

TERMS OF REFERENCE

Contract Management Expert / Consultant

UTTARAKHAND DISASTER RECOVERY PROJECT

UDRP- (The World Bank)

Job Title:	Contract Management Consultant
Location:	PIU-Road & Bridges (World Bank) PWD Uttarakhand, Dehradun
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Manager, PIU-URDP (World Bank) PWD Uttarakhand, Dehradun
Responsible for:	Management of contracts related to UDRP and assist the PIU in arbitration cases and dispute resolution processes.

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 live 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. The process is gradually moving from immediate relief to early recovery and planning for longer-term recovery and reconstruction. The World Bank financed Uttarakhand Disaster Recovery Project will support the recovery of communities from the flood event in the several affected districts of Uttarakhand.

Objective

PIU(Roads & Bridges) is seeking a Contract Management Expert / Consultant who is familiar with international procurement Procedures, process, rules and regulations and in particular with the Government Procurement procedures and Process. The Contract management Consultant should have the ability to ensure effective procurement processes, internal control mechanisms, provide advice and solutions to the client to strengthen their procurement of goods, services and civil works process and ensure maximum efficiency, value for money, quality and timeliness of procurement processes and ethics. , The objective of this consultancy is to contribute to the implementation of the Uttarakhand Disaster Recovery Project to ensure the efficient and timely implementation of all UDRP procurement activities.

Scope of Work

To provide necessary contract management related advise to PIU in the Implementation of UDRP in Uttarakhand with focus on the following tasks.

1. Ensure effective and efficient implementation and management of contracts
2. Ensure transparent and accountable process
3. Ensure/strengthen effective internal control mechanisms,
4. Share experience with the rest of staff within the project implementation unit,

Expected Results/Final Deliverables:

- Preparing and updating Implementation Schedules, including coordination with PMU/World Bank on outages needed for implementation works
- Carrying out supervision of contracts of all construction works in accordance with the contract agreement and in compliance with sound engineering best practices;
- Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control;
- Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the Employer give any approval/instruction which may substantially increase the cost of the project;
- Advising the Employer on disputes which may arise with the Contractor;
Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors..
- To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
- To collect data on contract from different project implementing agencies and contribute to periodic progress report to be submitted to Project Manager/world bank.
- Review specifications and contract conditions to ensure its compliance, accuracy Solicit and evaluates contracts to ensure overall, quality and conformity specified in the contract agreement.;
- Ensure that technical staff verifies that procured products comply with PWD, international and national standards, and coordinates timely delivery of goods and services;
- Perform other duties as required by the Program Manager/Contract Management Expert, PIU.

Reporting:

The consultant will report to the Program Manager /the Head of the Contract Management Cell.

The Contracts Management Expert / Consultant shall provide inputs to the various project reports related to (i) project progress highlighting achievements in relation to targets, outlining problems encountered and mitigating measures applied. In addition to progress on physical implementation, the input to the reports shall include expenditures incurred and estimates of costs to completion and elaborate on likely factors which may delay or affect the cost of the project; (ii) completion reports including commissioning reports, as-built drawings, and such other records and information as are necessary to operate and maintain all features of the project.

Qualifications and experience

Provide expertise for contract management related issues;

- 1.Knowledge of Contract management;
- 2.Knowledge of the Government of Uttarakhand and The World Bank procurement procedures and processes;
- 3.Ability to perform a broad range of specialized activities related to contract formation , execution and their management Processes,
- 4.Demonstrates strong IT skills e.g. Computer literacy, in particular experience with MS project etc.

Education:	As mentioned against the post in the advertisement
Experience:	Post qualification, <i>(no. of years as mentioned against the post in the advertisement)</i> years of professional experience in international and national contact procedure. Preference will be given to those who are having experience in handling The World Bank/ADB procurement process/procedure.
LanguageRequirements:	Proficient in English, able to write reports ,make presentation, etc. Knowledge of Hindi would be an asset.