

**WORLD BANK AIDED ASSAM STATE PUBLIC FINANCE INSTITUTIONAL  
REFORMS PROJECT (ASPIRe)**

**TERMS OF REFERENCE (ToR) FOR HIRING OF PROCUREMENT SUPPORT  
SPECIALIST**

The Government of Assam has received financing from the International Bank for Reconstruction and Development (IBRD) towards the cost of "Assam State Public Finance Institutional Reforms project (ASPIRe Project). A Special Purpose Vehicle (SPV) in the form of a Society named, Assam Society for Comprehensive Financial Management Systems (AS-CFMS) has been created for this purpose, within which a Project Management Unit has been created.

To strengthen efficiency and transparency in public procurement; Government of Assam has already enacted Public Procurement law and policy, with the objective to provide a sound legal framework for public procurement reflecting the principles of transparency, efficiency, economy, and accountability and intends to scale up the use of e-procurement. The activities to be supported include (a) developing the procurement policy, procurement rules and SBDs; (b) strengthening public procurement capacity by carrying out a training needs analysis, developing a training strategy and training content, and delivery of training in public procurement; this will include certification and accreditation of a core group of officials in selected high-spending departments;(c) moving to a unified e-procurement system and its scale-up including features for data analytics; and (d) establishing and strengthening the Procurement Reform Unit in the Finance Department for implementing and sustaining the above reforms in procurement. To accomplish this AS-CFMS intends to create a Centre of Excellence for Public Procurement in Assam (CEPPA). CEPPA will provide procurement guidance, technical assistance, training and hand holding to various ministries and departments of Government of Assam and facilitate effective implementation of Assam Public Procurement Act 2017 and Assam public Procurement Rules 2020. CEPPA will have following major functions:

- Evaluating procurement requests from departments and recommending suitable procurement method (including pooling common requests).
- Techno-Legal feasibility assessment of TOR prepared by Departments.
- Assistance in preparation of bidding documents.
- Preparation of procurement timeline and issuing follow-up notices.
- Creation of Framework Agreements with vendors for common goods, works and services.
- Assistance in pre-bid meetings, bid evaluation and contract negotiation.
- Assistance in contract extension or enhancement of ToR post engagement.

- Vendor data management, including debarment database. Assistance in contract management and assessment against deliverables.
- Providing legal and MIS assistance in pre-mature contract termination, grievance redressed and dispute resolution.
- Assist departments in developing customized standard bid documents.
- Develop case studies and training materials related to procurement.

## **EDUCATIONAL QUALIFICATION**

Graduates in Engineering, Commerce, Business Administration or any other relevant domain. Candidate must possess a Certificate/Diploma or higher qualification in Public Procurement.

**Experience:** At least 11 years of experience in the field of Public Procurement with the government (with state or central government / autonomous government bodies etc.) and Externally Aided Projects Funded by World Bank, Asian Development Bank, NDB etc.

## **Desired Competencies:**

- Strong conceptual, analytical skills with clarity of thought process and problem-solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Effective communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.
- Excellent computer and document processing skills.
- Thorough Knowledge of GFR 2017 and CVC guidelines.
- Knowledge of the Procurement Regulations of Multilateral Development Banks, FIDIC will be preferred.
- Knowledge of Assam Public Procurement Act and Rules will be added advantage.

## **Responsibilities and Duties:**

The key tasks and responsibilities of the Procurement Support Specialist will be:

- Carry out procurement functions and oversee all aspects of procurement under AS-CFMS including preparation of EoIs, ToRs, RFPs and other bid/tender documents.
- Advise concerned officials of AS-CFMS and key departments involved in the project on the most efficient methods and identify the risks to the procurement activity.
- As a member of State Procurement Facilitation Cell, he/she have to co-ordinate among members of SPFC, support in proper functioning of SPFC.
- Follow the procurement guidelines and liaison with World Bank to define the most efficient procurement method, cost, funding source, expected timeline and expected outputs.

- Obtain necessary approval from the concerned authorities and bank as per procedures for procurement of goods, works, consultancy and non-consulting services.
- Undertake all transactions of procurement related information on STEP for the project portal for obtaining banks approval.
- Assist in overall administration of the contracts including contract monitoring, payment processing and contract closure.
- Maintain a Procurement Management Information System (MIS) on all key indicators and generate and share reports to all stakeholders.
- Collect, collate all procurement related information for review by the Bank and its auditors/independent verification agencies appointed.
- Prepare the procurement plan in STEP for the project and finalize the same in consultation with World Bank and revise/update at regular intervals.
- Ensure that all procurement related records and documents required as per the Banks Guidelines are properly maintained, with a system to retrieve the required document within reasonable time.
- Provide technical assistance in complex procurement related matters to the procuring entities throughout the procurement cycle, including drafting bid documents.
- Imparting training on Public Procurement, preparation of training materials, presentations, preparation of training calendar.
- Handholding a team of Junior Procurement Consultants, provide in-house training and mentor them in achieving higher level of proficiency in public procurement.
- Procurement Support Specialist will lead the Centre for Excellence in Public Procurement in Assam (CEPPA).
- Assist in the matters pertaining to Public Private Partnerships in the state.
- Any other official responsibilities in respect of procurement management as assigned by the Project Director, AS-CFMS from time to time.

**Remuneration:**

Indicative consolidated remuneration will be in the range of Rs. 150000/- to Rs. 215000/- per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable.

**Period of Service:**

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance

**Application Process:**

Candidates need to submit their application in the designated format along with testimonials. Candidates need to submit their application on or before **05.12.21** through e-mail at [careeraspire@outlook.com](mailto:careeraspire@outlook.com) & Submission of Hard Copy of application is not required.

**Selection Criteria:**

The selection of committee will select any candidates for the positions by following way:

**Step I : Short listing of application**

- i) Application according to the format & within stipulated time
- ii) Basic educational qualification
- iii) Years of Experience
- iv) Knowledge of Computers skills
- v) Past experience of handling similar types of projects/ assignments

**Step II : Written test**

- i) In case of receipt of higher number of applications, fixed duration written test will be conducted for writing skills

**Step III : Final Interview**