



ARIAS SOCIETY

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

Project Coordination Unit (PCU) of the World Bank financed
Assam Agribusiness & Rural Transformation Project (APART)

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

(A) BACKGROUND AND OBJECTIVES OF THE PROJECT

1. The Government of Assam (GoA) through Government of India (GoI) has applied for a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). The Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency at state level for the Project. ARIAS Society now intends to apply a portion of this loan for engagement of a **Procurement & Contract Management Specialist (PCMS)** on contractual basis to be positioned at Project Coordination Unit (PCU) of ARIAS Society.
2. The development objective of APART is “add value and improve resilience in selected agricultural value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. There are four components to the APART. **The first component is Enabling Agri Enterprise Development**, with sub components being (i) enhancing state capacity to attract private investments, (ii) Setting up an Agribusiness Enterprise Development and Promotion Facility (EDPF) (iii) Agribusiness Investment Fund (AIF) support (iv) establishing sector stewardship councils. **The second component is Facilitating Agro Cluster Development** with subcomponents being- (i) support establishment of cluster level Industry Associations (IAs), (ii) supply chain support. **The third component is Fostering Market Led Production and Resilience Enhancement** with sub components being (i) promoting climate resilient technologies and their adoption (ii) facilitating market linkages through market intelligence and product aggregation (iii) facilitating access to and responsible use of financial services. **The fourth component is project Management, Monitoring and Learning.**
4. The project will achieve the PDO by: (i) promoting investments in agri-enterprises, reducing the business and transaction costs, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; (ii) supporting the development of a modern agri supply chain; improved information communication technologies (ICT) based farm information and intelligence services, and alternative marketing channels; and (iii) improving producers’ access to knowledge, technologies and infrastructure so that they are better able to respond to market opportunities and climate variability.

(B) OBJECTIVES OF THE ASSIGNMENT AND SCOPE

5. The **Procurement & Contract Management Specialist (PCMS)** will report to the **OSD & Senior Procurement Specialist of ARIAS Society** (under the overall command of the State Project Director, ARIAS Society) and will support the Procurement Unit of ARIAS society for procurement and contract management strictly adhering to the World Bank guidelines, procedures and norms. The **PCMS** shall also be responsible for monitoring and supervising the procurements by Operational Project Implementation Units (OPIUs), District Level Coordination Committees (DLCCs), Agricultural Technology Management Agency (ATMA) and line Departments at District level. In particular, the responsibility of the **PCMS** *inter alia* will include the following:
 - a) In association with the OSD cum Senior Procurement Specialist, the **PCMS** will spearhead the design, planning and implementation of all project procurement;
 - b) 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;
 - c) 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;

- d) Manage procurements through the STEP system of the World Bank and the e-procurement system of the Govt. of Assam, as applicable;
- e) Identify risks in different procurement activities and suggest appropriate mitigating measures;
- f) 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;
- g) Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements;
- h) Draft replies to the queries from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents;
- i) Participate during contract negotiation meetings with consultancy firms with relevant data/information for informed decision by the SPD;
- j) Review and handle technical, commercial and legal aspects of procurement (in consultation with Technical, Legal and Policy teams as necessary);
- k) Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues;
- l) Participate in the meetings with the implementing departments/directorates/agencies and the PCU's project team and World Bank missions meetings with latest information on procurement and contract management;
- m) Liaison with the World Bank with approval of SPD for key procurement related issues;
- n) Procurement training to the staff of PCU on World Bank's procurement Guidelines and procedure;
- o) Prepare a range of procurement-related documents and reports;
- p) Manage all the contracts relating to APART under ARIAS Society in consultation with other technical experts and/or take actions as directed;
- q) Maintain systematically all the procurement related records and documentations for audit by AG/CA and also for review by the World Bank;
- r) Prepare responses to the Post Procurement Audit by the World Bank/Consultants engaged for the task;
- s) Provide procurement related reports/updates, contract details to the World Bank as and when required;
- t) Any other tasks assigned by the Senior Procurement Specialist of ARIAS Society and/or by State Project Director, ARIAS Society.
- u) **Travel Requirements:** The PCMS will be required to undertake field-visits and tours to the project sites. Occasional out of state visits may also be required as directed by the SPD.

(C) EDUCATIONAL QUALIFICATIONS, EXPERIENCE & AGE

6. **Educational Qualifications:** Master degree/ Post Graduate Diploma (minimum two years duration) in any discipline from any Govt. recognized university/institution 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. *(In case of graduates, the experience in the management of procurements of World Bank aided projects shall be over 15 years).*
7. **Working Experience:** The PCMS must have at least 11 years experience in Procurement Management function in a leadership/ managerial capacity in any public/private sector agency responsible for managing World Bank/externally aided projects. Candidates having hands-on experience in e-procurement system of the Government may be preferred.
8. **Computer Skills:** The PCMS must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
9. **Language:** High level of fluency in English and Hindi
10. **Desirable Qualifications, Experience, Skills etc:**

- a) Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi tasking
- b) An understanding and experience in the use of innovative technologies in procurement
- c) Knowledge of Assamese and/or Bengali
- d) Good social, analytical, inter-personal and planning skills
- e) Self-motivated and possessing ability to work independently as well as in teams.

11. Age: Age of the candidate should not be more than 50 years as on 1st October, 2017.

(D) DURATION OF THE CONTRACT, NOTICE PERIOD ETC

- 12. The tenure of **PCMS** is intended for entire duration of the project and co-terminus with the project period of APART. However, continuity of the **PCMS** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the SPD will be final and binding in this regard. The contract management shall be as per the HR Policy of ARIAS Society.
- 13. 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/ PCU/ ARIAS Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the APART's closing date. The ARIAS Society or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.
- 14. 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 PCU at Khanapara, Guwahati. The resignation/termination shall be as per HR Policy of the ARIAS Society.

(E) REMUNERATION, PAYMENT TERMS & LEAVE

- 15. Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated the 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.18.00 lakh to Rs.25.80 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 PCU, etc. The CTP may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.

If suitable candidates with above mentioned experience of 11 years are not available, then candidates with minimum 07 years of experience in Procurement Management function in a leadership/ managerial capacity in any public/private sector agency responsible for managing World Bank/externally aided projects may be considered for interviews/ tests at a lower remuneration package to be decided through mutual agreement between the ARIAS Society and the candidate

- 16. The remuneration will be given in equal monthly installments and the performance-linked-incentive will be given on quarterly based on the performance and achievement against the mutually agreed deliverables by the **PCMS**. Taxes as applicable shall be dealt with as per applicable laws.
- 17. Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the HR Policy of ARIAS Society.
- 18. The provisions of leave would be as per HR Policy of ARIAS Society.
- 19. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid, except as agreed with the **PCMS** by the SPD, ARIAS Society.

(F) REPORTING AND PERFORMANCE REVIEW

20. The **PCMS** will report to the OSD-Cum-Senior Procurement Specialist, ARIAS Society (*under overall command of the State Project Director, ARIAS Society*). Annual performance review will be done as per HR Policy of the ARIAS Society.

(G) FACILITIES TO BE PROVIDED BY PCU

21. 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/workstation in the PCU along with computer, printer, computer/office consumables, and internet access. *The PCMS however will not be provided with any clerical assistance.*

Note: This is a draft ToR and SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.