

**Assam Integrated River Basin Management Project (AIRBMP)
Terms of Reference for Procurement Associate**

A. Background of the Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) under the Assam Water Resource Department.

- B. The Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

- Component 1: Institutional Strengthening and Strategic Studies
- Component 2: Integrated Water and Flood/River Erosion Risk Management-WRD
- Component 3: Integrated Flood/River Erosion Risk Management-ASDMA
- Component 4: Contingent Emergency Response

- C.** The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency of Government of Assam under the Assam State Water Resource Department. FREMAA now invites applications from eligible Indian citizens to provide the Services of Procurement Associate. Interested Candidates should provide information demonstrating that they

have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

D. Scope of the Services:

The Procurement Associate will carry out the following main activities, in conjunction with other PMU members as needed:

- (i) Assist in preparing and updating periodically the project procurement plan and use of Systemic Tracking of Exchanges in Procurement (STEP) for the procurement activities;
- (ii) Assist in Preparing/Updating project procurement strategy for development (PPSD) taking into account the nature of the procurement activity, capacity of the procuring entities, prevailing market conditions, activity level risks etc. The PPSD document will spell out the detailed procurement arrangements (e.g., procurement packaging strategy, method, bid evaluation methodology of the major packages, timeline for the procurement activities, contracting arrangement etc.) for the Project including the risk mitigation measures.
- (iii) Assist in Preparing the drafts of Invitation for Bids (IFB), Request for Expressions of Interest (REOI), Amendments, Bidding Document, Prequalification Document, and Request for Proposals (RFP) following the Standard Procurement Documents/Model Procurement Documents agreed by the World Bank;
- (iv) Assist in bid opening and evaluation of bids, applications for prequalification, Expressions of Interest, Technical Proposals, and Financial Proposals received from business entities competing for contracts;
- (v) Assist the Project Director (PD), Procurement Specialist and Project team in conducting negotiations with awardee(s) of contracts;
- (vi) Assist in drawing up draft negotiated contracts;
- (vii) Assist the PD, Procurement Specialist and Project team in responding and taking necessary actions on procurement related complaints, if any;
- (viii) Provide advice and training to PMU members on procurement related matters on a need basis as part of the institutional capacity building;
- (ix) Provide hands on support to the PMU for effective contract management;
- (x) Assist in maintaining records and other documentations required for procurement audit and progress reporting purposes;
- (xi) Assist in preparing monthly progress reports of procurement activities according to formats provided by the PD and the World Bank;
- (xii) Any other relevant activity assigned by the Project Director.

E. Required Qualifications and Experience:

- (i) B.E. / B.Sc. in civil engineering or Master's in Procurement/Supply Chain Management/ Law/Business Administration or other relevant subjects like Economics/Accounting/Finance. Candidates having advanced academic/professional qualification in procurement will be an added advantage.
- (ii) General Experience:
 - A minimum of 1 (one) year of general experience in Public Procurement and/or project management;
- (iii) Specific Experience:
 - Experience in procurements following World Bank's or other Multilateral Development Banks' Procurement Guidelines will be given preference.

F. Reporting Requirements:

The Procurement Associate will report of the Procurement Specialist. The incumbent will submit monthly report on significant procurement activities and issues. The work and performance of the Associate shall be reviewed by the CEO, FREMAA on a periodic basis.

G. Tenure / Duration:

The contract with the incumbent would be signed initially for a period of one year and renewed based on his performance.

H. Procurement Associate's Responsibility

The Procurement Associate shall be fully responsible to manage his day to day works with the Procurement Specialist and Project team with high dedication, integrity and ethical behavior. The Procurement Associate should not have any conflict of interest while working in the procurement activities and should have integrity and keep all the project information confidential.

I. Travel Requirements:

The incumbent shall be based full time at the FREMAA project office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when necessary.

J. Facilities to be Provided by the Client (WRD/FREMAA):

FREMAA will provide the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.

K. Age:

The Candidate should not be above 63 years as on the last date of this advertisement.

L. Remuneration:

Rs 50,000/- to Rs 60,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per FREMAA norms

M. Selection Method:

Selection of the Procurement Associate will be held through the process of interview.

N. Mode of Application:

Applications should be emailed to ceo-fremaa@assam.gov.in / hrms-fremaa@assam.gov.in and the subject line should be "APPLICATION FOR THE POST OF PROCUREMENT ASSOCIATE".

O. Documents to be submitted:

A Bio data in the enclosed format with proper postal address, contact number and one passport size coloured photograph. Self attested copies of all certificates /marksheets pertaining to Age/Qualification/Experience etc.

P. Last Date of Receipt of Application:

Applications complete in all respects should reach the above mentioned email addresses latest by 14th February, 2022.



BIO DATA

1. **Name of the Post Applied for** :
2. **Full Name in Block Letters** :
3. **Father's Name** :
4. **Date of Birth (DD/MM/YY)** :
5. **Mobile No. /Land line No.** :
6. **Email ID** :
7. **Gender** :
8. **Address for Communication** :
C/O or House No. (if any) :
Street/Road/ Lane Name :
Sub Lane /Bye Lane :
Village/ Town/City :
District :
State :
Police Station :
Post Office :
9. **Permanent Address** :
House No. (if any) :
Street/Road/Lane Name :
Sub Lane/Bye Lane Name :
Village/Town/City :
District :
State :
Police Station :
Post Office :

Affix a coloured
passport photo
of the size
4.5/3.5 cm

10.	Details of Work Experience (starting from the current/last to first job exp) :					
	Name of the Organisation	Post/ Designation Held	Period		Major Roles and Responsibilities	Salary drawn
From (DD/MM/YY)			To (DD/MM/YY)			

Total Years of Experience =

(N.B. Additional sheets mentioning experience may be enclosed)



11	Details of Educational Qualification (starting from the highest to the lowest qualification) :						
	Name of the Examination/ Course passed	Name of the School/College/ /Institution	Name of the Board/ Council/ University	Subjects	Year of passing	%	Class

(N.B. Additional sheets mentioning educational qualification may be enclosed)

12.	Trainings Attended (starting from the last to first training attended) :				
	Name of the Training	Name of the Organisation who conducted the training	Duration of the Training Program		Topics covered
			From (DD/MM/YY)	To (DD/MM/YY)	

13.	Experience in Multi-lateral Projects (starting from the last to first training attended) :				
	Name of Project	Name of the Client	Duration of the Training Program		Name of the Multi-lateral Bank that aided the Project
			From (DD/MM/YY)	To (DD/MM/YY)	



13.	Experience in Multi-lateral Projects (starting from the last to first training attended) :			
	Name of Project	Name of the Client	Duration of the Training Program	Name of the Multi-lateral

(N.B. Additional sheets mentioning trainings attended may be enclosed)

14. List out the Required Skills you possess as per the advertisement:

1. _____
2. _____
3. _____
4. _____

15. Write a few lines on why should we select you:

16. Declaration:

I hereby certify that the particulars furnished above are true. Correct and complete in all respects. I accept and agree without reservation that at anytime, if any of the particulars are found to be untrue/incorrect and or incomplete, action as deemed fit may be initiated against me.

Date:

Place:

Signature of Applicant