

Andhra Pradesh Rural Water Supply & Sanitation Project (APRWSSP)

Terms of Reference (TOR) for Individual Consultant

Procurement Specialist

1. Background

- 1.1. The Government of Andhra Pradesh is implementing the World Bank - assisted Andhra Pradesh Rural Water Supply & Sanitation Project in Six districts namely Visakhapatnam, Prakasam, Kadapa, Mahaboobnagar, Karimnagar and Adilabad. The broad objective of the Project is to improve the rural water supply and sanitation services through progressive decentralization, community participation and enhanced accountability.
- 1.2. The Rural Water Supply & Sanitation Department (RWSSD) has the overall responsibility for implementing the Project. The State Water Sanitation Mission (SWSM), which has already been established under the GOI Swajaldhara Program will be responsible for sector policy, planning and review. The Project Support Unit (PSU) with a team of multidisciplinary professionals will function as secretariat to the SWSM and will be assisted by the District Project Support units (D-PSU) for implementing the Project in six districts.
- 1.3. The participating districts will scale up the policies and institutional arrangements based on Swajaldhara principles. The District Water and Sanitation Mission (DWSM) established under the Zilla Parishad (ZP district PRI) will be responsible for the district RWSS program and policy, with the District Water and Sanitation Committee (DWSC) as its executive arm for implementing the program with active participation of the GPs in scheme planning, designing and implementation. The D-PSU a team of multidisciplinary professionals will support the DWSC in Project implementation.
- 1.4. All procurement of works, Goods and Consultancies will be carried out in accordance with the World Bank guidelines. A separate Procurement Manual enunciating the guidelines and procedures is prepared under the project and shall be followed. The Project intends to use part of the proceeds to hire individual consultant for the post of Procurement Consultant for the Project Support Unit. These Terms of Reference govern the scope of the services to be performed for the assignment of Procurement Consultant.

2. Objective

The objectives of the assignment are to carry out the duties and responsibilities of Procurement Consultant duly performing his/her coordination with the other team members of multidisciplinary professionals at PSU.

3. Outline of Tasks / Responsibilities of the Consultant:

The Procurement Consultant, who has a sound knowledge in the rules and regulations of World Bank procurement will develop and implement a cost effective procurement management system and implement procurement plans in accordance with the Government of AP and World Bank Guidelines.

The duties and functions of the Procurement Consultant will include, but are not limited to:

- Prepare bidding documents for the procurement of works, Goods and Services in accordance with the procurement guidelines of the World Bank.
- Build the procurement capacity of D-PSU by training the staff.
- Prepare any request for no objection from the Bank regarding all stages of the procurement process.
- Initiation, coordination, preparation and updating of procurement plans and procurement activity schedules in consultation with the Project Director.
- Establishment of a procurement monitoring system.
- Prepare the schedules and provide guidance in the preparation of terms of references and specification.
- Co-ordination of the preparation and issuance of solicitation documents and advertisements of bid documents, issuances of bid documents to the prospective bidders and receiving bids, attendance at public bid opening as well as providing clarifications where necessary.
- Preparation and presentation of Bid / Proposal Evaluation Reports and award recommendations in accordance with World Bank Guidelines.
- Provide procurement advice on commercial aspects of terms of Reference(TOR) and Request for proposals (RFPs), Evaluation of Expression of interest(EOI).
- Ensure that the World Bank procurement directives and norms, described in the Grant Agreement, are fully respected in all stages of the procurement of goods, works and consulting services of the project. Establish a monitoring system to ensure the completion of procurement process according to the Procurement plan.
- Assist the maintenance of procurement records.
- Attend procurement queries, disputes and complaints etc.
- Any other role assigned by the Project Director.

4. Schedule for the Assignment

The services of the consultant is required for a period of 2 years initially with a possibility of extension based on evaluation after the first year.

Facilities to be provided by PSU : The consultant will be provided with space at the office of PSU to carry out the assignment with a desktop. Also, he/she will be provided other office facilities with PSU for office purpose

5. Outputs of the Consultant.

- Facilitating to ensure satisfactory internal controls, efficiency and effectiveness in project operations, public accountability and transparency (external and internal).
- Reporting requirements of various stakeholders including Government of AP, SWSM and the Bank are met.
- Implementation strategy for Procurement of Works, Goods and Services in accordance with procurement guidelines of World Bank.
- Monitoring and Reporting on Procurement plan .

Note – The list as above is only illustrative and not exhaustive.

The reporting requirement :

- Monthly Self – Assessment Report in prescribed format.

6. Review Committee

The review committee shall be responsible for reviewing the output of the consultant. The PSU shall constitute a review committee to review and monitor the performance of the consultant. The review committee shall review the performance of the consultant based on the monthly Self – Assessment Report.

7. Consultant Qualification and Experience

1. University degree from a recognized University, in Engineering, or Post graduation in Business Management, Procurement, Economics, Law, Commerce or any other related field;
2. 10- years experience of public procurement in Govt. of India / Public Sector Organizations with sound knowledge of the World Bank Procurement Procedures.
3. A minimum of Three (3) years experience in procurement in World Bank funded projects.
4. Must be computer literate in the use of word processor, spreadsheets and any other applications used in the procurement function
5. Experience of working in Community mobilization and Rural Development Projects with external agencies like World Bank or ADB etc., is desirable.
6. Must be a person of proven honesty and integrity with no criminal record, result oriented and proactive.
7. Excellent written and oral English communication skills.

8. Terms and conditions

- i. The appointment is purely temporary on contract and does not confer any rights for regular appointment.
- ii. The consultant will be paid a consolidated remuneration which is inclusive of all allowances like house rent allowance, medical reimbursement, traveling expenses and local transport cost within city / town.
- iii. TA and DA will be paid for travel to districts at the approved rates of the PSU.
- iv. An advance notice with one month time shall be given in case of your discontinuance
- v. The consultant will be required to give an advance intimation of at least one month time in case of his leaving the post to the Project Director, APRWSSP.
- vi. The consultant would be working full time and should not perform other private or Govt. jobs during the same period.
- vii. The consultant has to sign a MOU with the PSU in token of having agreed for the contract
- viii. The Project Director reserves the right to terminate the contract without assigning any reason except the condition stipulated at item v.
- ix. Working hours etc. are as per AP State Service Rules.

Project Director,
PSU, APRWSSP.