



## **ARIAS SOCIETY**

**Assam Rural Infrastructure and Agricultural Services Society**

*(An Autonomous Body of Govt. of Assam)*

Project Coordination Unit (PCU) of the World Bank Financed

**Assam Agribusiness and Rural Transformation Project (APART)**

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022 (Assam, India)

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### *Draft Indicative* **Terms of Reference (ToR) for Procurement Management Executive (PME)**

#### **(A) Background**

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the 'Assam Agribusiness and Rural Transformation Project (APART)'. The ARIAS Society is the apex coordinating and monitoring agency for APART.
2. The Project Development Objective (PDO) of APART is to "add value and improve resilience of selected agriculture value chains, focusing on smallholder farmers and agro-entrepreneurs in targeted districts of the State of Assam". The project will achieve the proposed PDO by: **(i)** enabling investments in agri-enterprises, improving the investment environment and investment promotion, facilitating access to finance for agribusiness enterprises, and, where appropriate, pushing for process, regulatory changes; **(ii)** facilitating the growth of agri enterprise clusters to increase competitiveness, revenue and employment growth; and supporting development of a modern supply chains; and **(iii)** fostering the development of climate resilient production clusters, and improving producer access to knowledge, technologies, markets, and infrastructure so that they are able to respond to market opportunities and climate variability.
3. The project has four components: *The 1st component is Enabling Agri Enterprise Development*, with sub components being **(i)** enhancing state capacity to attract private investments, **(ii)** setting up of an Enterprise Development and Promotion Facility (EDPF) **(iii)** setting up of an Agribusiness Investment Fund (AIF) **(iv)** establishing Stewardship Councils. *The 2nd component is Facilitating Agro Cluster Development* with sub-components being- **(i)** support establishment of cluster level Industry Associations (IAs), **(ii)** supply chain support. *The 3rd 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 4th component is Project Management, Monitoring & Learning.*
4. The PCU of ARIAS Society is seeking interested and qualified persons for the position (*tentatively three*) of **Procurement Management Executive** hereinafter referred as '**PME**' on a full time basis to provide assistance in procurement management function of APART.

#### **(B) Key Tasks and Responsibilities**

##### **1. Support Coordination and Management**

The PME will report to the Procurement & Contract Management Specialist of the APART (under the overall command of the State Project Director, ARIAS Society) and provide assistance in procurement management of APART, including the followings:

- a) Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- b) Assist Procurement & Contract Management Specialist of APART throughout the procurement process;
- c) Review requisition submitted by the stakeholders of APART for completeness and compliance with the objectives of APART, World Bank procurement policies and procedures, guidelines and best practices;
- d) Provide administrative support to the PCU in procurement management and contract administration, disbursement and contract closure;

- e) Prepare draft Invitation for Bid/Bidding Document/ Requests for Expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practices;
  - f) Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practices;
  - g) Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting of APART, taking into account applicable policies, procedures, guidelines/ best practices;
  - h) Assist in overall administration of the contracting process including contract requisition, payment processing, contract closure, and maintenance of all contract files;
  - i) Assist in review invoices/requests for payment submitted for accuracy and process for payment, ensuring that all payment requests are processed on a timely basis;
  - j) Maintain individual contract files including compilation of all procurement documentation. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation. Ensure that all contract files are up-to-date and contract related documentation is readily available upon request;
  - k) Prepare procurement documentation to ensure the application of and compliance with World Bank's procurement policies and procedures applicable for APART and best practice and assure the integrity of the procurement process;
  - l) Provide reference and guidance to other Support staff of the ARIAS Society on World Bank procurement policies and procedures and best practices throughout the contract administration process;
  - m) Assist in finding viable solutions to contract administration issues;
  - n) Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practices, tools, and systems to achieve operational efficiency;
  - o) Conduct initial routine review of procurement documentation to ensure quality of supporting documents and compliance with established standards;
  - p) Assist during Post Procurement Audit by the World Bank/Consultants engaged for the task;
  - q) Ensure that any issues and/or deviations from World Bank procurement policies and procedures are highlighted to the Procurement & Contract Management Specialist of APART/ARIAS Society for necessary action/resolution;
  - r) Assist in raising awareness within the ARIAS Society on contract administration issues, problems and lessons learned; Assist in development and implementation of any plan to correct identified non-compliance issues;
  - s) Any other official responsibilities as assigned by the SPD, ARIAS Society/ Procurement & Contract Management Specialist, APART/ OSD cum Senior Procurement Specialist, ARIAS Society;
  - t) Assist in Preparing/Updating the procurement plan (through latest procurement tool of the World Bank, viz., 'STEP': Systematic Tracking of Exchanges in Procurement) and schedule for the project, in consultation with the OSD cum Senior Procurement Specialist, by taking care to ensure optimum competition, economy and efficiency and priority of items;
  - u) Support the PCU in e-procurements;
  - v) Any other tasks as assigned by the SPD, ARIAS Society.
2. The **PME** will have to attend PCU, ARIAS Society on all working days from 09.30 A.M. to 5 P.M. unless he is on official tour as approved by the SPD. He may also be required to attend office on holidays as and when so desired by the SPD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.
3. **Duration of Assignment**
- a) The contract period with **PME** is intended for entire duration of the project and coterminous with the project period of APART. However, continuity of the **PME** 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.

- b) The contract with **PME** 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 ARIAS Society/ Govt. of Assam/ Govt. of India /World Bank. The assignment is purely contractual in nature and will not, under any circumstance, be extended beyond the APART's closing date. The ARIAS Society or the Government of Assam or the Government of India or the World Bank will not undertake any responsibility for subsequent deployment of the consultant.
- c) The **PME** 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 **PME** 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.
- d) The **PME** may be required to undertake field-visits and tours as per the project requirements, with prior approval of the SPD.

#### 4. **Essential Qualifications & Experience**

- a) Graduate/Post Graduate from any Govt. recognized University in any subject with in-depth knowledge and understanding of World Bank's procurement guidelines and procedures. Atleast **3 (three) years** of experience in supporting procurement related functions in any World Bank/ Externally aided project or similar Govt. of India/National level projects, with minimum 1 (one) year in Govt. projects;
- b) **Computer Skills:** Advanced skills in Microsoft Office software including in MS Word, MS Excel, MS Power Point, etc., and Internet, email etc.;
- c) Proven practical skills in the area of procurement and contract administration aspects;
- d) Demonstrated knowledge of World Bank procurement policies, best practices, systems and tools;
- e) Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills;
- f) Excellent organizational skills;
- g) Excellent accuracy with keen attention to detail;
- h) Self motivated, high level of zeal and enthusiasm in all endeavours, unblemished integrity, ability to check quality of own work and ability to organize and prioritize own work to meet deadlines;
- i) Ability to work both independently and as well as in a team;
- j) Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts;
- k) Good command over English language, and oral communication skills.

5. **Age:** The candidate shall not be of more than **40** years of age as on **31<sup>st</sup> December'2018**. However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.

#### 6. **Remuneration and payment terms:**

- a) Depending on the qualifications, experience, competency and also the remuneration/ CTC of the last assignment, the consolidated fixed annual Cost to project (CTP) of the **PME** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs. 4.20 lakh to Rs. 6.18 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.
- b) 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 **PME**. Taxes as applicable shall be dealt with as per applicable laws. The remuneration may be enhanced on an Annual Basis, based on the HR Policy of the ARIAS Society.
- c) Travelling, Boarding, Lodging and Food expenses for approved official tours outside Guwahati will be reimbursed as per the HR Policy of ARIAS Society and as provided in the contract agreement. For travel outside the State, the Travelling and Boarding & Lodging expenses will be reimbursed as per the HR Policy of the ARIAS Society and as provided in the contract agreement.

7. **Travel Requirements:** The **PME** may be required to undertake field-visits as per the project requirements, with prior approval of the SPD and the travel costs will be reimbursed as per the HR Policy of the ARIAS Society.
8. **Reporting and Performance Review**  
The **PME** will report to the Procurement & Contract Management Specialist, APART. The quality of service and performance of the **PME** will be reviewed on a quarterly basis and the annual performance review will be done as per the HR Policy of the ARIAS Society.
9. **Facilities to be provided by the PCU:** The PCU, ARIAS Society
  - a) Will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.
  - b) Will be provided with one office desk in the ARIAS Society along with computer, printer, computer/office consumables, and internet access.
  - c) Will pay the fixed monthly remuneration as per the contract agreement. No house rent allowance or any other allowance shall be paid by the PCU. No other payment whatsoever (except reimbursement of travelling expenses and project allowance) shall be paid, except as agreed with the **PME** and by the SPD, ARIAS Society.

**Note: This is a draft indicative ToR; The SPD, ARIAS Society reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.**

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