REOI), Amendments, Bidding Document, Prequalification Document, and Request for Proposals (RFP) following the Standard Procurement Documents/Model Procurement Documents agreed by the World Bank and ADB;
- (iv) Assist in bid opening and evaluation of bids, applications for prequalification, Expressions of Interest, Technical Proposals, and Financial Proposals received from business entities competing for contracts;
- (v) Assist the CEO, Procurement Specialist and Project team in conducting negotiations with awardee(s) of contracts;
- (vi) Assist in drawing up draft negotiated contracts;
- (vii) Assist the CEO, Procurement Specialist and Project team in responding and taking necessary actions on procurement related complaints, if any;
- (viii) Provide advice and training to PMU/PIU members on procurement related matters on a need basis as part of the institutional capacity building;
- (ix) Provide hands on support to the PMU for effective contract management;
- (x) Assist in maintaining records and other documentations required for procurement audit and progress reporting purposes;
- (xi) Assist in preparing monthly progress reports of procurement activities according to formats provided by the CEO and the Donor agency;
- (xii) Any other relevant activity assigned by the CEO, FREMAA from time to time.

**D. Required Qualifications and Experience:**

- (i) A first class B.E. / B.Sc. in civil engineering or Master's in Business Administration or other relevant subjects like Economics/Accounting/Finance. Candidates having advanced academic/professional qualification in procurement will be an added advantage.
- (ii) General Experience:
  - A minimum of 01 (One) year of general experience in Public Procurement and/or project management of large infrastructural projects is preferable;
- (iii) Specific Experience:
  - Experience in procurements following ADB/World Bank or other Multilateral Development Banks' Procurement Guidelines will be given preference.

**E. No. of Posts:**

There will be two posts of Procurement Associate. One will work for the World Bank aided AIRBMP and the other will work for the ADB aided CRBIFRERMP project.

**F. Reporting Requirements:**

The Officer will report to the Procurement Specialist of FREMAA. The incumbent will submit monthly report on significant procurement activities and issues. The work and performance of the Officer shall be reviewed by the CEO, FREMAA on a periodic basis.

**G. Tenure / Duration:**

The contract with the incumbent would be signed initially for a period of one year and renewed based on his performance as per HR policy of FREMAA.

**H. Procurement Associate's Responsibility**

The Procurement Associate shall be fully responsible to manage his day to day works with the Procurement Specialist and Project team with high dedication, integrity and ethical behavior. The Procurement Associate should not have any conflict of interest while working in the procurement activities and should have integrity and keep all the project information confidential.

**I. Travel Requirements:**

The incumbent shall be based full time at the FREMAA project office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when necessary.

**J. Facilities to be Provided by the Client (WRD/FREMAA):**

FREMAA will provide the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.

**K. Age:**

The Candidate should not be above 45 years as on 01/01/2023.

**L. Remuneration:**

Rs 50,000/- to Rs 60,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per FREMAA norms

**M. Selection Method:**

Selection of the Procurement Associate will be held through the process of interview.

**APPLICATION FORM FOR THE POSITION OF.....**

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Maritial Status :
6. Nationality (attach a copy of evidence):
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available) (attach a copy): .....
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1<sup>st</sup> Jan '2022) : \_\_\_\_Years \_\_\_\_ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach a copies of certificates):



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience : \_\_\_\_ Years \_\_\_\_ month(s)

21. Details of Professional Experience (Starting from latest \*\*) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided	Salary Drawn

\*\* Attach latest salary certificate.

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

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23. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:

*(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)*

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Do you have any criminal or corruption charges against you? (If yes furnish details)

27. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

28. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

**Declaration:** I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to FREMAA to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by FREMAA would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :

Signature of the Candidate

Place :

**IMPORTANT Notes:**

1. Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. **While self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**