

राष्ट्रीय आपदा प्रबंधन प्राधिकरण
NATIONAL DISASTER MANAGEMENT AUTHORITY



गृह मंत्रालय, भारत सरकार

Ministry of Home Affairs, Government of India

राष्ट्रीय चक्रवात जोखिम प्रशमन परियोजना



NATIONAL CYCLONE RISK MITIGATION PROJECT (NCRMP)

विंग 14, प्रथम तल, रा.आ.प्र.प्रा.भवन, ए1, सफदरजंग एन्क्लेव,

नई दिल्ली/New Delhi-110 029

☎ : 011-26701744, 📠 : 011-26714321

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Government of India has launched National Cyclone Risk Mitigation Project (NCRMP) with World Bank assistance with a view to address cyclone risks in the country. The overall objective of the Project is to undertake suitable structural and non-structural measures to mitigate the effects of cyclones in the coastal States and UTs of India. The Project Management Unit (PMU), NCRMP, NDMA is entrusted with implementation of this Project in coordination with participating State Governments and the National Institute of Disaster Management (NIDM).

2. PMU, NCRMP, NDMA invites applications from eligible persons for the following posts to be filled up on contract for the period for employment. The contract will be for one year initially and may be extended with mutual consent based on need and performance by not more than one year at a time up to closure of NCRMP Phase-II, whichever is earlier. Educational qualifications, experience required and remuneration offered are given in the table below. For details of NCRMP and duties/responsibilities of each position, please visit www.ncrmp.gov.in or www.ndma.gov.in.

| Job Title | Remuneration | Educational Qualifications | Post Qualification experience & Expectations |
|------------------------|--|---|--|
| (1) | (2) | (3) | (4) |
| Procurement Specialist | Rs.1,00,000/- per month (Consolidated) | <ul style="list-style-type: none">• University Degree preferably in commerce/ Engineering or in Business Management (Postgraduate – preferred);• Excellent communications skills in English including for general communication, writing reports, and negotiation;• Basic Computer Skills in Word processing, spread sheet & Power Point. | <ul style="list-style-type: none">(i) Minimum 10 years procurement experience with a Government/ Public Enterprise/ World Bank or Multi lateral Financial Institution; Knowledge and experience with World Bank/ ADB procurement policies, procedures and guidelines is desirable;(ii) expertise in the procurement procedures involved in externally aided projects especially World Bank(iii) Knowledge of administrative and tender procedures in Government Departments(iv) Familiarity and experience in working with implementing agencies at state and below state levels. |

3. AGE : Not more than 62 years.

4. Interested individuals may send their application in the prescribed proforma for the above posts alongwith self attested copies of certificates establishing educational qualification, experience etc addressed to the Project Accountant/ Administrative Officer, National Cyclone Risk Mitigation Project, National Disaster Management Authority, Government of India, NDMA Bhawan, A-1, Safdarjung Enclave, New Delhi-110029 and within 30 days from the date of publication of the Advertisement in Employment News. The detailed Advertisement, Terms of Reference and Proforma for application may be seen on the project web site www.ncrmp.gov.in and NDMA's website www.ndma.gov.in

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Proforma for application

1. Advertisement No. and title of Post applied for.
2. Name (in Block letters) :
3. Date of Birth (Christian Era) :
4. Nationality :
5. Father`s/Spouse`s name :
6. Address for correspondence (with Tel./Mob. No. and e-mail ID address) :
7. Permanent Address :
8. Qualifications :

(a) Educational qualification.

| S.No. | Course/Degree | Subject(s) | University/Institute. | Year of passing. | Division. |
|-------|---------------|------------|-----------------------|------------------|-----------|
| | | | | | |

(b) Professional qualification.

10. Total experience directly relevant to the post applied (in months) :
11. Total employment experience and details (in months) indicating the nature of duties and responsibilities :

| S.No. | Organisation/Institute. | Period From to | Nature of work. | Remarks. |
|-------|-------------------------|-------------------|-----------------|----------|
| | | | | |

12. If selected, minimum time required to join the post :
13. Any other information :

Declaration

I affirm that information given in this application is true and correct. I also fully understand that if at any stage it is discovered that any attempt has been made by me to wilfully conceal or misrepresent the facts, my candidature may summarily be rejected or employment terminated.

(Signature of the applicant)

Place :

Date :

**TERMS OF REFERENCE
FOR
THE PROCUREMENT SPECIALIST IN THE PMU/NDMA**

1. Background

The NCRMP has been formulated by Government of India to address cyclone risks in the country as a Centrally Sponsored Scheme. The overall objective of the Project is to minimize vulnerability to cyclones and make people and infrastructure disaster resilient in harmony with the conservation of the coastal ecosystem in the cyclone hazard prone states and Union Territories of India. The NCRMP is structured in three Phases, based on the risk levels of States/UTs and their implementation readiness. NCRMP Phase- I is completed in the States of Andhra Pradesh and Odisha. NCRMP Phase-II is a Rs.2361.35 crore Project being implemented in coordination with the State of Goa, Gujarat, Karnataka, Kerala, Maharashtra and West Bengal with date of completion as 31st March, 2020. The scheme is to be funded by the World Bank as an Adaptable Programme Loan with an IDA credit amounting to Rs. 1881.20 crore and the remaining amount of Rs. 480.15 crore will be contributed by the State Governments.

2. Overall Objective

The overall objective of hiring the Procurement Specialist is to ensure that the Project is implemented in accordance with the procedures agreed with the World Bank on all issues connected with the procurement of goods, works and consultancy services and help the Project Management Unit in conducting sample reviews of procurement decisions and coordinate with the state units and other implementing agencies in the implementation of the project.

3. Duties and Responsibilities of the Procurement Specialist:

The consultant shall work closely with the Project Director and other Project staff to carry out all aspects of project procurement including but not limited to the following activities:

- (a) To assist PIU in procurement and contract management of works, goods, consulting and non-consulting services contracts under the Bank funding.
- (b) Guiding and assisting in general strengthening/setting up and development of the PMU, including procurement activities required for the strengthening of the PIU.
- (c) To build capacity on procurement and contract management and all aspects of procurement with emphasis on
 - (i) the organization of pre-bid meetings, preparing answers/clarifications/modifications;
 - (ii) receiving and examining bids/ proposals;
 - (iii) organizing technical evaluation committees, and participating where appropriate;
 - (iv) preparing evaluation reports as per the Bank procedures and
 - (v) broad understanding of contract management. The consultant will make use of dummy cases for imparting the procurement knowledge to the PMU officials.
- (d) Providing quality assurance in procurement and contract management by the PMU.
- (e) Assist in preparing and updating periodically the project procurement plan;
- (f) Advise on optimal procurement methods under the Bank funding followed by all the required processes and procedures till contract award and contract management .
- (g) Assist in preparing procurement documents required for the procurement of works, goods, consulting and non-consulting services including assisting the PMU in drafting and issuing bidding documents (Terms of References, Request for Expressions of Interest, Requests for Proposals, bidding documents), specifications, cost estimates, work schedules, evaluation criteria;
- (h) Maintaining procurement records and other documentation required for audit and progress reporting purposes;

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- (j) Prepare monthly progress reports and MIS of procurement activities, project account and regular progress reports in acceptable format to the World Bank;
- (k) Assisting in other administrative and project management activities of the PMU as requested.
- (l) The procurement consultant will be required to follow high standard of ethics.

4. Deliverables and Time Frame

The Procurement Specialist will deliver the following:

- (a) Inception report within two weeks of contract signing detailing
 - (i) their intended work plan,
 - (ii) annotated outline of their work schedule.
- (b) A monthly action plan to be approved by Project Director.

5. Qualifications and Experience

- (a) University Degree preferably in commerce/Engineering or in Business Management (Postgraduate – preferred);
- (b) Minimum 10 years procurement experience with a Government/ Public Enterprise/ World Bank or MFI
- (c) Knowledge and experience with World Bank/ADB procurement policies, procedures and guidelines is desirable;
- (d) Excellent communications skills in English including for general communication, writing reports, and negotiation;
- (e) Excellent computer and document processing skills.

The Specialist selected will need to demonstrate experience and expertise in the areas

- (a) Procurement procedures involved in externally aided projects especially World Bank.
- (b) Familiarity and experience in working with implementing agencies at the state and below state levels.
- (c) Knowledge of administrative and tender procedures in Government departments.

6. Duration of the contract

The contract will be for one (01) year initially and may be extended with mutual consent based on need and performance by not more than one (01) year at a time up to closure of NCRMP Phase-II, whichever is earlier.