

TERMS OF REFERENCE FOR PROCUREMENT EXPERT

Job Title:	Procurement Expert
Location:	Dehradun, Uttarakhand with frequent travel to project cities and other places as per the project's requirements
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director PMU / Program Manager PIUs (World Bank, UDRP-2)
Responsible for:	Support procurement of services, goods and works for ensuring effective implementation of the World Bank assisted disaster recovery project

Background

The Government of Uttarakhand is extremely proactive in mitigation and management of disasters. For enhancing technical capacity of the state in prevention and mitigation of different hazards, the Government of Uttarakhand is receiving financial assistance from the World Bank for "Uttarakhand Disaster Recovery Project (Additional Financing)". The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Procurement Expert will be the part of the World Bank assisted Uttarakhand emergency Assistance 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
- Draft and arrange the **publication** of Specific Procurement Notices (SPN) in accordance with Bank Guidelines and specific requirements of the Loan Agreement.

- 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 Manager/Consultant/Officer 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 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.
- Ensure compliance with the WB safeguards/guidelines.
- **Draft periodic reports** of the progress as required
- **Perform other duties** as required by the PMU/PIU

Personnel specifications

- Qualifications: As defined in the advertisement against the post.
- Experience : As mentioned in the advertisement against the post.
- Experience on bidding and procurement procedures, preferably World Bank procedures, safeguards and 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