

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

### **For the post of Contract Management & Procurement Specialist in Project Management Unit (PMU) of Assam Urban Infrastructure Investment Program (AUIIP)**

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

The Assam Urban Infrastructure Investment Program (AUIIP) is a key urban infrastructure initiative of the Government of Assam (GoA) under Department of Housing and Urban Affairs. AUIIP in its first phase have completed construction of three reservoirs and Transmission pipelines under South East Guwahati Water Supply Scheme in Guwahati and Dibrugarh Town Protection (DTP) Drain & Solid Waste Management projects in Dibrugarh under ADB loan. Upcoming projects are in pipeline for AUIIP phase II for completion of South East Guwahati Water Supply Scheme which is to be financed by New Development Bank (NDB).

AUIIP consist of Program Management Unit (PMU) which presently 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 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**: Applicants should not be more than 50 years.

II. **Educational Qualification**: Full time B.E./B.Tech in Civil Engineering from a recognized University or AICTE affiliated Institution with a professional diploma/degree/certification in Public Procurement.

Or, Full time Master Degree in any discipline (Engineering, Public Procurement, Finance, Business or Commerce) from a recognized University or AICTE affiliated Institution and trained in procurement norms of the funding agencies like World Bank/Asian Development Bank/National Development Bank for Externally aided project.

III. **Working Experience**: Minimum 08 years of experience in procurement and contract management. Candidates having experience in procurement and contract management in any externally aided project shall be given preference.

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

- Good Knowledge of Contract management and Procurement and CVC/FIDIC guidelines/State Procurement along with other relevant guidelines related to the externally aided projects is a must.
- Knowledge of e-procurement is a must.
- Knowledge of bidding procedures and preparation of tender documents/contract documents for hiring of consultancy services including selection of contractors/vendors etc. for externally aided projects.
- Knowledge of preparation of contract documents for different types of procurement, knowledge of preparation of project's cost estimate & DPR.
- Knowledge of contract termination, dispute resolution procedures, raising and resisting claims and issues beyond contract.
- Knowledge of escalation/inflation and updation of BOQ as a part of bid document.
- Knowledge of efficient reporting and drafting.
- Proficiency with working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

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

- Responsible for overall Contract management and procurement matters of AUIIP.
- Manage procurements of AUIIP through the e-procurement system of the state.
- Provide administrative support to the PMU in procurement management and contract administration, disbursement and contract closure
- Preparation of Procurement plan as per funding agency's 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.
- Identify risks in different procurement activities and suggest appropriate mitigating measures.
- Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements.
- 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.
- Draft replies to the queries from the bidders/consultants, minutes of pre-proposal / pre-bid Conference and issue amendment/s to the procurement documents.

- Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues.
- Draft communication/replies to contractors/Govt. officials/funding agency related to contract management.
- Participate during contract negotiation meetings with consultancy firms with relevant data/information.
- Review and handle technical, commercial and legal aspects of procurement activities.
- Monitor the progress of Procurement activities.
- Monitor progress of contracts implementation to ensure that it abides by the stipulated Standards, procedures and planned timetable
- Liaison with funding agency for key procurement related issues.
- Maintain systematically all the procurement related records and documentations for audit by AG/CA and review by funding agency.
- Prepare procurement related reports/ updates, contract details to funding agency as and when required.
- Any other duties assigned by the Project Director, AUIIP.

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

I. **Duration of contract:** The tenure of Procurement & Contract Management Specialist (PCMS) 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 1.00 lakh to Rs 1.50 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.