



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)

Assam Citizen Centric Service Delivery Project (ACCSDP)

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

Tel: +91 361-2332125; website: www.arias.in; email spd@arias.in

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 implementation of the 'Assam Agribusiness and Rural Transformation Project (APART)' and another loan for the World Bank financed Assam Citizen-Centric Service Delivery Project (ACCSDP). The ARIAS Society is the apex coordinating & monitoring agency for APART and the implementing agency for ACCSDP. More details about the project may be seen in the website of the ARIAS society viz. www.arias.in
2. The ARIAS Society is seeking interested and qualified persons tentatively for 4 (four) positions (*two for each project*) of **Procurement Management Executive** hereinafter referred as '**PME**' on a full time basis to provide assistance in procurement management function of APART and ACCSDP.

(B) Key Tasks and Responsibilities

3. **Support Coordination and Management:** The PME will report to the Procurement & Contract Management Specialist (under the overall command of the State Project Director, ARIAS Society) and provide assistance in procurement management, 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 throughout the procurement process;
 - c) Review requisition submitted by the stakeholders for completeness and compliance with the objectives of APART/ACCSDP, World Bank procurement policies and procedures, guidelines and best practices;
 - d) Provide administrative support 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, 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/ACCSDP 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/ACCSDP 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/tasks as assigned by the SPD, ARIAS Society/Procurement & Contract Management Specialist/ 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 Procurement & Contract Management Specialist, by taking care to ensure optimum competition, economy and efficiency and priority of items;
- u) Support in e-procurements;

1. 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.

2. **Duration of Assignment**

- a) The contract period with **PME** is intended for entire duration of the respective project (APART/ACCSDP) and coterminous with the project period of APART/ACCSDP under which he/she is recruited. However, continuity of the **PME** beyond one (1) year from the date of signing agreement will depend upon his//her performance. The decision of SPD will be final & 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 closing date of APART/ACCSDP under which he/she is recruited. 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.

3. **Required Qualifications, Experience and skill set:**

- a) Graduate/Post Graduate from any Govt. recognized University in any subject. At least **3(three) years** of experience in supporting procurement related functions in any project aided or financed by World

Bank/ ADB or similar multilateral/ bilateral institutions or state/national level projects under the Govt. of India; or experience in supporting the procurement section in large Public/ Private sector Organization.

Knowledge and understanding of the Procurement guidelines& procedures of the World Bank/ ADB/Govt. of India or similar institutions will be advantage.

In case, sufficient candidates with 3 (three) years of experience in the fields cited above is not available, the interview panel may allow candidates having atleast 2(two) years of experience to appear before the Interview Panel. However, in case found suitable, they will be selected at a lesser remuneration.

- b) **Computer Skills:**Proficiency in Microsoft Office software including in MS Word, MS Excel, MS Power Point, and Internet, email etc.;
- c) Proven practical skills in the area of procurement functions;
- d) Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills;
- e) Excellent organizational skills;
- f) Excellent accuracy with keen attention to detail;
- g) 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;
- h) Ability to work both independently and as well as in a team;
- i) Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts;
- j) Good command over English language and oral communication skills.

4. **Age:** The candidate shall not be of more than **40** years of age as on **31stJuly'2019**. *However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.*

5. **Remuneration, Cost to Project (CTP) 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 candidates, 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.

However, if sufficient candidates with 3 (three) years of experience is not available, the interview panel may allow candidates having atleast 2(two) years of experience to appear before the Interview Panel and in case found suitable, the candidate(s) will be selected at a mutually agreed lesser CTP.

- b) The remuneration part of the CTP including communication and medical allowance, will be given in equal monthly installments and the Performance-Linked-Incentive (PLI) 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.

6. **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.

7. **Reporting and Performance Review:** The **PME** will primarily report to the Procurement & Contract Management Specialist of APART/ACCSDP. However, he/she will also attend the specific tasks assigned by the OSD cum Senior Procurement Specialist. 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.

8. **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/CTP 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.
