

Terms Of Reference: Recruitment of One Project Manager for Government eMarketplace (GeM) under the 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

Experience 7 years of experience in specific thematic areas managerial and leadership position; In case of graduates the experience in the specific sector shall be over 7 years.

Type of Contract : Individual Contract

Expected Duration of Assignment : 11 months from the date of signing the contract.

Assignment :

Background:

The Finance Department is implementing Assam State Public Finance Institutional Reforms (ASPIRe) with World Bank funding of \$44 million USD (Rs. 274 cr. Approx.). One of the key components of the project is Strengthening Public Procurement Framework and scaling up e-procurement.

As a part of the Project Monitoring Unit (PMU) of ASPIRe Project under the Finance Department, e-Procurement & SPPP Cell is responsible for all SPPP related activities in the state of Assam.

1. Objective of the Assignment:

- The Project Director (PD), ASPIRe, intends to hire a Project Manager with expertise of Data analysis to manage activities related to the Government e-Marketplace and roll out the Data Analytics Module.
- The Manager will be responsible for implementation of different tools and strategies to translate raw data into valuable business insights.

- Strong logical reasoning skills, business intelligence and ability to communicate effectively are essential for this position.

1.1. Detailed scope of work:

The Manager for the Government e-Marketplace Cell under the guidance of Project Director/ Addl. Project Director, will perform following duties & responsibilities:

- i) Oversee day-to-day operations and work related to the GeM.
- ii) Provide technical support in implementation of an application (after training on it) on a day to day basis to the respective user in an office(s) in a district etc. this includes on site trainings of staff/ officers of user department in the use of application with reference to input/ output, how to select menu, hands on training etc.
- iii) Coordination with application division in case of problems in the field.
- iv) Providing training to the users related to GeM.
- v) Monitoring all the requests related to GeM, segregate, circulate and close the requests received after successful execution of the same.
- vi) Change Management will be a part of the services.
- vii) Preparation of reports, analysis of procurement related data and identification of key indicators, etc.
- viii) Running and maintaining the reporting system, presenting insights at a weekly meeting.
- ix) Building templates, dashboards in Excel or on other third-party analytics tools for operational and management reporting.
- x) Data extraction as per business request for Ad hoc analysis
- xi) Any other activities assigned by the Project Director/Addl. Project Director.

2. Supervision and Performance Evaluation:

- 2.1.** The incumbent will report to the Project Director/ the Additional Project Director will approve their deliverables.

3. Minimum Qualification and Experience:

The incumbent is required to possess:

- 3.1. Basic Education Qualification:** BE/ B.Tech/ MCA

3.2. Experience Required (minimum 7 years):

- 3.2.1. Proven leadership skills with a history of effective management
- 3.2.2. Experience in working on reporting / business intelligence systems,
Self-possession in using any tools for data analysis
- 3.2.3. Self-motivated and detail-oriented, with notable experience handling multiple projects and tasks.
- 3.2.4. Strong interpersonal and communication skills, with a proven ability to positively interact with staff and clients
- 3.2.5. Willingness to work extended hours and be on-call for other duties, as needed

3.3. Other qualities or Requirements:

- i. Good knowledge of MS office (at least Word, Excel and PowerPoint), Operating system, basic idea of installing different types of software;
- ii. Willingness and ability to work effectively under pressure and ability to multitask;
- iii. Willingness and ability to work in a team;
- iv. Excellent interpersonal skills, strong verbal communication skills in English, Assamese(preferable), Hindi and written communication skills in English, Training skills;

3.2. Preferable Requirements:

- i. Basic Understanding of Government structures, procedures, rules, regulations and Public Procurement;
- ii. Experience in any Government IT implementation related Project;

4. How to Apply:

Candidates are requested to apply in application format provided along with this ToR on or before 17th April 2022. Scanned copy of application form along with other relevant documents should be mailed to careeraspire@outlook.com.

No hard copies will be accepted.

5. Period of the Assignment / Services:

- 5.1. The assignment will be for a period of one year and may be extended if necessary and based on satisfactory performance. The appointment of the incumbent would be on a

full time basis and they would not be permitted to take up any other assignment during the period. The appointment is of a temporary nature and the appointment can be canceled at any time without assigning any reason thereof.

6. Remuneration and Payment Terms:

- 6.1.** The remuneration would be as per Level 1 and Grade C (CTP Monthly Rs.55, 000.00 to Rs.90, 000.00 which is negotiable in case of extraordinary candidates and have the provision of enhancement up to 23% at the time of renewal on the basis of the performance) of the HR Manual, initial base remuneration would be negotiated during interview based on experience and last pay drawn.
- 6.2.** Leave Provision: As per HR manual.

7. Facilities to be provided by the PMU

- 7.1.** Give access to all the required documents, correspondence, and any other information associated with the project and as deemed necessary.
- 7.2.** Provide sitting space along with computer, printer, computer/office consumables, and internet access.

8. Terms of Engagement:

- i) The appointment will be purely on contract basis for a period of one year.
- ii) The service may be renewed solely based on performance, output and desired conducts. Department has a right to end the contract at any point of time with a prior notice of one month.
- iii) The successful candidates will have to sign a contractual agreement in the prescribed format.
- iv) The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.

9. 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 personal interview.
- iii.** If a significantly high number of applications are received, the Selection Committee may conduct a written test (either online / offline) which will be communicated through email.
- iv.** 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. Maritial 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 1stJuly'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):

Paste Recent Passport Photo

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)

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23. Languages proficiency:(please tick ✓)

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>	
Date :	Signature of the Candidate
Place :	

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.**