

TERMS OF REFERENCE FOR PROCUREMENT AND CONTRACT MANAGEMENT SPECIALIST, SPMU, JAL JEEVAN MISSION, GOVT. OF ASSAM (UNICEF SUPPORTED)

1.0 Background

Ministry of Jal Shakti was formed in June 2019 with two Departments: Department of Water Resources, River Development and Ganga Rejuvenation and Department of Drinking Water and Sanitation (DDWS). Jal Jeevan Mission (JJM) has been launched by Ministry of Jal Shakti, Government of India. JJM the flagship scheme of the Government seeks not only to provide functional household tap connections for all but also to promote the holistic management of local water resources. Under JJM water conservation, reuse measures are made mandatory to the scheme design. As per DDWS as on 31st March 2019, only 18.33 percent of rural households in the country, have Piped Water Supply (PWS). It has been planned to provide around 14.60 crore rural households with functional household tap connection (FHTC) through Jal Jeevan Mission (JJM) by 2024. In Assam, 34 percent of habitations are fully covered with piped water supply and only around 2.3 percent of total households have individual household pipe water supply connection. The goal is that every home gets drinking water in adequate quantity i.e. 55 liter per capita per day (lpcd) on a regular and long-term basis.

Various schemes and sub-missions under ester while NRDWP viz. Rural Water Supply and Sanitation Project for low income states (RWSSP-LIS), National Water Quality Sub-Mission (NWQSM), Japanese Encephalitis – Acute Encephalitis Syndrome (JE-AES), Swajal, Water Quality Monitoring and Surveillance (WQM&S) and all support activities under NRDWP has been subsumed into JJM. The JJM emphasises on community participation and making it as a movement- a Jan Andolon. As per JJM guideline at grassroot level local communities especially women are to be encouraged to participate and take ownership of water resource management, water supply and grey water management and its reuse. The Implementation Support Agencies (ISA) like NGO, SHGs, CBOs, Voluntary Organisations, Trusts, Foundations will play critical role as partner of Government in mobilising and engaging the communities to plan, design, implement, manage, operate and maintain in village water supply infrastructure.

To achieve the objective of providing improved and sustainable drinking water services in rural communities through JJM, it is important to focus on water distribution networks, water quality management, source sustainability, sustainable service delivery (including operation and maintenance), building professional capacity and strengthening decentralized governance. This includes setting up mechanisms to establish and strengthen decentralised procurement and contract management systems that are timely, transparent, accountable and adhere to state government guidelines for procurement of goods and services.

2.0 Objective of the position;

The objective of this position is to support the SPMU, Mission Directorate JJM in developing strategies, guidelines and SOPs to ensure timely implementation of the procurement process in adherence to government mandates and in accordance to the plan of Jal Jeevan Mission, Government of Assam which will ensure timely acquisition of goods, works, non-consulting services and consulting services. The selected Consultant is expected to play a key advisory and coordination role between DWSM and the SWSM in the procurement cycle related to policy, strategies, plans and guidelines on Procurement.

3.0 Reporting;

The Procurement Specialist will report to the Mission Director, JJM and the Chief Engineer (PHE), Water / Additional Mission Director for SPMU, JJM, Assam.

4.0 Scope of work

The procurement Specialist shall;

- a. In Consultations with the Heads of User Departments/User Department focal points of procurement, the Procurement Specialist will prepare, review, (where applicable) and monitor the implementation of the Project procurement plan.
- b. Ensure timely preparation/updating, and submissions of the JJM Mission's Procurement plans for review and approval of the Government
- c. In consultation with DWSMs and PD SPMU, develop guidance and SOPs for preparation of bidding documents for acquisition of goods, works and non-consulting, services, and the REOI and RFP for consulting services.
- d. Develop checklist to ensure procurement procedures follow those prescribed in the Project Implementation Manual are followed.
- e. Create state level guidance on bidding and selection processing, including organising pre-bid or preproposal meetings, providing clarifications, receipt of bids/proposals, including guidance on evaluation of Expression of Interest, Quotations, bids and Proposals. opening of bids/proposals/expressions of interest
- f. In close consultation with the head of SPMU, prepare guidance for the setting up and functioning of a Contracts Committee including technical guidance for Contract negotiations for consultancy services, goods and Works where applicable
- g. Sample verification that Procurement requests are in accordance to the approved Procurement Plan and approved SOPs
- h. Support capacity building of staff and teams that deal with procurement issues with emphasis on JJM and Government of Assam guidelines in procurement management
- i. Guidance for DWSMs for preparation of Procurement progress reports on monthly basis, highlighting among others the progress on processing various contracts, constraints met and any other issues that required SPMU support and attention; To enhance the efficiency and effectiveness of the Procurement Data Management, system and in particular set up a record keeping system that ensures that procurement records are easily retrievable and available for procurement audits; Maintain complete procurement files and records including all correspondence related to procurement activities; seek legal advice where appropriate.
- j. Establish a system to support SPMU to monitor and track contracts being processed, identify constraints/challenges/issues especially deviations from agreed procurement schedules and seek to resolve issues in a timely manner in appropriate consultation between SPMU and DWSMs.
- k. Develop SOPs for empanelment of Contracting services including community contracting.
- l. Develop SOPs on Post Procurement Reviews (PPR) exercise, and follow up implementation of PPR recommendations
- m. Any other duties that may be assigned by his/her Superiors from time to time in furtherance of the above responsibilities.

5.0. Qualifications

- a. A Bachelor's Degree in Engineering with a Master's degree in Procurement, Business Administration, Engineering Project Planning and Management or other related courses with demonstrated experience in procurement in all aspects of procurement of goods, non-consulting services, Works and consulting services;
- b. At least 5 years' general experience in procurement services. Experience of working with or supporting government procurement will be an advantage.
- c. Previous experience in processing high value contracts subject to international competition, and in working with multi-sectoral teams are added advantages.
- d. Good oral and written communication skills. Should be fluent in English. Knowledge of Assamese is an advantage
- e. high level of interpersonal and management skills and ability to work with teams in the organisation at all levels
- f. Must be able to work under pressure and tight deadlines
- g. Computer knowledge and skills in MS Office (Powerpoint, MS Word, MS Excel)

7.0 Duty Station.

The procurement specialist will be stationed at the SPMU under the Mission Directorate JJM, Assam in Guwahati

8.0 Time frame

Initially for one year which will be renewed based on performance and requirement of the project

9.0 Remuneration

The proposed remuneration will be in the range of Rs. 100000 to Rs. 130000 per Month (Inclusive of all incentives & perks). Salary is no bar for deserving candidates and will be commensurate with experience and previous salary.