

**Terms Of Reference: Recruitment of Five Technical Support Staff for Government eMarketplace (GeM) under the World Bank funded ASPIRe project**

<b>Job Title</b>	GeM Support Staff for CEPPA
<b>Employer Name</b>	Assam Society for Comprehensive Financial Management System (AS-CFMS)
<b>Location</b>	Guwahati
<b>Expected Duration of Contract</b>	11 months which will be extended based on satisfactory performance
<b>Type of Contract</b>	Individual Contract

**1. 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 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.

To implement the Assam Public Procurement Act, 2017 and Assam Public Procurement Rules, 2020 the Government has proposed an institutional mechanism called the Centre of Excellence in Public Procurement (CEPPA).

As a part of CEPPA, Government e-Marketplace (GeM) Support Cell is responsible for providing support to procuring entities for all GeM procurement related activities in the state of Assam.

AS-CFMS now seeks qualified professionals for five (5) positions of GeM Support Staff for the GeM Support Cell under the CEPPA.

## **2. Scope of Work**

Objective: The primary objective of this consultancy is to provide the necessary support for adoption of Government e-Marketplace (GeM) portal across all departments in Govt. of Assam.

Some of the specific tasks under this consultancy may be as follows:

- a. Develop user manuals and solutions to FAQs for GeM
- b. Facilitate establishment GeM training cell at the Assam Administrative Staff College
- c. Prepare user manuals & FAQ documents for making GeM user-friendly
- d. Assist various procuring entities in registration and procurements on GeM portal
- e. Deliver trainings on how to use GeM portal for various procurements
- f. Assist in drafting revised Assam Financial Rules by adding relevant clauses to support implementation of e-procurement and use of GeM portal.
- g. Suggest appropriate mechanism to establish a GeM pool account in the state; assist in establishment of the same.
- h. Assist SPFC/Procurement Shared Services Team in resolving GeM related issues faced by various departments.
- i. Assist in reporting & resolving issues regarding operational aspects of GeM portal faced by users by liaising with the GeM Cell in New Delhi.
- j. Prepare periodic reports on usage statistics related to GeM portal.
- k. Inform GeM users from various departments about changes in the rules or interface of the GeM portal from time to time.

## **3. Output / Deliverables**

- a. Establishment of GeM training and support cell
- b. User manuals and FAQ documents
- c. Seamless adoption of GeM by departments
- d. Training of officials across the Government of Assam on GeM

- e. Periodic reports on GeM usage, issues faced and their redressal.
- f. Creation of GeM pool account (or similar mechanism) to facilitate swift payments for items procured on GeM

#### **4. Required Qualifications**

a. **Education:** Any Graduate from Government recognised University / Institution

b. **Experience:**

- i. Minimum 1 to 4 year of experience with e-commerce related projects and data analysis.
- ii. Minimum one year of experience in Govt. Projects/ PSUs/ Externally aided projects is preferred.

c. **Training and Skills**

- i. Knowledge of information technology (web maintenance, programming etc.) would be preferable
- ii. Must be excellent in using computer applications, with advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.), Operating System, Java configuration, basic idea of installing different types of software,
- iii. Excellent interpersonal skills, strong verbal communication skills in English and Hindi and written communication skills in English;
- iv. Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts;

**5. Age:** The candidate shall not be of more than 35 years of age as on 1st January 2022.

#### **6. Preferable Qualifications**

- d. Experience of working in an externally aided (World Bank / ADB / JICA / NDB / similar) project will be preferred.
- e. Strong interpersonal skills in spoken Assamese.

#### **7. Supervision and Reporting**

The employee shall report to the Additional Project Director on day-to-day basis and to the Project Director, as and when required.

The final authority on any issue(s) that may arise during the employment period of the employee shall be resolved by the Project Director, ASPIRe Project, and the decision taken by the PD shall prevail. The annual performance review will be done as per the HR Policy of the AS-CFMS Society.

## **8. Indicative Remuneration and Payment Terms**

The Remuneration will be in Level L2 - Grade A in accordance with the HR Policy of the ASPIRe project. The HR Policy can be viewed at:

[https://finance.assam.gov.in/sites/default/files/swf\\_utility\\_folder/departments/agriculture\\_com\\_oid\\_2/portlet/level\\_1/files/HR%20Manual.pdf](https://finance.assam.gov.in/sites/default/files/swf_utility_folder/departments/agriculture_com_oid_2/portlet/level_1/files/HR%20Manual.pdf)

The monthly Cost to the Project will be in the range of ₹ 35,000 - ₹ 51,500 / month as per the HR policy of the ASPIRe project, inclusive of Performance Linked Incentive, Communication Allowance and Medical Allowance.

The CTP offered will be decided based on previous salary history, qualification, experience and competency of the candidate.

## **9. Other Conditions**

The appointment will be on a full-time basis and the employee will not be permitted to take up any other assignments during the period.

## **10. Related Information**

The candidates should maintain and operate an email during the duration of the recruitment. **All correspondences will be through email only.**

Due to the expected high number of applications, only shortlisted candidates will be called for a personal interview.

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.

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.

**11. Application Process:**

Candidates need to submit their application in the designated format along with testimonials attached with this ToR. Candidates need to submit their application on or before 17<sup>th</sup> April 2022 through e-mail at [careeraspire@outlook.com](mailto:careeraspire@outlook.com)

Submission of Hard Copy of application is not required.

**12. Terms of Engagement:**

a. The appointment of GeM Support Staff will be purely on contract basis for a period of 11 months. 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.

b. The successful candidates will have to sign a contractual agreement in the prescribed format.

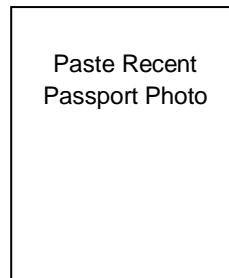
c. The contract shall not confer any right or claim of extension/absorption in the department at any point of time whatsoever.

d. Date of interview will be informed via email to the shortlisted candidates. The department reserves the right to cancel/postpone the appointment if so required.

e. No TA, DA or expenses of any kind will be paid for attending the interview.

**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 1<sup>st</sup>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 √)

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)

**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.

Date :

Signature of the Candidate

Place :

**IMPORTANT Notes:**

- 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.**