



ARIAS SOCIETY

Assam Rural Infrastructure and Agricultural Services Society
(An Autonomous Body under Govt. of Assam)

Project Management Unit (PMU) of the World Bank financed
Assam Citizen-Centric Service Delivery Project (ACCSDP)

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**Draft Indicative Terms of Reference (TOR) for
Procurement & Contract Management Specialist**

(A) BACKGROUND AND OBJECTIVES OF THE PROJECT

1. The Govt. of Assam has created the Assam Rural Infrastructure and Agricultural Services (ARIAS) Society in November 1998, as an autonomous body, headed by the Chief Secretary, Assam as its President (Project Guidance Council) and the Agriculture Production Commissioner, Assam as the Chairman (Governing Body). The Project Management Unit (PCU) is headed by a State Project Director. The key mandate of the Society is to function as an apex autonomous body of the Govt. of Assam for monitoring, coordination and/or implementation of World Bank or any other externally financed/aided Projects or other Projects of any department as may be authorized by Govt. of Assam from time to time.
2. The Society has successfully completed two World Bank aided projects (ARIASP: 1995-2004 and AACP: 2005-2011 including AACP-AF: 2012-2015) and the World Bank has rated performance of these projects as Satisfactory. The Society contributed in mainstreaming many of the good practices that emerged from the projects into various schemes of the State Government. ARIAS Society has proved to be a path finder and innovator in the areas of targeting the intended beneficiaries, employment generation, reaching out to the vulnerable and the disabled and overall good governance and social accountability.
3. The Government of Assam (GoA) is committed to improve governance in the state and public sector performance. It has already embarked upon a number of specific initiatives to support this objective. They include: the Right to Public Service Act (RTPS), RTI, a public grievance redress system, e-District, Common Service Centers, and establishment of State e-Governance infrastructure.
4. Affordable access to public services, especially for the poor people, is one of the key imperatives for inclusive growth. The Government of Assam (GoA) is committed to improve governance in the state and public sector performance and has recognized the need to strengthen the delivery of citizen-centric service, and had therefore enacted the Assam Right to Public Services Act, 2012 (ARTPS) to ensure citizens' access to public services in timely, efficient and accountable manner. The Act enables the citizens of Assam to get notified public services within a stipulated timeframe and also fixes responsibilities on public servants to provide these services in a time-bound manner. GoA has also embarked upon a number of specific initiatives to support this objective, a public grievance redress system, e-District, Common Service Centers, and establishment of State e-Governance infrastructure.
5. To strengthen and deepen these initiatives, GoA has received a \$39.20 million loan from the World Bank financed towards the 'Assam Citizen-Centric Service Delivery Project' (ACCSDP) [Project ID: P150308, IBRD Loan No. 8754-IN]. The ACCSDP aims to improve citizen access to targeted services under the ARTPS, particularly in remote areas. Citizens, especially the rural communities who are heavily dependent on government services, will be the principal beneficiary group of the project. The project will place citizens at the center of the service delivery process by strengthening feedback mechanisms and grievance redress.
6. ACCSDP will facilitate implementation of the ARTPS Act with efficiency and accountability for better delivery of citizen-centric services under ARTPS Act and will support the line Deptts. A high-level delivery unit will be established to monitor the implementation of the ARTPS Act. A blend of technological interventions and

administrative reforms for 18 key services will be taken-up initially under the project in four Govt. agencies, viz. Transport, Revenue & Disaster Management, and Welfare of Plain tribes & Backward Classes (WPT&BC Deptts) and the Guwahati Municipal Corporation. The project will assist implementing line departments/agencies in restructuring business processes so that citizens can access services digitally within the given timeline of ARTPS Act.

7. The Project Development Objective is to improve access in the delivery of selected public services in Assam. ACCSDP also aims to strengthen institutional operations and improve citizen awareness and participation in order to expand access to services to benefit the rural poor. This inclusive approach will contribute to access improvements in four key ways: (i) by expanding the number of Right to Public Services Act (RTPS) services which are digitized and available on-line; (ii) by improving connectivity infrastructure especially in underserved areas to enhance citizen access to services; (iii) by engaging local populations in service delivery (through both participatory and digital approaches) so that targeted priority services for the rural communities are accessible; and (iv) by rationalizing and strengthening service delivery by front-line institutions. This project design is pivoted around four interrelated components: (i) strengthening RTPS implementation; (ii) improving service delivery processes in targeted departments; (iii) setting up Public Facilitation Centers to receive requests for RTPS services and electronically deliver select services to the citizens closer to their homes; and (iv) promoting citizen engagement.
8. These key components of the project namely digitization of services, ICT infrastructure, citizen engagement, front-line delivery institutions, and change management would be managed through the Project Management Unit (PMU) under the ARIAS Society, led by a State Project Director (SPD) and would have *inter alia* the following staff/consultants:
 - Business Process Re-engineering and IT Specialist
 - ICT Infrastructure Specialist
 - Social Development and Communication Specialist
 - Monitoring and evaluation (M&E) Specialist
 - Citizen engagement and Change management
 - Procurement & Contract Management Specialist
 - Financial Management Specialist
 - PMU Support Staff
9. The PMU of the ACCSDP is seeking an interested and qualified professional for the position of **Procurement & Contract Management Specialist** hereinafter also referred as '**PCMS**' to support the Procurement Unit in activities related to the procurement and contract management.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

10. The **Procurement & Contract Management Specialist (PCMS)** will report to the **OSD & Senior Procurement Specialist of ARIAS Society** (*under overall command of the State Project Director, ARIAS Society*) and will support the Procurement Unit of ACCSDP (under ARIAS society) for procurement and contract management adhering to the World Bank guidelines, procedures and norms. In particular, the responsibility of the **PCMS** *inter alia* will include the following:
 - a) Preparation of the updated Procurement Plan as directed and upload in the World Bank's online STEP with approval of State Project Director (SPD), ARIAS society;
 - b) Obtain "Clearance" of World Bank through Systematic Exchanges in Procurement (STEP), where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;
 - c) Manage procurements through the STEP system of the World Bank and the e-procurement system of the Govt. of Assam, as applicable;

- d) Identify risks in different procurement activities and suggest appropriate mitigating measures;
 - e) Take lead in drafting the IFBs, REOIs, ToRs, RFPs, Bidding Documents, etc. as per the Standard Bidding Document of the World Bank adhering to the guidelines, procedures and norms of the World Bank;
 - f) Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements;
 - g) Draft replies to the queries from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents;
 - h) Participate during contract negotiation meetings with consultancy firms with relevant data/information for informed decision by the SPD;
 - i) Review and handle technical, commercial and legal aspects of procurement (in consultation with Technical, Legal and Policy teams as necessary);
 - j) Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues;
 - k) Participate in the meetings with the implementing departments/directorates/agencies and the PMU's project team and World Bank missions meetings with latest information on procurement and contract management;
 - l) Liaison with the World Bank with approval of SPD for key procurement related issues;
 - m) Procurement to the staff of PMU on World Bank's procurement Guidelines, procedures and norms;
 - n) Manage all the contracts under ACCSDP in consultation with other technical experts and/or take actions as directed;
 - o) Maintain systematically all the procurement related records and documentations for audit by AG/CA and also for review by the World Bank;
 - p) Prepare responses to the Post Procurement Audit by the World Bank/Consultants engaged for the task;
 - q) Provide procurement related reports/updates, contract details to the World Bank as and when required;
 - r) Any other tasks assigned by the Senior Procurement Specialist of ARIAS Society and/or by State Project Director, ARIAS Society.
11. The **PCMS** will have to attend PMU, ARIAS Society on all working days from 10 AM to 5 PM unless he is on official tour as approved by SPD or allowed to work from home by SPD. He may also be required to attend office on holidays as & when so desired by SPD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.

(C) EDUCATIONAL QUALIFICATION AND EXPERIENCE

12. This position requires dynamic, experienced and analytical professional with demonstrated experience of managing procurement activities under World Bank funded projects. Apart from the required essential qualifications & experience, and skills & competency that may be assessed include - previous relevant experience; thematic knowledge on area of claimed expertise; writing and presentation skills; leadership and team management; interpersonal skills and team work; etc

13. Essential Qualifications & Experience:

- a) Post Graduate in Engineering/ Law/ Procurement/ Finance/ Business/ Commerce or any other a related subject from any Govt. recognized university and trained in procurement norms of the World Bank. Candidates having Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) from the World Bank will be preferred. **Experience:** Atleast 7 years at a senior

Procurement Management position in public sector agency(ies), of which minimum 5 years experience shall be in World Bank/externally aided projects. Candidates having hands-on experience in e-procurement system of the State/Central Government may be preferred.

However, Graduates in Engineering/Law/ Procurement/ Finance/ Business/Commerce or any other a related subject with relevant training in procurement norms of the World Bank and with over 10 years of experience as Procurement Specialist in World Bank/externally aided projects/public sector agency(ies), may also be considered, but at a reduced CTP; Candidates having PDPP or CPPP from World Bank and/or one year of hands-on experience in handling procurements through e-procurement system of the State/Central Government may be preferred

- b) Must possess initiative and the ability to work independently as well as team;
 - c) **Computer Skills:** Proficiency in internet based applications, MS Word, MS Excel and MS Power Point etc.
 - d) Good written and verbal communication skills in English language and report writing skills.
14. **Age:** The candidate shall not be of more than **45** years of age as on **1st August'2017**. *However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed at the discretion of the SPD, ARIAS Society.*

(D) DURATION OF THE CONTRACT:

15. The **Procurement & Contract Management Specialist (PCMS)** will be intended for entire duration of the project and coterminous with the project period of ACCSDP. However, continuity of the **PCMS** beyond one (1) year from the date of signing the agreement will depend upon his performance. The decision of the SPD will be final and binding in this regard.
- a) The contract with **PCMS** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam/ PMU/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the ACCSDP's closing date. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
 - b) The **PCMS** shall not assign or sub-contract, *in whole or in part*, his obligations to perform under this Contract, except with the SPD's prior written consent. The **PCMS** will have to serve the ARIAS Society on full time basis under overall command of State Project Director, ARIAS Society and provide services from the PMU at Khanapara, Guwahati. The resignation/termination shall be as per HR Policy of the ARIAS Society.
 - c) The **PCMS** may be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

(E) REMUNERATION AND PAYMENT TERMS

16. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated annual Cost to project (CTP) of the **PCMS** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.11.40 lakh to Rs.19.20 lakh** per year. The agreed annual CTP shall be inclusive of remuneration, performance-linked-incentive, communication allowance, health/service related allowance, all taxes, cost of accommodation and food at Guwahati, conveyance to attend the PMU, etc.
- a) The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given on quarterly basis based on the performance and achievement against the mutually agreed deliverables by the **PCMS** Specialist. Taxes as applicable shall be dealt with as per applicable laws. The CTP may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.

- b) Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the HR Policy of ARIAS Society.
- c) No house rent allowance or any other allowance shall be paid by the PMU. No other payment whatsoever (except reimbursement of travelling expenses) shall be paid, except as agreed with the **PCMS** by the SPD, ARIAS Society.

(F) REPORTING AND PERFORMANCE REVIEW

17. The **PCMS** will report to the OSD-Cum-Senior Procurement Specialist, ARIAS Society (*under overall command of the State Project Director, ARIAS Society*). The quality of service and performance of the **PCMS** will be reviewed by the SPD as per the HR Policy of the ARIAS Society.

(G) FACILITIES TO BE PROVIDED BY PMU

18. The **PCMS** will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned. The **PCMS** will be provided with one office cubicle in the PMU along with computer, printer, computer/office consumables, and internet access. *The PCMS however will not be provided with any clerical assistance.*
