

Terms of References for Manager (Contract Management)/ Consultant Contract Management

Job Title: **Manager (Contract Management))/ Consultant Contract Management**

Location: PMU / PIUs UEAP(ADB) Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: Program Director, PMU / Program Manager PIU -UEAP (ADB) Uttarakhand, Dehradun

Responsible for: Management of contracts related to UEAP and assist the PIUs 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 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:

PMU/PIUs UEAP is seeking a Manager (Contract Management)/ Consultant Contract Management who is familiar with procurement and contract procedures, process, rules and regulations and in particular with ADB 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 Emergency Assistance Project to ensure the efficient and timely implementation of all UEAP procurement activities.

Person Specification:

Qualification: *as mentioned in the advertisement against the posts.*

Experience: More than *(number of years as mentioned in the advertisement against the posts)* year experience in Contract Management.

Knowledge of the Government of Uttarakhand and ADB procurement procedures and processes

- Experience of working in hilly regions.
- Can demonstrate IT skills including experience of MS Word, MS projects and Internet Explorer
- Proficient in English and Hindi and able to write reports in both languages

Scope of Work

To provide necessary contract management related advise to UEAP in the Implementation of the ADB assisted project 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 PMU/PIUs.

Expected Results/Final Deliverables:

- Preparing and updating Implementation Schedules, including coordination with PMU/ADB 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 Program Director/ Program Manager/ADB.
- 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 defined standards, and coordinates timely delivery of goods and services;
- Perform other duties as required by the Program Director.