



GOVERNMENT OF ASSAM
ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT & MANAGEMENT SOCIETY (AHIDMS)
4TH FLOOR, NAYANTARA SUPERMARKET, SIXMILE, GUWAHATI-22

TERMS OF REFERENCE (ToR)
FOR PROCUREMENT EXECUTIVE (PE)

A. BACKGROUND AND OBJECTIVES OF THE PROJECT

(a) The Assam Health Infrastructure Development & Management Society (AHIDMS) has been created under the Medical Education & Research Department, Government of Assam (GoA), headed by Hon'ble Health Minister as Chairman and Senior Most Secretary, Medical Education & Research Department, GoA as the Member Secretary of the Governing Body. The Project Management Unit (PMU) is headed by a Project Director (PD). The key mandate of the Society is to function as an apex autonomous body of the GoA for monitoring, coordination and/or implementation of JICA, World Bank and any other Externally Aided Project (EAP).

(b) AHIDM Society is now taking initiative to implementing Assam State Secondary Healthcare Initiative for Service Delivery Transformation (ASSIST) Project with financial and technical support from the World Bank. The project aims to strengthen management capacity, access and quality of health care in secondary healthcare hospitals in Assam. The project will target investments towards health care facilities and locations across the state over the six-year project duration where the demand for health services is high and required capacities are in place to maximize the impact of the project. The project aims to address critical gaps in Assam's secondary healthcare system to enhance its performance to optimum levels by implementing interventions under following two components:

Component 1: Strengthened management capacity of health systems at state, district, and facility level.

Component 2: Improved access to and quality of essential services in existing secondary facilities.

Component 3: Enhanced access to and structural quality of secondary care

The project aims are having internal performance contracts to boost the efficiency of teams in the directorate and at the district management level. Besides, the project will be investing in select District and sub district hospitals to expand the portfolio and improve the quality of service.

With this background, the project intends to hire a **Procurement Executive (PE)** as a contractual member of the Project Management Unit (PMU), to support the procurement related activities under the project. The ToR shall be as given below:

(B) OBJECTIVES OF THE ASSIGNMENT & JOB RESPONSIBILITIES:

1. The Procurement Executive (PE) will report to the State Procurement Specialist, AHIDM Society (under the overall command of the Project Director, AHIDMS) and will perform procurement related activities under the ASSIST Project.
2. The PE will work closely with the participating Government departments/agencies of AHIDM Society, and other team members of PMU and he/she will support in ensuring that all procurements i.e. at State level and district level are carried out as per the World Bank's procurement regulations applicable to the ASSIST Project.
3. The other responsibilities include the following:
 - a. Procurement Executive (PE) shall ensure that the Procurement Plan for the procurements to be done under ASSIST Project is prepared in consultation with Stakeholders within one month from the approval of the Annual Work Plan (AWP)
 - b. To ensure that all procurements are done following applicable World Bank procedures for ASSIST Project and further ensure that there are minimal cases of re-bidding;
 - c. Work in close liaison with the State Procurement Specialist, AHIDM Society for ASSIST Project and regularly reporting the progress of procurements under the ASSIST Project.
 - d. Timely Uploading of the procurement information in the World Bank's online STEP with approval of competent authority
 - e. 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;
 - f. Manage procurements through the STEP system of the World Bank and the e-procurement system of the Govt. of Assam, as applicable for the procurement activities under;
 - g. Identify risks in different procurement activities under the project and suggest appropriate mitigating measures;
 - h. Take lead in drafting the IFBs, REOIs, ToRs, RFPs, Bidding Documents, etc. as per the Standard Bidding Documents of the World Bank adhering to the guidelines, procedures and norms of the World Bank;
 - i. Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements;
 - j. Draft replies to the queries from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents;
 - k. Participate during contract negotiation meetings with consultancy firms with relevant data/information for informed decision by the PD, AHIDM Society;
 - l. Review and handle technical, commercial and legal aspects of procurement (in consultation with relevant technical experts);
 - m. Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues;

- n. Participate in the meetings with the implementing departments/directorates/agencies and the PMU's project team and World Bank missions meetings with latest information on procurement and contract management;
- o. Liaison with the World Bank with approval of PD for key procurement related issues;
 - p. Procurement training to the staff of AHIDM Society on World Bank's procurement Guidelines and procedure;
 - q. Prepare a range of procurement-related documents and reports;
 - r. Manage the contracts under AHIDMS in consultation with other technical experts and/or take actions as directed;
 - s. Maintain systematically all the procurement related records and documentations for audit by AG/CA and also for review by the World Bank;
 - t. Prepare responses to the Post Procurement Audit by the World Bank/Consultants engaged for the task;
 - u. Provide procurement related reports/updates, contract details under AHIDMS to the World Bank as and when required;
 - v. Any other tasks assigned by the Reporting Officer
- w. Travel Requirements: The PE will be required to undertake field-visits and tours to the project sites. Occasional out of state visits may also be required as directed by the Reporting Officer.

(C) QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES, AGE:

i).Educational Qualification: The PE must possess at least a Bachelor of Engineering/ Masters Degree/ Post Graduate Diploma (minimum two years duration) in any discipline from any Govt. recognized university/institution. Candidates having IT Background, Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) may be given preference.

ii) Working Experience: The PE should have at least 5 (five) years of professional experience in Procurement Management function in any public/private sector agency out of which 02 (two) years in World Bank/externally aided Projects will be desirable. Those with hands-on experience in e-procurement system & GeM of the Government may be preferred.

iii) Computer Skills: The PE must have expertise in using Internet based applications, working with advanced word processing/spreadsheet including MS Word, MS Excel, MS Power Point, related applications and software & hardware computer systems.

IV).Language: Fluency in Assamese, English & Hindi.

V).Desirable Qualifications, Experience, Skills etc:

- a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, strict deadlines and multitasking

b. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and should possess ability to work independently as well as in teams.

c. Knowledge of Assamese and other local languages

VI).Age: Age of the candidate should not be more than 45 years as on 1st Jan 2024.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC:

1. The tenure of PE is intended for the entire duration of the project i.e. 2029 and co- terminus with the project period of ASSIST Project. However, continuity of the PE beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.

2. The contract with PE may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Directorate/Department/ Govt. of Assam/ AHIDM Society. The assignment is purely contractual in nature and shall not, under any circumstance, be extended beyond the ASSIST's closing date. The Directorate/ Department/ Govt. of Assam/ AHIDM Society shall not undertake any responsibility for subsequent deployment of PE.

3. The PE shall not assign or sub-contract, in whole or in part, his/her obligations except with the Reporting Officer's prior written consent. The PE will have to serve the project on full time basis.He/she will provide services from the Office of the PMU.

(E) REMUNERATION, PAYMENT TERMS & LEAVE :

1. Consolidated Pay in the range of Rs. 60,000/- (Rupees Sixty Thousand) to Rs. 70,000/- (Rupees Seventy Thousand) per month. The selected candidate will be offered 30% enhancement on the last drawn salary. However, in case the selected candidate's current remuneration with 30% enhancement comes below Rs. 60,000/- per month, the lower remuneration will be offered. Moreover, in case the selected candidate's current remuneration with 30% enhancement exceeds Rs. 70,000/-per month, the highest pay range i.e Rs. 70,000/- per month will be offered. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc. In case of higher experience candidate, PD, AHIDM Society reserve the right to allow higher designation of "Procurement Expert" with a higher salary up to Rs. 80,000/-per month.

2. Travelling, Boarding & Lodging expenses for approved official tours outside official HQ will be reimbursed as per prevailing Project rules.

3. The provisions of leave would be as per prevailing Project rules.

(F) REPORTING & PERFORMANCE REVIEW:

PE will report to the State Procurement Specialist, AHIDM Society (under the overall command of the Project Director, AHIDMS) .The performance of the PE will be evaluated by Project Director, AHIDMS.

(G) FACILITIES TO BE PROVIDED

Access to the required documents, correspondence, contact details and any other information associated with the project and as deemed necessary. The PE will be provided with one office cubicle/workstation/ shared office space along with computer, computer stationery/office consumables, and internet access.

Notes: 1. This is a draft ToR and PD, AHIDM Society reserves the right to change, update or modify this ToR at any stage till recruitment process is completed. 2. AHIDMS Society is an equal opportunity employer and women candidates are strongly encouraged to apply