

TOR for the Post of 'Procurement & Contract Management Specialist'

Essential Qualification:

- Bachelors Degree in any stream.
- Masters degree in a relevant discipline (e.g. Engineering, Public Procurement, Finance, Business or Commerce) and relevant training in procurement work will be preferred
- Candidates having 'Professional Diploma in Public Procurement' (PDPP), Certificate Program in Public Procurement (CPPP), Certificate in Contract Management Program (CPCM) will be preferred.

Experience:

- Minimum 8 years of procurement related experience with State/ Central Government/ Large House Corporate/Semi Government Bodies/PSU.
- Candidates having hands-on experience in procurement policies & procedures of World Bank/ Externally Aided Projects/ State government/ Central Government/ Large House Corporate/Semi Government Bodies/PSU for at least one year will be preferred.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts. Excellent computer and document processing skills.
- Good knowledge of project management.

Key Job Responsibilities:

- Procurement Specialist will spearhead the design, planning and implementation of all project procurement and manage all contracts;
- Provide procurement support during project preparation/ implementation (including prior and post reviews of all procurement documents and decisions);
- Manage procurements through the e-procurement system of the World Bank;
- Assists all implementing entities and staff in procurement capacity building activities including support during procurement assessment and the procurement system development process which will include preparation of various manuals, bid and other documents, etc.;
- Work on procurement matters across sectors in the performance of the project's fiduciary functions, seeking guidance on complex projects/issues from management;
- Review and handle the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy teams as necessary) at all stages of the project cycle;
- Provide operational advice to all staff on concepts, policies and procedures for procurement;
- Assess procurement implications of project design, evaluate institutional capacity of implementing entities at district and sub district level and develop suitable procurement plans; conduct prior and post reviews of contracts;
- Negotiate and resolves difficult procurement issues with agencies and handle all post procurement conflicts;

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- Documents regularly all procurement processes undertaken, ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank;
- Provide procurement related reports/updates, contract details to the World Bank as and when required;
- Clearances of World Bank: Obtain “Clearance” of World Bank through Systematic Exchanges in Procurement (STEP), where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;
- Prepare and maintain Project Administration Tracker & checklist as per World Bank guidelines;
- Others: Handling of e-procurement, collating with M&E agency and providing necessary inputs and complying with any other tasks assigned by SPD;
- Procurement Planning and Management: Prepare/Update the procurement plan (through latest procurement tool of the World Bank viz ‘STEP’: Systematic Tracking of Exchanges in Procurement) and schedule for the project, by taking care to ensure optimum competition, economy and efficiency and priority of items;
- Procurement of Goods & Works, non-consulting and Consulting Services: Supervise and Provide guidance to project staff members regarding finalization of the technical specifications/BOQ/drawings for goods & works and the Terms of Reference (TOR) for services; inviting Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants; preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding /proposal documents of the World Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers/contractors. Issue the RFP document to the shortlisted consultants, coordinate the pre-bid/proposal conference, prepare the Minutes of conference along with addendum/clarifications and circulate the same to all the bidders/consultants; receive, open and undertake the technical and commercial evaluation of the bids/technical & financial proposal as per the WB procedure; in case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft negotiated contract and minutes of negotiations; Prepare and sign the contract document to the winning bidder/consultant and provide the feedback to unsuccessful suppliers/consultants. Publish the contract award notice; Monitor the contract management, issuing contract amendments, etc;
- Monitoring the performance & progress of contract. Review and advice on the revision of Project Operation Manual;
- Any other official responsibilities in respect of procurement management as assigned by the Project Director, of the PMU.

Integrity: Unblemished during past service.

Remuneration:

Depending on qualification, experience and competency of the candidate, the salary is negotiable.

If suitable candidates of above mentioned experience are not available, then candidates with minimum 6years of experience in procurement management function in state government/ central government/public/ private sector organizations may be considered. Experience of working at least one year in managing World Bank/ Externally Aided Projects will be preferred and may be considered for interview at a lower remuneration package to be decided through mutual agreement.

Period of Service:

The contract shall be initially for a period of minimum 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

Terms of Reference for the position of ‘Monitoring & Evaluation Specialist’

Qualifications:

- Bachelors in Engineering
- Master’s degree or equivalent in Project Management
- Any other certifications related to project management shall be an added advantage.

Experience:

- Minimum 5years’ experience in monitoring of large scale infrastructure projects.
- Any other experience related to project management shall be an added advantage.

Skills and Competencies

- Knowledge of project planning, procurement, monitoring and management techniques
- Ability to establish and maintain good working relationships with government counterparts and World Bank.
- Skills in the management of handling data/deliverables
- Team management skills
- Strong analytical skills, presentation and communication skills.
- Other Skills and experiences: Computer proficiency in Ms Word, Excel, and Power Point and Project monitoring software’s like Primavera P6 / MS Project is essential.

Role of Monitoring and Evaluation Specialist

- Assist in managing, monitoring, supervising and expediting the progress of the individual components under the project.
- Review reports of technical studies/surveys prepared by Consultants. Monitor the compliance with ToR and provide recommendations for improvements.
- Assist in preparation Review information dashboard / brief monthly progress reports to periodically appraise the project status (on procurement, construction, environmental and social management, etc.) and any existing/perceived issues that need to be resolved for successful and timely implementation of project.
- Participate in review and evaluation of technical proposals submitted by consultants/contractors.
- Any other duties as may be assigned for the efficient and smooth execution of the project by AIWTDS.

Integrity: Unblemished during past service.

Remuneration:

Depending on qualification, experience and competency of the candidate, the salary is negotiable.

Period of Service:

The contract shall be initially for a period of minimum 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

TOR for the Post of 'Project Manager Technical'

Educational Qualification:

- Bachelors in Engineering.
- Master in Engineering will be preferred.

Experience:

- Minimum 10 years' experience of which majority of experience in project management of large scale transport infrastructure projects.
- Experience in port infrastructure will be preferred.

Competencies Required:

- Good Knowledge of contracts management, project planning, procurement administration, monitoring management techniques and technical evaluations
- Ability to establish and maintain good working relationships with internal and external stakeholders
- Good knowledge on river terminal planning and river surveys (typographical, hydrographical , and geotechnical investigations, hydrological and morphological modelling)
- Good understanding on design validation
- Skills in the management of handling data/deliverables
- Team management and leadership skills
- Strong analytical skills, presentation, communication and report writing skills.
- Other Skills and experiences: Computer proficiency in MS Word, Excel is essential

Key Job Responsibilities:

- Leads technical team and project team and assist team and management in day to day activities.
- Monitor the project deliverables and estimate the probability that it will complete successfully on or before the deadline.
- Identify anything that reduces the probability of successful completion prior to deadline.
- Identify anything that would increase the probability of successful completion prior to deadline.
- Timely updating management about criticality and mitigation measures.
- Evaluate reports of the consultants and addresses contractual requirements related to scope, timelines and cost.
- Manager, monitor, supervise and expedite the progress of the individual components under the project plan.

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- Review management reports and assist project team on risk and issues mitigation measures.
- Timely review risk registers and issue log, participates in key risk management discussions and advise mitigation measures.
- Assist in developing & implementing best project management practices.
- Ensure change controls management process in place.
- Any other duties as may be assigned for the efficient and smooth execution of the project by AIWTDS.
- Assist in composing responses to client communication and reports
- Assist team in prioritizing the technical issues and identifying the problem at the root of several technical issues.
- Conduct periodical team meetings and assist team in resolving issues.
- Evaluate technical methods and alternatives suggested by the consultants.

Integrity: Unblemished during past service.

Remuneration:

Depending on qualification, experience and competency of the candidate, the salary is negotiable.

Period of Service:

The contract shall be initially for a period of minimum 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

TOR for the Post of ‘Project Support Engineer’

Educational Qualification:

- Civil/ Mechanical Engineering Graduate from a recognized Institute

Experience:

- Minimum 3 years of experience of Project Management and good knowledge in project execution.
- Knowledge of Office Management procedures, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.

Competencies Required:

- Strong Project Delivery, project monitoring & implementation skills.
- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.

Key Job Responsibilities:

The Support Staff will be under the overall command of the management of AIWTDS, and he/she will be assigned to work with “General Consultant”. The Support Staff will be required to provide assistance in the following areas:

- (a) Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- (b) Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions;
- (c) Systematize project documentation;
- (d) Work with the relevant officials on arrangement of workshops/meetings materials;
- (e) Assist in preparation of evaluation reports.
- (f) Assist in collection and analysis of data, prepare and update briefs, records and other documents on project implementation from project sites/ relevant offices.

Any other official responsibilities as assigned by the AIWTDS management.

Integrity: Unblemished during past service.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience, and competency of the candidate. Remuneration payable will be determined as per HR Policy of AIWTDS.

Period of Service:

The contract shall be initially for a period of mini 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the AIWTD Society.

TOR for the Post of 'Junior Engineer'

Educational Qualification:

- Civil/ Mechanical Engineering Diploma from a recognized Institute

Experience:

- Minimum 3 years of experience of Project Management and good knowledge in project execution.
- Knowledge of Office Management procedures, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.
- Experience in World Bank/ Externally Aided Projects/ Govt. projects will be preferred.

Competencies Required:

- Strong Project Delivery, project monitoring & implementation skills.
- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.

Key Job Responsibilities:

The Support Staff will be under the overall command of the management of AIWTDS, and he/she will be assigned to work with "General Consultant". The Support Staff will be required to provide assistance in the following areas:

- (g) Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- (h) Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions;
- (i) Systematize project documentation;
- (j) Work with the relevant officials on arrangement of workshops/meetings materials;
- (k) Assist in preparation of evaluation reports.
- (l) Assist in collection and analysis of data, prepare and update briefs, records and other documents on project implementation from project sites/ relevant offices.

Any other official responsibilities as assigned by the AIWTDS management.

Integrity: Unblemished during past service.

Remuneration:

Depending on qualification, experience and competency of the candidate, the salary is negotiable.

Period of Service:

The contract shall be initially for a period of mini 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the AIWTD Society.

TOR for the post of 'Procurement Management Assistant'

Essential Qualification:

- Graduate (from a Govt. recognized University) in any discipline.
- Post Graduate in MBA (from a Govt. recognized University) will be preferred.

Experience:

- In-depth knowledge and understanding of procurement guidelines and procedures with working experience of minimum two (2) years in reputed projects.
- Experience in supporting procurement related activities in any World Bank funded projects/externally aided projects or similar Govt. of India funded projects/National level reputed projects will be preferred.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts. Excellent in computer and document processing skills.

Key Job Responsibilities:

The Procurement Management Assistant will report to the Procurement Specialist of the AIWTDS.

- He/ she will assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- Assist Procurement Specialist of AIWTDS throughout the procurement process;
- Review Requisition submitted by the stake holders for completeness and compliance with objective of AIWTD Project, World Bank procurement policies and procedures, guidelines and best practice;
- Provide administrative support to the PMU in procurement management and contract administration, disbursement and contract closure;
- Prepare draft Invitation for Bid/Bidding Document/ Requests for Expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practice;
- Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practice;
- Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting of AIWTDS taking into account applicable policies, procedures, guidelines/ best practice; Assist in overall administration of the contracting process including contract requisition,

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- Prepare procurement documentation to ensure the application of and compliance with World Bank's procurement policies and procedures applicable for the Projects and best practice and assure the integrity of the procurement process;
- Provide reference and guidance to other Support staff of the AIWTDS on World Bank procurement policies and procedures and best practice throughout the contract administration process;
- Assist in finding viable solutions to contract administration issues;
- Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practice, tools, and systems to achieve operational efficiency;
- Conduct initial routine review of procurement documentation to ensure quality of supporting documents and compliance with established standards;
- Assist during Post Procurement Audit by the World Bank/Consultants engaged for the task;
- Ensure that any issues and/or deviations from World Bank procurement policies and procedures are highlighted to the Procurement Specialist of AIWTDS for necessary action/resolution;
- Assist in raising awareness within the AIWTDS on contract administration issues, problems and lessons learned; Assist in development and implementation of any plan to correct identified non-compliance issues;
- Any other official responsibilities as assigned by the management of AIWTD Society as and when required.

Integrity: Unblemished during past service.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience, and competency of the candidate. Remuneration payable will be determined as per HR Policy of AIWTDS.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

ToR for the post of 'Office Management Assistant'

Essential Qualification:

- Graduate (from a Govt. recognized University) in any discipline.
- Diploma in Computer Application from recognized institute.

Experience:

- Advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email, along with minimum 2 (two) years of experience.
- Experience in any World Bank funded projects/ externally aided projects or similar Govt. of India funded projects will be preferred.

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.

Key Job Responsibilities:

The Office Management Assistant will be under the overall command of the ASPD of AIWTDS, and depending on the requirement he/she may be assigned to work under any wing. The Office Management Assistant will be required to provide assistance in the following areas:

- (a) Provide administrative support including front office management, errands, office clerical duties, office logistics and organization hospitality;
- (b) Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- (c) Assist in operational backstopping of AIWTDS by ensuring timely provision of suitable inputs such as equipment, stationary, office consumables, transportation (if any) and other utilities required;
- (d) Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions;
- (e) Provide filing services, archiving and offer circulation of mail intra/inter office, arrange storage and systematize project documentation;
- (f) Work with the relevant officers on arrangement of workshops/meetings materials;
- (g) Assist in preparation of evaluation reports, annual project reports, and update projects files
- (h) Assist in collection and analysis of data, prepare and update briefs, records and other documents on project implementation;
- (i) Prepare minutes of the meetings;
- (j) Any other official responsibilities as assigned by the management of AIWTD Society.

Integrity: Unblemished during past service.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience and competency of the candidate.

Remuneration payable will be determined as per HR Policy of AIWTDS.

Period of Service:

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.
