

TERMS OF REFERENCES (TOR)

Project: Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

About the project:

The Government of Meghalaya has launched the Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) that aims to nurture holistic development of adolescents who are between the ages of 9-19 in Meghalaya through a multi-sectoral approach. The project shall target critical challenges faced by adolescents in the state; i.e., reducing teenage pregnancy and school dropout rates, improve their mental well-being and encourage them to develop career aspirations. The project design will be guided by an age based skills competency framework that will be developed and facilitated by programme managers and state experts, outlining the set of knowledge, skills, and behaviours that the state envisions. To ensure a broad coverage, the project will deal with adolescents who are both currently enrolled in, and dropped-out of school, in addition to strengthening the capacity of relevant state institutions.

The project proposes a set of coordinated multi sectoral interventions to improve the human capital outcomes of adolescent boys and girls aged 9 to 19. These interventions aim to build productivity and resilience of the current cohort of adolescents so that they can contribute to the sustainable economic growth of the state of Meghalaya.

Position-3: Procurement Specialist

Essential Qualifications: Graduate in Engineering/Management/Relevant disciplines to the public procurement: Purchase/ Material Management/ Procurement & Supply Chain/ Inventory & Logistics/ Business and Financial Management. Preference will be given to candidates who have successfully completed the World Bank's free certificate courses in public procurement and contract management.

Required Experience:

1. At least 05 years of experience in public procurement including contract management in public organisation/Semi-Public organisation for procurement of goods, works and services in projects financed by the government and/or international financial organisations (World Bank, ADB, IFAD, JICA etc); at least one year experience with World Bank and/or Multilateral Funding Agencies (ADB, IFAD) procurement frameworks comprised of policy, procedures, monitoring, and oversight.
2. Demonstrated knowledge and experience of procurement and contract management of at least one project of similar magnitude & complexity to MPOWER with multiple implementing agencies with decentralised implementation. Preference will be given to the experience in Meghalaya/Northeast India/ similar context.
3. Demonstrated knowledge of preparation of procurement documents inter alia, EOI, RFP/RFB/RFQ documents, bid/proposal evaluation reports and negotiation process; Preference will be given to the candidate having experience similar to the procurement profile of the MPOWER project; Expertise in drafting and negotiating agreements with different kinds of procurement selection methods (Candidates are encourage to list a few complex high-value, high-risk procurement

transactions), preferably in externally funded projects like IFAD, World bank, etc.

4. Experience in using the Government e-procurement platform and Government e-Marketplace, contract monitoring system to measure the procurement key performance indicators
5. Experience in document/e-office/file management and tracking, electronic mail management and filing, supporting procurement functions, management of office logistics, service contracts and fleet management would be desirable.

Essential Skills & Attributes:

1. Candidates expect to be proficient in articulating the government procurement by following the World Bank procurement regulations or multilateral Bank's procurement framework besides familiarity with Meghalaya's procurement framework comprised of State Financial Rules / GoI's General Financial Rules (GFR 2017);
2. Good written and verbal communication.
3. Strong Analytical and Negotiation Skills
4. Excellent Decision Making & Problem Solving Skills.
5. Computer skills like Word Processing, Spreadsheets and PowerPoint Presentations
6. Excellent management and leadership skills to motivate employees across the board
7. Financial skills particularly focusing on budget management and costs estimations.

Detailed Tasks and/or Expected Output:

To achieve the PDOs, the scope of services of the Procurement Specialist (PS) will manage project procurement throughout the project procurement lifecycle (including the contract management), but not limited to only:

Task 1: Assist the Project Director, PMU, in carrying out envisaged procurement activities throughout the procurement cycle on time, following applicable procurement regulations.

Task 2: Prepare the Project Procurement Strategy for Development (PPSD) and initial Procurement Plan (PP) for at least the first 18 months before negotiating the Project, and update the PPSD during the project period for any substantial changes in the procurement approach. Prepare/update PP aligned with the Annual Work Plan and Budget (AWPB) and seek the Bank's No objection through the Bank's STEP2 Portal (Systematic Tracking of Exchanges in Procurement).

Task 3: Assist the PMU in preparing the procurement documents using the standard bid/proposal documents for international competition and model procurement documents for national procurement agreed with the GoI and advertise the procurement opportunities in the REOI and IFB in national newspapers and Project website/GoM website/ or e-Government Procurement Platform website³.

Task 4: Assist the PMU in preparing relevant procurement specifications/ terms of reference. Provide desired advice from procurement lens for high-value/risk procurements with customised/complex requirements.

Task 5: Assist the PMU in conducting pre-bid/proposal meetings as and when necessary, and other relevant tasks associated with the pre-bid meeting and arranging to send the clarifications to all bidders for any queries received from the potential bidders before the deadline for submission of bids.

Task 6: Assist the PMU/opening committee in receiving EOI/Bids/Proposal, opening the EOI/Bids/Proposal, and preparing opening minutes.

Task 7: Assist the PMU/ bid evaluation committee/ proposal evaluation committee in preparing bid evaluation report/ proposal evaluation report and seek clarification from the bidders (if required and permitted as per the procurement category).

Task 8: Assist the PMU in issuing notification of award, contract negotiation (if selection method permits) and contract signing and validation of contractor's documentation.

Task 9: Assist the PMU in obtaining "No Objection" to Prior Reviewed contracts from the World Bank through the STEP portal for the salient stages of the procurement cycle prescribed (Annex II. Procurement Oversight of the Procurement Regulations).

Task 10: Assist the PMU in publishing the contract award notice on e-GP / Project /GoM websites.

Task 11: Coordinate related to contract administration and management-related aspects with contract manager / PIU inter alias, an extension of time, change of quantities, variation orders and final payment.

Task 12: Coordinate and Monitor the contract management, including pre-shipment and post-shipment inspection, supply of goods, the release of payment, issuing contract amendment/variation orders, and inventory management.

Task 13: Review and monitor all project procurements for efficient use of resources for quality products and prepare reports accordingly. Track the physical and financial progress by periodically updating the Status cum Procurement Monitoring report.

Task 14: Assist the PMU in preparing and submitting the progress reports in the prescribed format to the GoM, the World Bank, and other stakeholders as per their requirements.

Task 15: Monitor and ensure the procurement activities follow according to the applicable procurement framework and report procurement-related complaints through the STEP portal.

Task 16: Provide all the documents/data required for the World bank's mission and procurement review (post/independent) and follow the implementation of agreed actions. Review the Internal / External Audit reports from a procurement perspective and provide qualified justification to resolve the audit paragraphs.

Task 17: Provide procurement and contract management training to the PMU/PIU and district offices and carry out any other relevant task assigned by the Project.

Task 18: Maintain systematically the procurement related records and documentations for audit/ review by the World Bank as well as CAG audit. Handle the procurement related complaints, if any, received by the Cell as per the agreed procedure for the project.

Task 19: Impart procurement training to the staff at district and IAs on the agreed procurement and contract management arrangement and Bank's procurement regulations.

Key Deliverables, Expected Output and Reporting Requirements:

Key deliverables: (i) PPSD, Annual procurement plan through STEP and upload the procurement documents as per the Workflow; (ii) REOIs; (iii) IFTs; (iv) RFPs; (v) Bid documents; (vi) Shortlisting of EOIs, Evaluation reports for bids, proposals, etc.; (vii) NOA; (viii) draft negotiated contract and minutes of negotiation (if applicable); and (ix) Documents need to be produced to World Bank Mission. (x) Status cum Procurement Monitoring Report (xi) Complaint Register.

- The PS will report to the Project Director (PD), PMU- MPOWER, for day-to-day activities. S/he will work closely with other project team members to coordinate procurement activities and facilitate smooth implementation. The PS shall submit a summary of activities performed each month of engagement about an assignment in an agreed format.
- The PS will compile the best practice and lessons learned on the procurement to the GoM and World Bank with the help of domain experts.
- The PS will be stationed in Shillong but is expected to visit PIUs and district-level project offices as and when required.

Duration of the Assignment/Contract:

The assignment duration is one year with a provision to extend annually during the project period up to coterminous with the project completion period subject to satisfactory performance, whichever is earlier.

Terms and Conditions:

The contract is subject to performance evaluation review, conducted at midpoint or annually, whichever comes first. The review shall be based on achievement of assignment specific outputs on time and on budget. Any changes in stated outputs need to be approved by the management. The management reserves the right to terminate the contract i) if outputs are not achieved on time and at a quality level acceptable to the project/organisation; ii) services are no longer required or iii) for any other reasons in the interest of the project. Pre-termination of the contract is subject to a one month notice period.