



**GOVERNMENT OF ASSAM**  
**ASSAM HEALTH INFRASTRUCTURE DEVELOPMENT AND MANAGEMENT**  
**SOCIETY**  
**4<sup>th</sup> Floor, Nayantara Supermarket, Sixmile, Guwahati-781022**

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**Terms of Reference of Contract Management & Procurement Expert (CMPE)**

The project intends to hire a Contract Management & Procurement Expert (CMPE) 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:

**(A) OBJECTIVES OF THE ASSIGNMENT & JOB RESPONSIBILITIES:**

- a. The Contract Management & Procurement Expert (CMPE) will report to the Senior Project Manager, ASTHA (under the overall command of the Project Director, AHIDMS) and will perform procurement related activities under the ASTHA Project.
- b. The CMPE will work closely with the participating Government departments/agencies of AHIDMS 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 ADB's procurement regulations applicable to the ASTHA Project.
- c. The other responsibilities include the following:
  - i. Contract Management & Procurement Expert (CMPE) shall ensure that the Procurement Plan for the procurements to be done under ASTHA Project is prepared/updated in consultation with Stakeholders within one month from the approval of the Annual Work Plan (AWP).
  - ii. To ensure that all procurements are done following applicable ADB procedures for ASTHA Project and further ensure that there are minimal cases of re-bidding;
  - iii. Work in close liaison with the Senior Project Manager, ASTHA Project and regularly report the progress of procurements under the ASTHA Project.
  - iv. Timely Uploading of the procurement information in the ADB's online systems as applicable with approval of competent authority
  - v. Obtain "Clearance" / "No objection Letter" of ADB, where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;
  - vi. Manage procurements through the approved systems of ADB and the e-procurement system of the Govt. of Assam, as applicable for the procurement activities under the project;
  - vii. Identify risks in different procurement activities under the project and suggest appropriate mitigating measures;
  - viii. Take lead in drafting the IFBs, REOIs, ToRs, RFPs, Bidding Documents, etc. as per the Standard Bidding Documents of the ADB adhering to the guidelines, procedures and norms of the ADB;
  - ix. Prepare Short-list, Technical and Financial/Bid evaluation reports and related contract agreements;
  - x. Draft replies to the queries from the bidders/consultants, minutes of pre-proposal/pre-bid conference and issue amendment/s to the procurement documents;
  - xi. Participate during contract negotiation meetings with consultancy firms with relevant data/information

for informed decision by the PD, AHIDM Society;

- xii. Review and handle technical, commercial and legal aspects of procurement (in consultation with relevant technical experts);
- xiii. Resolve procurement issues with agencies and handle queries from senior officials and contractors on bidding and award issues;
- xiv. Participate in the meetings with the implementing departments/directorates/agencies and the PMU's project team and ADB missions meetings with latest information on procurement and contract management;
- xv. Liaison with the ADB with approval of PD for key procurement related issues;
- xvi. Procurement training to the staff of AHIDM Society on ADB's procurement Guidelines and procedure;
- xvii. Prepare a range of procurement-related documents and reports;
- xviii. Manage the contracts under AHIDMS in consultation with other technical experts and/or take actions as directed;
- xix. Maintain systematically all the procurement related records and documentations for audit by AG/CA and also for review by the ADB;
- xx. Prepare responses to the Post Procurement Audit by the ADB/Consultants engaged for the task;
- xxi. Provide procurement related reports/updates, contract details under AHIDMS to the ADB as and when required;
- xxii. Any other tasks assigned by the Reporting Officer
- xxiii. Travel Requirements: The Contract Management & Procurement Expert (CMPE) 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.
- xxiv. The responsibilities shall extend beyond the ASTHA Project to encompass both the ongoing operations of the medical college hospitals and the implementation of other EAPs within the same health sector domain.

**(B) QUALIFICATIONS, EXPERIENCE, SKILLS & COMPETENCIES, AGE:**

**i) Educational Qualification:** Bachelor of Engineering/ B Tech in any Engineering stream from any Govt. recognized university/institution

OR

Master's degree in management (such as MBA – Finance / administration/ Procurement/ Logistics/ related discipline.

**ii) Candidates having Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) may be given preference.**

**iii) Working Experience:** The CMPE should have 15 (Fifteen) years of professional experience in Contract Management & Procurement in public/private sector, preferably in Health infrastructure sector/ Social Sector, out of which 03 (three) years in ADB/World Bank/externally aided Projects will be desirable. Those with hands-on experience in e-procurement system & GeM of the Government may be preferred.

**iv) Computer Skills:** The CMPE 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.

**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.

**vi) Age limit: Upto 50 years as on 01.01.2026**

**(C) DURATION OF CONTRACT, NOTICE PERIOD ETC:**

- a. The tenure of Contract Management & Procurement Expert (CMPE) is intended for the entire duration of the project i.e. 2032 and co- terminus with the project period of ASTHA Project. However, continuity of the Contract Management & Procurement Expert (CMPE) beyond eleven (11) months from the date of signing the agreement will depend upon his/her performance.
- b. The contract with Contract Management & Procurement Expert (CMPE) 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 ASTHA's closing date. The Directorate/ Department/ Govt. of Assam/ AHIDM Society shall not undertake any responsibility for subsequent deployment of Contract Management & Procurement Expert (CMPE).
- c. The Contract Management & Procurement Expert (CMPE) shall not assign or sub-contract, in whole or in part, his/her obligations except with the Reporting Officer's prior written consent. The Contract Management & Procurement Expert (CMPE) will have to serve the project on full time basis. He/she will provide services from the Office of the PMU.

**(D) REMUNERATION, PAYMENT TERMS & LEAVE : 1**

- a. Consolidated Pay in the range of Rs.1,50,000/- (Rupees One Lakh and Fifty Thousand) to Rs. 1,80,000/- (Rupees One Lakh and Eighty 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.1,50,000/- per month, the lower remuneration will be offered. Moreover, in case the selected candidate's current remuneration with 30% enhancement exceeds Rs. 1,80,000/-per month, the highest pay range i.e Rs. 1,80,000/- per month will be offered. The fixed remuneration shall be inclusive of monthly remuneration and performance-linked-incentive, communication allowance, etc. The base remuneration (90% of the fixed total remuneration) shall be paid by the project on monthly basis and the Performance-Linked-Incentive (10% of the fixed total remuneration) shall be paid on quarterly basis based on the performance assessment by the PD, AHIDMS. **Salary is not a bar for the right candidate.**
- b. Travelling, Boarding & Lodging expenses for approved official tours outside official HQ will be reimbursed as per prevailing Project rules.
- c. The provisions of leave would be as per prevailing Project rules.

**(E) REPORTING & PERFORMANCE REVIEW:**

Contract Management & Procurement Expert (CMPE) will report to the Senior Project Manager, ASTHA (under the overall command of the Project Director, AHIDMS). The performance of the CMPE will be evaluated by Project Director, AHIDMS.

#### **(F) 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 Contract Management & Procurement Expert (CMPE) 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.***

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