

TERMS OF REFERENCE

for Hiring of Procurement Expert / Consultant - Procurement

UTTARAKHAND DISASTER RECOVERY PROJECT – UDRP (The World Bank)

PIU (Roads & Bridges)

JOB TITLE:	PROCUREMENT EXPERT / CONSULTANT - PROCUREMENT
Location:	PIU Road and Bridge -UDRP(The World Bank)
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Manager, PIU Road and Bridge -UDRP(The World Bank)
Responsible for:	To contribute to the procurement procedures of the Uttarakhand Disaster Recovery Project to ensure the efficient and timely implementation of all UDRP activities

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 for this. It is a four months since the disaster and the process is gradually moving from immediate relief to early recovery and planning for longer-term recovery and reconstruction. The project will support the recovery of communities from the flood event in the several affected districts of Uttarakhand.

Objective

PIU (Road & Bridges) is intending to hire Procurement Expert / CONSULTANT - PROCUREMENT who is familiar with international procurement Procedures, and in particular on the Government Procurement Process. Ability to ensure effective internal control mechanisms, provide advice and solutions to the client to strengthen their procurement of goods , services and civil works and ensures maximum efficiency, value for money, quality and timeliness of procurement processes and ethics, in particular to guarantee the quality assurance of the project procurement process with the Global and state Standards. 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.

The consultant will be based in Dehradun and will be required to travel regularly to project sites within the state as per operational needs.

Scope of Work

To provide strategic analysis and guidance/advice to the PIU for Implementation of UDRP in Uttarakhand, with a focus to the following tasks.

- Ensures effective and efficient, timely implementation and management of procurement process
- Ensure transparent and accountable process of procurement
- ensures effective internal control mechanisms are strengthened
- Develops, elaborates and implements action plan & strategy for capacity development
- Facilitation of knowledge building and knowledge sharing of procurement procedures and process.

Expected Results/Final Deliverables: The consultant shall work closely with the project staff to carry out all project related procurement but not limited to the following activities:

- Ensure full compliance of procurement activities by following Uttarakhand and World Bank procurement guidelines, safeguards, regulations, policies, procedures and strategies; implementation of the effective internal control, proper functioning of a client - oriented procurement management system;
- In close collaboration with the Procurement Manager and procurement staff in the PIU, undertakes review and monitor procurement plans at periodical interval;
- To facilitate/assist and liaison in getting NOC from The World Bank wherever required.
- Ensure timely procurement action as per the procurement plan.
- To co-ordinate with project team, organize and support evaluation committees for prompt and timely evaluation of bids received without any delay.
- To keep progress of procurement activities against procurement timetables/procurement plan, highlight variations delay if any in progress of work, record reasons for delay and identify remedial actions, if any.
- Ensure that monthly meeting with the contractors is taking place as per the Contract agreement and a minutes of the same is to be prepared and recorded.
- To collect data on procurement from different project implementing agencies under UDRP and contribute to preparation of periodic progress report to be submitted to Project Director/world Bank.
- Facilitate to develop an action plan (based on the approved Agreed procurement Plan of PMU)
- To develop and update the procurement plans including costing, scheduling and applicable procurement methods for submission to world bank approval and internal follow up of procurement activities;
- Reviews specifications and terms of reference to ensure completeness, accuracy.
- Ensures proper tendering and bidding procedures
- Solicits and evaluates tenders to ensure overall competitiveness, quality and conformity to specified post qualification requirements as per the provision contain in bid documents;
- Performs other duties as required by the Project director and Project Manager Procurement, PWD Uttarakhand.

Reporting:

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

Qualifications and experience

Well experienced to provide analysis and strategic advice on Procurement related issues;

- Knowledge of Procurement rules, regulations, policies, processes etc; in respect of World Bank and or ADB
- Experience in conducting training, capacity development support and development related to Procurement;
- Knowledge of The World Bank and the Government of Uttarakhand procurement systems and processes;
- Ability to perform a broad range of specialized activities related to contract, asset and

- procurement management, including organization and conduct of procurement processes, implementation of contract and sourcing strategies, reporting, control of assets;
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines
 - Demonstrates strong IT skills e.g. Computer literacy, in particular experience with Microsoft Office products (MS. Words, Excel, Power Point, Internet Explorer, MS project etc.)

Education:	As mentioned in the advertisement against the respective post.
Experience:	Post qualification, (<i>number of years as mentioned in the advertisement against the respective post</i>) years of professional experience in international and national bidding procedure, procurement procedure, especially preparation of Expression of Interest, Notice Inviting Tender, Terms of Reference, Request for Proposal for hiring of consultant services, and bidding document for goods and works. Preference will be given for those who has handled The World Bank procurement procedure. Experience in holding a workshop/training in procurement
Language Requirements:	Proficient in English, able to write reports, make presentation, etc. Knowledge of Hindi would be an asset.

OTHER SELECTION CRITERIA

- Specialized knowledge: Experienced in preparing a curriculum for procurement, conducting trainings and workshops for Government.
- Other Selection Criteria: Strong understanding of International Procurement Standards, certified on Government Procurement Training, procurement ethics, systems and mechanisms and contract mangement.