

## **TERMS OF REFERENCE FOR Consultant Procurement and Contract Management**

<b>Job Title:</b>	<b>Consultant Procurement and Contract Management</b>
<b>Location:</b>	Dehradun, Uttarakhand with frequent travel to project cities and other places as per the project's requirements
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Manager PIU (Technical Assistance and Capacity Development DRM) UDRP (The World Bank) Uttarakhand
<b>Responsible for:</b>	Support procurement of services, goods and works and Contract Management for ensuring effective implementation of World Bank assisted disaster recovery project

**Background** In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human life loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from GoI for this. The project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

### **Purpose of the Job:**

The Consultant Procurement and Contract Management will be the part of The World Bank assisted Uttarakhand Disaster Recovery Project. His/Her primary role will be to ensure effective and efficient implementation and management of procurement processes. He/She will be developing and implementing procurement plans and will work to ensure its implementation with required transparency and accountability. He/She will also ensure that internal control mechanisms are properly implemented.

### **Job activities**

- Development of **Procurement Plan (PP) or plans**

- Developing and maintaining during project implementation, a comprehensive **procurement filing system** consisting of physical and electronic files and logs by contract.
- As soon as it is available, submitting to the Client all **procurement information** for dissemination through the Client's project website, including, summary procurement plans, procurement notices, bid evaluation reports, details on contract awards
- Drafting and issuing specific **bidding documents** (BD) and Request for Proposals (RFP) on the basis of the Bank's SBD and SRFP, and the Borrower's standard documents for National Competitive Bidding (NCB) and shopping acceptable to the Bank.
- **Receiving, securing and opening bids and proposals** immediately after the deadline for submission has passed in accordance with the procedures and recording requirements of the BD and RFP.
- During the bidding period, the Procurement Specialist shall respond to questions from bidders and issue amendments to the procurement documents in accordance with relevant clauses of the BD and RFP.
- **Evaluating bids/proposals** and making contract award recommendations to the Client in accordance with the respective clauses and confidentiality required of the BD or RFP.
- **Drafting and processing each contract for signature** on the basis of any contract finalization proceedings for goods and works or negotiated consultant proposal.
- **Supervising/Management of contracts for the supply of goods and equipment** in accordance with the respective contract including the processing of payments and letters of credit, physical inspection and testing, receipt and transfer of the goods to the Client and closing of respective contracts. Resolution of dispute/conflict/arbitration activities related to contracts.
- **Draft periodic reports** of the progress as required
- **Perform other duties** as required by the PIU
- Ensure compliance with The World Bank safeguards/guidelines.

### **Personnel specifications**

- B.E/B.Tech
- Minimum 05 years of national/international experience on procurement procedures, preferably The World Bank procedures, guidelines.
- Have good IT skills in particular MS word, Explorer and MS projects
- Ability to perform broad range of specialized activities related to contract, asset and procurement management
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines