

Terms Of Reference: Recruitment of Five Technical Support Staff- Level 1 for e-Procurement Cell under the World Bank funded ASPIRe project

Project/Organisation	Assam State Public Finance Institutional Reforms(ASPIRe) /Assam Society for Comprehensive Financial Management System(AS-CFMS), Finance Department, Government of Assam
Application Deadline :	
Project Category	Technical Support Staff e-Procurement & SPPP Cell
No.	5
Experience	1-3 years
Type of Contract :	Individual Contract
Expected Duration of Assignment :	12 Months which will be extended based on satisfactory performance.

Background:

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 component 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 Cell is responsible for all e-Procurement related activities in the state of Assam.

1. Objective of the Assignment:

The Project Director (PD), ASPIRe, intends to hire Technical Support Staff - Level 1 for e-Procurement Cell to provide technical and procedural support to all the users of e-Procurement Portal for the Govt. of Assam. He/She will also be responsible for handling Help Line number of e-Procurement Cell, visiting different Departments (if require) or remain in the e-Procurement Cell to provide procedural support to the users of e-Procurement Portal. Accordingly, this TOR has been framed for the aforesaid position. The Project Director, AS-CFMS, is seeking interested and qualified professionals to apply.

1.1. Detailed scope of work:

The Technical Support Staff - Level 1 for e-Procurement Cell under the guidance of Project Manager, e-Procurement, will perform following duties & responsibilities: -

- i) Monitoring daily published tenders for identification of any issues.
- ii) Providing training to the users (Department and Bidders) related to e-Procurement.
- iii) Handling e-Procurement Helpline numbers and provide remote support.
- iv) Preparing different kinds of Reports
- v) Preparing different kind of Templates (Excel Based) for e-Procurement Portal

- vi) Monitoring payment/refund/settlement related to online Tender Fee & EMD, coordinate with department/bidders & bank for proper execution
- vii) Follow up with the departments about their pending online activities by maintaining weekly report, sending email reminder and tele calling.
- viii) Maintaining strict timing of e-Procurement Cell and providing support during that period and remote support during holidays (if requires)
- ix) Maintaining different kinds of records
- x) Any other activities assigned by the Project Director/Addl. Project Director/ e-Procurement Project Manager

2. Supervision and Performance Evaluation:

- 2.1. The incumbent will report to the Project Manager, e-Procurement and 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/BTech/MCA

- 3.2. **Experience: 1-3 yrs. of experience related to**

- 3.2.1. Any software or Portal related support,

or,

- 3.2.2. Helpdesk support/ Support related to any project implementation

3.3. Other qualities or Requirements:

- i. Good knowledge of MS office (at least Word, Excel and Power Point), Operating system, basic idea of installing different types of software;
- ii. Willingness and ability to work effectively under pressure and ability to multi-task;
- 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;

3.4. Preferable Requirements:

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

4. Period of the Assignment / Services:

- 4.1. 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 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 cancelled at any time without assigning any reason thereof.

5. Remuneration and Payment Terms:

- 5.1. The remuneration would be as per Level L2 and Grade A (CTP Monthly Rs.35,000.00 to Rs.51,500.00 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.
- 5.2. Leave Provision: As per HR manual.

6. How to apply

Candidates are requested to apply in application format provided with this ToR within 14 days of the advertisement. Scanned copy of application form along with other relevant documents should be mailed to careeraspire@outlook.com. No hard copies will be accepted

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. Selection Criteria (Total Marks = 20)

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

Step I: Short Listing of the Applications (Min 4 out of 5 marks)

- i) Application according to the given format
- ii) Basic Education Qualification
- iii) Year of Experience
- iv) Knowledge of Microsoft Tools (Self Declaration)
- v) Past experience of handling similar types of projects/ assignments (GePNIC) (Self Declaration).

Step II: Online Test (Min 3 out of 6 marks)

Fixed duration online test will be conducted for

- i) verification against Sl. No. (iv) of Step I (2 marks).
- ii) verification against Sl. No. (v) of Step I (2 marks).
- iii) written communication skill (2 marks)

Step III: Final Interview (9 marks)

- i) Appearance and Attitude (3 marks)
- ii) Communication Skill (3 marks)
- iii) Cross verification of Step II (3 marks)

9. MODE OF APPLICATION

Indeed/LinkedIn/email/others