

**Terms Of Reference: Recruitment of One Project Manager for State Project Procurement Portal (SPPP) 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

**Project Category** Project Manager, SPPP

**No.** 1

**Experience** 5 to 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 :** Till the end of the project i.e. September 2022 or the extended period of upto 1 year from the date of signing the contract, whichever is later.

**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 basic knowledge of Data analysis to manage activities related to the State Public Procurement Portal 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 State Public Procurement Portal 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 SPPP.
- 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 SPPP.
- v) Monitoring all the requests related to SPPP, 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 5 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 with this ToR within 30 days of the advertisement. Scanned copy of application form along with other relevant documents should be mailed to [careeraspire@outlook.com](mailto: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 L1 and Grade C (CTP Monthly Rs.55, 000.00 to Rs.90, 000.00 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.