

Terms of Reference for Junior Procurement Consultant under World bank funded

ASPIRe Project

Project/ Organization	Assam State Public Finance Institutional Reforms (ASPIRe) /Assam Society for Comprehensive Financial Management System(AS-CFMS), Finance Department, Government of Assam
Project Category	Junior Procurement Consultant
No.	4
Experience:	Minimum 2 years
Type of Contract :	Individual Contract
Expected Duration of Assignment :	30 September 2022 or whenever the project ends, whichever is later; which will be renewed based on the yearly performance appraisal.

Background:

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.

ASPIRe project envisages to strengthen the PFM institutional framework and systems, improve institutional and human resource capacity in the areas of cash and debt management, procurement, and (PPP), and build the capacity of the Government of Assam’s (GoA) officials in Finance and line departments in various aspects of Public Financial management(PFM).

To strengthen efficiency and transparency in public procurement; GoA 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 newly formed Assam Public Procurement Act 2017 and Rules. 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 redressal and dispute resolution.
- Assist departments in developing customized standard bid documents.
- Develop case studies and training materials related to procurement.

Essential Qualifications:

Graduates in Engineering, Commerce, Business Administration or any other relevant domain.

Experience: At least 2 years of experience with the government (with state or central government/ autonomous government bodies etc.). Experience in procurement domain will be preferable.

Competencies Required:

- 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.
- Knowledge of GFR 2017 and CVC guidelines will be preferable.

Scope of Work:

- Provide technical assistance (pertaining to procurement) to the procuring entities throughout the procurement cycle, including drafting bid documents,
- Help departments in conducting and organizing pre-bid meeting, preparing minutes, hold de-briefing meetings, and other day to day transactional procurement operations.
- Assist in preparing and updating procurement plans and track their execution at regular intervals.
- Provide help in record keeping; like developing checklists for various procurement records, file preparation, note sheets.
- Assist procuring entities in developing vendor databases, tracking or procurement activities and various stages, follow up with various authorities etc.
- Maintain database of grievances and complaints.
- Assist in the matters pertaining to Public Private Partnerships in the state.
- Any other tasks assigned by the Project Director from time to time.

Remuneration:

Indicative consolidated remuneration will be in the range of Rs. 35,000/- to Rs. 90,000/- 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.

Selection Criteria:

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

Step I: Short Listing of the Applications

- i. Application according to the given format
- ii. Basic Education Qualification
- iii. Year of Experience
- iv. Knowledge of Microsoft Tools (Self Declaration)

Step II: Written Test

Fixed duration written test will be conducted for-

- i. Verification against Sl. No. (iv) Of Step I
- ii. Verification of written communication skill

Step III: Final Interview

- i. Attitude (10 marks)
- ii. Communication Skill (10 marks)
- iii. Cross verification of Step II (10 marks)

How to apply:

Candidates are requested to apply in application format provided along with this ToR, on or before 25th May 2022. Scanned copy of application form along with other relevant documents should be mailed to careeraspire@outlook.com

No hard copies will be accepted.

Related Information:

- i. The candidates should maintain and operate an email during the duration of the recruitment. All correspondences will be through email only.
- ii. Due to the expected high number of applications, only shortlisted candidates will be called for a written test and personal round of interview.
- iii. This is a draft indicated ToR only. The Project Director, ASPIRe Project, AS-CFMS reserves the right to change, update or modify this ToR at any stage during the recruitment process or at the time of signing of the Contract Agreement.

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate(In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality :
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1st July'2021) : _____ Years _____ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach copies of certificates):



Sl.	Examination	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation					
2.	Post graduation					
3.	Others (if any)					

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience : _____ Years _____ month(s)

21. Details of Professional Experience (Starting from latest **) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Last net salary drawn (per annum)	Summary of Services provided

** Attach latest salary certificate.

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

--

23. Languages proficiency:(please tick v)

Sl.	Language	Read	Write	Speak

24. Computer proficiency:

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of twopersons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

<p>Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to the AS-CFMS to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by AS-CFMS would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.</p>	
<p>Date : _____ Place : _____</p>	<p>Signature of the Candidate</p>

IMPORTANT Notes:

1. Candidates shall complete this application in not more than 8 pages strictly as per the above format, along with self-attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. ***The complete application (only in PDF format) along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.***
2. While self-attested copies of all the relevant certificates/testimonials needs to be submitted along with the application (only in PDF format).
3. Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications shall be rejected.