

ICDS Systems Strengthening & Nutrition Improvement Project (ISSNIP)

Terms of Reference (ToR) for hiring of Consultants in the State Project Management Unit (SPMU), WD&CW Dept., Govt. of Andhra Pradesh

Position: Consultant (Procurement)

I. Background

The Ministry of Women and Child Development (MWCD), Govt. of India (GoI) has received a credit from the International Development Association (World Bank) for implementation of the "ICDS Systems Strengthening and Nutrition Improvement Project (ISSNIP)". This project is designed to support select States and districts with high burden of malnutrition in strengthening the existing ICDS programme with an overall goal of improving child development and nutrition outcomes. A total of 10 districts in Andhra Pradesh have been selected for implementation in the project. The project has a phased implementation design. Phase I of the project, to be implemented over a three year period (2012-15), will focus on critical policy and institutional reforms and on testing innovative pilots and Phase II, will be implemented subsequently over a four year period. To support and manage project implementation, a State Project Management Unit (SPMU) has been set up within the WD&CW Dept., Govt. of Andhra Pradesh. The SPMU, headed by the State Project Director (SPD) will comprise of the State Government officials and a team of Consultants contracted by the project. The SPMU will be responsible for implementation of the project in Andhra Pradesh in line with the approved annual action plans and procurement plans of the project.

II. Objective

A Procurement Consultant will be recruited on contractual basis to support the SPMU for the procurement of goods, non-consultancies and consultancies as per the approved procurement plan for ISSNIP ensuring full compliance with World Bank *Guidelines: Procurement under IBRD Loans and IDA Credits (January 2011)*, and *Selection and Employment of Consultants by World Bank Borrowers (January 2011)* and the principles of economy, efficiency, transparency and fair competition.

III. Detailed Scope of Work

- 1) Based on the approved State Annual Action Plans (AAP), update procurement plan periodically as required and share with CPMU and the World Bank for their No Objection;
- 2) Share updated, approved procurement plans with the districts covered under the project and ensure its disclosure on DWCD website;
- 3) Ensure timely implementation of approved procurement plans - procure goods and services as per approved procurement plan following World Bank procurement guidelines for goods and consultancy services respectively;
- 4) Liaise with technical team members to develop expressions of interest, technical specifications for goods, bid documents, terms of reference for non-consultant and consultant services, requests for proposals, evaluation criteria for goods and works, selection criteria for non-consultants and consultants, contract documents and amendments to contracts, where necessary;
- 5) Secure no objections from CPMU and World Bank for prior review procurements as well as for Terms of Reference, shortlist of consultants, recommendation for award of contract for consultancies, and amendments to contract, where necessary;
- 6) Prepare and issue clarifications to bidder's queries in support of fair and transparent procurement processes;

- 7) Facilitate/undertake evaluation of bids in consultation with qualified technical experts;
- 8) Participate in negotiations and supporting contract award;
- 9) Liaise with Financial Management Consultant and the technical team to ensure all quality deliverables enumerated in contracts are secured, prior to release of the final payment tranche;
- 10) Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised;
- 11) Maintain all documentation and procurement records for annual post procurement reviews;
- 12) Maintain and manage records of all contractors, suppliers and consultants;
- 13) Establish a procurement complaint mechanism consistent with the requirements of the World Bank Procurement Guidelines, resolving complaints and sharing reports on each complaint with the Bank;
- 14) Provide bi-annual procurement progress report to CPMU and the Bank for their review and records;
- 15) Maintain close coordination with the Procurement Specialist in the CPMU.

IV. Qualification and Experiences

- 1) Post graduate degree in Engineering/Science/Accounting with training in Procurement and Supply Chain Management;
- 2) At least 3 years' experience in procurement planning and management in State/Private Sector/International Organization;
- 3) Thorough knowledge of administrative system and procedures of state government;
- 4) Exposure to procurement guidelines of the World Bank;
- 5) Strong computer skills, especially in the use of MS Word, Power Point and Excel;
- 6) Excellent oral and written communication skills in English Language.

V. Timeline and Deliverables

This is a full-time position, purely on contract basis. The service is initially for a period of one year. The contract is renewable till end of Phase I of the project i.e. December 31, 2015, subject to satisfactory performance, for the duration of the project. Performance review will be conducted by the Project Director, SPMU.

VI. Reporting

S/he will report to the State Project Director and will be stationed at the SPMU office.

VII. Remuneration and Payment terms

The consolidated remuneration of the Procurement Consultant will be Rs. 60,000/- per month and will be paid on a monthly basis. Travel expenditure, per diem and other cost incidental to the travel undertaken by the Consultant will be reimbursed as per the norms of the project and TDS will be deducted as per the Income Tax law. No other allowances would be reimbursed. An annual increment of about 8% is envisaged, subject to satisfactory performance.