

Sanctioned Designation: Consultant Procurement

Eligibility Criteria:

Post Graduate with minimum 10 years post qualification experience in planning and organizing procurement of goods through International and National competitive bidding. The consultant shall be technically qualified with a Post Graduate degree in finance/ business/ economics/Public Health from a recognized university. Experience in handling programmes supported by Government of India.

Additional Requirement:

- Excellent analytical, oral and written communication skills and willing to travel within India
- Proficient in computer applications (MS Word, Excel, Power Point), email and internet etc.

Age: Below 45 years, in case of retired Govt. servant as per DOPT guidelines (Induction age should be up to 62 Years).

Number of Sanctioned Position: One (01)

Consolidated Remuneration: Rs. 50000/- (Rupees Fifty Thousand) per month.

Job Description (Terms of Reference):

1. Responsible for all procurement (goods, commodities, civil works, consulting services and other services) within the project.
2. Update the procurement plans on regular basis and responsible for its implementation for works, goods and consulting Services as needed by the project.
3. Work with specialists, both internal and external to review and update the procurement schedules, to ensure that all agreed timeframes are managed in accordance with the schedule, and in keeping with the needs of the project
4. Ensure total compliance with the Government Procurement Guidelines, and to update the NPO, IDSP and other project staff when changes occur.
5. Ensure that procurement arrangements are consistent with the project requirements, implementation and development objectives and, discuss options and possible solutions with the Project NPO.
6. Monitor contract cash flow projections, ensure that budgetary allocations are appropriated prior to making commitments and verify that all proposed purchase is eligible for financing under the project.
7. For procurement of goods and works:
 - a. assist project in preparing bidding documents including technical specifications, bid evaluation criteria, qualifying requirements, contract conditions related to security, warranties, liquidated damages, payment terms, preparation of purchase orders, etc.
 - b. provide guidance on notification/advertising procedures, sourcing of goods, preparation of short lists of potential suppliers for shopping;
 - c. assist in the receipt and opening of bids, evaluation procedures including post qualification of bidders and preparation of bid evaluation reports to be submitted for clearance/no objection;
 - d. prepare contract documents and contract change orders/amendments and
 - e. assist in the preparation of detailed plans for the proper allocation, distribution and storage of goods.
8. The selection and contracting of consultants:
 - a. assist in preparation of the terms of reference, proposed short lists, letters of invitation for proposals, request for proposals, clarifications, draft contracts, etc.
 - b. provide guidance on notification/advertising procedures, sourcing and short listing of consultants;
 - c. assist in the receipt and evaluation of proposals, preparation of evaluation reports, contract documents and negotiations with selected firms/individuals.

9. Organize evaluation committees with the participation of representatives from the project for the opening and evaluation of bids; propose contract awards in accordance with the Government Guidelines and arrange submission as and when required for no objection/clearance.
10. Coordinate with the Ministry of Health to obtain Final Acceptance as and when required
11. Assist the project in the monitoring, documenting and administering contract performance, preparing and negotiating contract change orders/amendments, conducting pre and post shipment inspections (including any testing if needed).
12. Assist NPO and Finance Officer in setting up of efficient payment procedures, verifying payments due under the contracts, ensuring quick channelling of funds, resolution of claims (warranty, insurance, etc.) and disputes, evaluation of supplier/consultant's performance, enforcement of liquidated damages and remedies for non-performance.
13. Ensure the Maintenance of a proper filing system for all relevant procurement documents in the project and prepare reports and documents for any review missions;
14. The Procurement Consultant (PC) will assist NPO, IDSP to manage the procurement of IDSP, provide to others the needed technical support and guidance in all aspects of procurement in accordance with the GFR Guidelines.
15. The PC is required to ensure the maintenance of quality procedures, transparency in all actions, plans and processes, problem solving of procurement issues, and to facilitate smooth and prompt implementation of the program. In addition, the PC will co-ordinate with the Financial Officer and other key members of the project to ensure the overall integration of the procurement plans and reports.
16. Carry out any other procurement related tasks, including the management of contracts that may be assigned by the NPO, IDSP.
17. Monthly performance report to be prepared for appraisal.
18. Performing other duties as required in the interest of the programme and any other work/activity assigned from time to time.
19. Well versed with all Procurement Documentation, Condemnation procedures/documentation, GeM procurement practices and GFR procedures applicable for procurement of products and services along with applicable Government rules.