

Terms of Reference for Procurement Consultant in State Project Implementation Unit (SPIU) for the World Bank assisted Vocational Training Improvement Project (VTIP)

1. Background

Directorate General of Employment and Training (DGE&T), Ministry of Labour & Employment (MoL&E), Govt. of India has taken-up a scheme for upgrading 500 existing Industrial Training Institutes (ITIs) within the country. The first 100 ITIs are being upgraded through domestic resources and the remaining 400 ITIs are being taken-up through World Bank funding under the Vocational Training Improvement Project. The objective of the scheme is to produce multi-skilled workforce matching world standards. The main thrust of the program is to provide appropriate infrastructure and equipment; update syllabi and introduce new courses in the ITIs. The project is currently under implementation and covers 33 States /UT's(except for D& N Haveli and Chandigarh).

The project is being managed by the National Project Implementation Unit(NPIU) created under the office of Directorate General of Employment and Training (DGE&T), Ministry of Labour & Employment (MoL&E) at the central level. Also, State Project Implementation Unit (SPIUs) have been created to assist and facilitate the implementation of the programme at the state level.

2. OBJECTIVE:

The staffing of the SPIU shall include a Procurement Consultant to handle the procurement of goods, works and services at SPIU level and to provide support & oversight to project ITIs to ensure procurement is carried out as per the agreed World Bank procurement procedure for the project.

3. Tasks of Procurement Specialist:

3.1. General

1. Prepare the procurement plan for the SPIU, submit to the Bank for no-objection and monitor/update the same regularly. While preparing the plan, care should be taken to ensure optimum competition, economy and efficiency and priority of items. Coordinate for publication of the procurement plan on the SPIU website.
2. Maintain systematically the procurement related records and documentations for audit/ review by the World Bank as well as State AG.
3. Provide procurement related reports/updates, list of contracts to NPIU and the World Bank as and when required.
4. Handle the procurement related complaints, if any, received by the project as per the agreed procedure for the project.

5. Support the Senior Staff Members of the SPIU/ project ITIs in any and all procurement and related activities.
6. Guide / provide training to the officials dealing with the store in project ITIs to maintain proper record .

3.2. Procurement of Goods and Works:

1. Coordinate with other members of the SPIU in finalizing the technical specifications of the goods to be procured.
2. Coordinate with CPWD/PWD/ other construction agency as the case may be, in finalizing the drawings/specification and BOQ for civil works.
3. Based on the standard bidding documents of the World Bank, prepare the bid document for various packages contained in the procurement plan as per agreed timelines.
4. Co-ordinate with the NPIU for obtaining “No Objection” from World Bank for the technical specifications/BOQ/drawings and the bid document.
5. After finalisation of the bid document, issue the advertisement in newspapers (only for ICB, NCB and shopping) and in UNDB/dgMarket (through the World Bank only for ICB). Handle selling of the bid documents to the interested bidders and uploading the bid document on DGE&T website.
6. Coordinate the pre-bid conference, if proposed for the package, prepare the Minutes of pre-bid conference and circulate the same to all the bidders who have purchased the bid documents, under information to the World Bank (only for prior review cases).
7. Prepare and issue addendum/clarifications to the bid document, if required, under information to the World Bank (only for prior review cases)
8. Arrange to send the clarifications to all bidders and publish in the SPIU/ State Dte. website for any queries received from the potential bidders before the deadline for submission of bids.
9. Receive the bids till the agreed deadline, and open the bids as per the time indicated in the bid document.
10. Coordinate with State Dte. and other members of the SPIU in the technical and commercial evaluation of the bids.
11. Share the bid evaluation report with the World Bank and obtain the “No Objection” (only for prior review cases)
12. Prepare and issue the contract document to the winning bidder and provide the feedback to unsuccessful suppliers.
13. Publish the contract award notice
14. Coordinate the pre-shipment and post-shipment inspections, if required.
15. Monitor the contract management including timely supply of the goods, release of payment, issuing contract amendments, inventory management etc.
16. The bid documents and BER received from the ITIs should be reviewed for quality check and response sent on behalf of SPIU.
17. If any bid documents and BER of ITIs/SPIU require NPIU/ Bank’s review and clearance, then the same should be checked and submitted to the NPIU/ Bank.

18. In case of cancellation of any tender, for any reasons, prescribed guidelines of the World Bank is to be followed.

3.3. Procurement of Consulting Services:

1. Coordinate with other members of the SPIU and NPIU if required, for finalizing the Terms of Reference (TOR) of the services to be procured.
2. For consultancy assignments, invite expressions of interest (EOI) through advertisements in Newspapers and in UNDB / dgMarket (through the World Bank for assignments above US\$ 200,000 in value). Coordinate with State Dte. and other members of the SPIU in the evaluation of the EOI and finalization of the Shortlist.
3. Based on the standard request for proposal documents of the World Bank, prepare the request for proposal (RFP) for various packages contained in the procurement plan as per agreed timelines.
4. Co-ordinate with the NPIU World Bank for obtaining "No Objection" for the TOR (all cases), the shortlist and the RFP document (only for prior review cases).
5. Issue the RFP document to the shortlisted consultants. Arrange the reply of queries, if received from invited consultants before the deadline for submission of proposals.
6. Coordinate the pre-proposal conference, if proposed for the package, prepare the Minutes of pre-proposal conference and circulate to the invited consultants, under information to the World Bank (only for prior review cases)
7. Receive the proposals till the agreed deadline, and open the technical proposals as per the time indicated in the bid document.
8. Coordinate with State Dte. and other members of the SPIU in the evaluation of the technical proposals.
9. Share the technical evaluation report with the NPIU/World Bank and obtain the "No Objection" (only for prior review cases)
10. Open the financial proposals of the technically qualified consultant(s) as detailed in the SRFP/Selection Guidelines of World Bank and coordinate with Dte. and other members of the SPIU in the evaluation of the financial proposal(s)
11. Conduct negotiations with highest ranked consultant, prepare draft initialed negotiated contract and minutes of negotiations and seek the No Objection of the NPIU/World Bank for contract award recommendations (only for prior review cases)
12. Get the contract documents signed by the winning consultant and provide the feedback to unsuccessful consultants.
13. Publish the contract award notice
14. Monitor the contract management including timely completion of the assignment, release of payment, issuing contract amendments etc.

4. QUALIFICATIONS

Qualification Requirements:

ACADEMIC QUALIFICATION

The Procurement Consultant should have:

- Engineering degree in any related discipline; or a professional purchasing and logistics qualification;
- At least 2 years (for Jr. Consultant) and 5years (for Sr. Consultant) experience of public procurement;

4.1 Knowledge, Skills and Abilities Requirements

- At least one year experience in procurement using World Bank or any multilateral funding agency procurement/selection guidelines.
- Considerable knowledge of purchasing methods and procedures; working knowledge of sources of supplies, price trends and grades or quality of materials and equipment.
- Procurement at senior level of large projects of scale public or private projects involving procurement of goods and Services for at least two years
- Fluency in English (reading, writing, and speaking) required;
- knowledge of computer skills are essential
- Ability to communicate effectively, orally and in writing.
- High integrity and accountability in all aspects of project procurement.
- Experience in training, capacity building, system set-ups etc in procurement will be required.

5 REPORTING

The Procurement Consultant will report to the State Director dealing with World Bank assisted VTIP or his authorized representative(s).

6. CONSULTANCY TERM: The assignment is tentatively for a period of 11 months purely on contractual basis. The tenure may continue further for next two years, at the discretion of the respective State Govt on the basis of project requirement and the performance of the individual consultant.

7. Emoluments: Shall commensurate with qualification & experience. The remuneration of Sr. Consultant/Jr. Consultant will be decided by the respective State/UT Govts. However, the State Govts. may pay at the minimum of pay scale of Deputy Director / Assistant Director, as applicable at the State level.

General information:-

- **Age limit:** 25 years and above as on 01-01-2010.
- Engagement of Consultant will be on full time basis and normally the place of work will be State/UT Capital or where the SPIU is situated. However, frequent traveling to the ITIs spread all over the State/UT may be required. TA / DA for such traveling shall be paid / reimbursed as admissible as per State/UT Govt rules.

CURRICULUM VITAE (CV) FOR PROPOSED CONSULTANT

1. Proposed Position: _____

2. Preference for place of work(Please indicate name of State in order of preference)

(i) _____ (ii) _____ (iii) _____ (iv) _____ (v) _____

3. Name: _____

4. Date of Birth: _____ **Nationality:** _____

5. Postal Address:

6. Present Residential Address (if not same as above):

7. Telephone No.: _____ **Mobile No.:** _____

8. email:

9. Education [*Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

10. Membership of Professional Associations: _____

11. Other Trainings [*Indicate significant trainings since degrees under 8 - Education were obtained*]: _____

12. Employment Record [*Starting with present position, list in reverse order every employment since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held, work done.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

Work done: _____

13. Detailed Tasks

Assigned

[*List all tasks as per TOR to be performed under this assignment*]

14. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[*Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.*]

Name of assignment or project: _____

Year: _____

| | |
|--|--|
| | Location: _____ Client: _____ Main project features: _____ Positions held: _____ Activities performed: _____ |
|--|--|

15. Last salary / remuneration/ fee Drawn:

16. Salary / Remuneration/ Fee desired:

17. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of Candidate] *Day/Month/Year*