

ToR

Position: Procurement Specialist 1 (PMU/PMU– Department of Horticulture) Location: PMU, HPSHIVA - Shimla/ Other City (HP) Duration: 6 person months (132 working days between June, 2022 to December, 2022) – Possibility of extension to 12 months based on performance and availability of budgetary provisions. Reports to: Project Director (HPSHIVA PMU)
QUALIFICATION GUIDE
Qualifications : (i). A university degree or equivalent professional qualifications in engineering, finance, public administration or a related field; (ii). At least 5 years of <u>focused</u> experience in procurement-related activities (out of at least 10 years of total professional experience) for Asian Development Bank funded projects and/or other Multilateral Development Banks (MDB) funded projects (working experience under ADB projects will be a distinct advantage); (iii). Procurement experience on Horticulture/Agricultural/Drip Irrigation sector projects is desirable and will be a distinct advantage (iv). Demonstrate knowledge of the institutional, technical, commercial, community level aspects of procurement; (v). Hands on skills in procurement narrative report preparations as well as computer skills including Excel spreadsheet work and MS Office applications
JOB SPECIFICS
Job Objective: The objective of the services is to assist the Project Director of the HP-SHIVA PRF Project Implementation Unit in activities related to procurement of goods, works and consultancy services to be implemented according to the ADB Procurement Guidelines for the currently implemented Project Readiness Financing (PRF) Project and the Advance Contracting requirements of the Ensuing Loan Project. The HPSHIVA Project is being executed by the HPSHIVA PMU (under the aegis of the Department of Horticulture – DoH – as the Executing Agency) through 2 PIU's (namely DoH for the Horticulture Component and Jal Shakti Vibhag – JSV – for the Irrigation Component). In specific terms, the Procurement Specialist 1 will, inter alia, primarily work with the Department of Horticulture (DoH) located at Shimla (Himachal Pradesh) and assist the Project Director for DoH managed procurement activities (covering goods/works and consultancy services) for the HPSHIVA Project. The position will require full time work and full time presence at DoH office located at Shimla, Himachal Pradesh. The role will also require, as and when necessary, assisting the HPSHIVA Deputy Project Director (located at JSV Hamirpur) on overall JSV related procurement activities as and when the need arises.
Job Outputs: Primary Tasks: i. Ensuring that DoH executed procurements under the HPSHIVA Project are carried out in accordance with the Procurement Plan and relevant Asian Development Bank Guidelines;

- ii. Preparing the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOs) and other solicitation documents whenever required;
- iii. Preparing and amending the bidding documents as needed;
- iv. Contribute to the preparation of Terms of References (TORs);
- v. Monitoring and ensuring timely responses to procurement questions raised by the ADB;
- vi. Preparing and updating the Annual Procurement Plan (DoH executed procurements) and Budget as necessary; detailing contract packages (including estimated cost) for works, goods, consultancy services and non-consulting services including the procurement selection methods and processing times until completion of each procurement activity;
- vii. Monitoring procurement implementation of and update the DoH executed Procurement Plan whenever it becomes necessary to do so;
- viii. Support the HPSHIVA PMU on procurement related activities as and when required by the Deputy Project Director HPSHIVA Project;
- ix. Help ensure timely receipt of the deliverables under goods, works and consultant contracts including preparing status reports;
- x. Support the PMU in maintaining records of all correspondence, bidding documents, evaluation reports and other documents related to the project;
- xi. Contribute to preparing the quarterly, 6-monthly and annual progress reports;
- xii. Participate in bid opening sessions, bid evaluations and ensure that the appropriate ADB Guidelines are followed to arrive at the recommendations for award of contracts;
- xiii. Participate in procurement audits and reviews of the project;
- xiv. Assist the PIU/PMU in dealing with claims, bid challenges and litigations relating to contracts and procurement.

Health and Safety concerns:

The consultant is responsible for their own health and safety in relation to the consulting services assignment and shall comply with the country specific requirements and regulations in relation to COVID-19."

The consultant shall also include a Health and Safety COVID-19 Plan, in accordance with the relevant government regulations and guidelines on COVID-19 prevention and or in the absence thereof, to international good practice guidelines such as World Health Organization. 2020. Considerations for public health and social measures in the workplace in the context of COVID-19.

Available here: <https://www.who.int/publications-detail/considerations-for-public-healthand-social-measures-in-the-workplace-in-the-context-of-covid-19>

ToR

Position: **Procurement Specialist 2 (PMU/PIU – Department of Horticulture)**
 Location: PMU, HPSHIVA - Shimla/ Other City (HP)
 Duration: 6 person months (132 working days between June, 2022 to December, 2022) – Possibility of extension to 12 months based on performance and availability of budgetary provisions.
 Reports to: Project Director (HPSHIVA PMU)

QUALIFICATION GUIDE**Qualifications :**

1. A university degree or equivalent professional qualifications in engineering, finance, public administration or a related field;
2. At least 5 years of focused experience in procurement-related activities (out of at least 10 years of total professional experience) for Asian Development Bank funded projects and/or other Multilateral Development Banks (MDB) funded projects (working experience under ADB projects will be a distinct advantage);
3. Procurement experience on Horticulture/Agricultural/Drip Irrigation sector projects is desirable and will be a distinct advantage
4. Demonstrate knowledge of the institutional, technical, commercial, community level aspects of procurement;
5. Hands on skills in procurement narrative report preparations as well as computer skills including Excel spreadsheet work and MS Office applications

JOB SPECIFICS**Job Objective:**

The objective of the services is to assist the Project Director of the HP-SHIVA PRF Project Implementation Unit in activities related to procurement of goods, works and consultancy services to be implemented according to the ADB Procurement Guidelines for the currently implemented Project Readiness Financing (PRF) Project and the Advance Contracting requirements of the Ensuing Loan Project. The HPSHIVA Project is being executed by the HPSHIVA PMU (under the aegis of the Department of Horticulture – DoH – as the Executing Agency) through 2 PIU's (namely DoH for the Horticulture Component and Jal Shakti Vibhag – JSV – for the Irrigation Component).

In specific terms, the Procurement Specialist 2 will, inter alia, primarily work with the Department of Horticulture (DoH) located at Shimla (Himachal Pradesh) and assist the Project Director for DoH managed procurement activities (covering goods/works and consultancy services) for the HPSHIVA Project. The position will require full time work and full time presence at DoH office located at Shimla, Himachal Pradesh. The role will also require, as and when necessary, assisting the HPSHIVA Deputy Project Director (located at JSV Hamirpur) on overall JSV related procurement activities as and when the need arises.

Job Outputs:**Primary Tasks:**

1. Ensuring that DoH executed procurements under the HPSHIVA Project are carried out in accordance with the Procurement Plan and relevant Asian Development Bank Guidelines;

2. Preparing the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required;
3. Preparing and amending the bidding documents as needed;
4. Contribute to the preparation of Terms of References (TORs);
5. Monitoring and ensuring timely responses to procurement questions raised by the ADB;
6. Preparing and updating the Annual Procurement Plan (DoH executed procurements) and Budget as necessary; detailing contract packages (including estimated cost) for works, goods, consultancy services and non-consulting services including the procurement selection methods and processing times until completion of each procurement activity;
7. Monitoring procurement implementation of and update the DoH executed Procurement Plan whenever it becomes necessary to do so;
8. Support the HPSHIVA PMU on procurement related activities as and when required by the Deputy Project Director HPSHIVA Project;
9. Help ensure timely receipt of the deliverables under goods, works and consultant contracts including preparing status reports;
10. Support the PMU in maintaining records of all correspondence, bidding documents, evaluation reports and other documents related to the project;
11. Contribute to preparing the quarterly, 6-monthly and annual progress reports;
12. Participate in bid opening sessions, bid evaluations and ensure that the appropriate ADB Guidelines are followed to arrive at the recommendations for award of contracts;
13. Participate in procurement audits and reviews of the project;
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ToR

Position: Procurement Specialist 1 (PIU – Jal Shakti Vibhag) Location: PIU, Jal Shakti Vibhag - Hamirpur/ Other City (Himachal Pradesh) Duration: 6 person months (132 working days between June, 2022 to December, 2022) – Possibility of extension to 12 months based on performance and availability of budgetary provisions. Reports to: Deputy Project Director (PIU – Jal Shakti Vibhag) / Project Director (HPSHIVA PMU)
QUALIFICATION GUIDE
Qualifications : 1. A university degree or equivalent professional qualifications in engineering, finance, public administration or a related field; 2. At least 5 years of <u>focused</u> experience in procurement-related activities (out of at least 10 years of total professional experience) for Asian Development Bank funded projects and/or other Multilateral Development Banks (MDB) funded projects (working experience under ADB projects will be a distinct advantage); 3. Procurement experience on water sector/irrigation sector projects is desirable and will be a distinct advantage 4. Demonstrate knowledge of the institutional, technical, commercial, community level aspects of procurement; 5. Hands on skills in procurement narrative report preparations as well as computer skills including Excel spreadsheet work and other MS Office applications
JOB SPECIFICS
Job Objective: The objective of the services is to assist the Project Director / Deputy Project Director of the HP-SHIVA PRF Project Implementation Unit in activities related to procurement of goods, works and consultancy services to be implemented according to the ADB Procurement Guidelines for the currently implemented Project Readiness Financing (PRF) Project and the Advance Contracting requirements of the Ensuing Loan Project. The HPSHIVA Project is being executed by the HPSHIVA PMU (under the aegis of the Department of Horticulture – DoH – as the Executing Agency) through 2 PIU's (namely DoH for the Horticulture Component and Jal Shakti Vibhag – JSV – for the Irrigation Component). In specific terms, the Procurement Specialist 1 will, inter alia, primarily work with the JSV (Jal Shakti Vibhag) located at Hamirpur (Himachal Pradesh) and assist the Deputy Project Director for JSV managed procurement activities (mainly small irrigation schemes) for the HPSHIVA Project. The position will require full time work and full time presence at JSV office located at Hamirpur, Himachal Pradesh. The role will also require, as and when necessary, assisting the HPSHIVA Project Director (located at the HPSHIVA PMU Head Quarters in Shimla) on overall DoH/JSV related procurement activities as and when the need arises.
Job Outputs: Primary Tasks: 1. Ensuring that JSV executed procurements under the HPSHIVA Project are carried out in accordance with the Procurement Plan and relevant Asian Development Bank Guidelines; 2. Preparing the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required;

3. Preparing and amending the bidding documents as needed;
4. Contribute to the preparation of Terms of References (TORs), if required;
5. Monitoring and ensuring timely responses to procurement questions raised by the ADB;
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7. Monitoring procurement implementation of and update the JSV executed Procurement Plan whenever it becomes necessary to do so;
8. Support the PMU on procurement related activities as and when required by the Project Director HPSHIVA Project;
9. Help ensure timely receipt of the goods and consultant status reports;
10. Support the PIU/PMU in maintaining records of all correspondence, bidding documents, evaluation reports and other documents related to the project;
11. Contribute to preparing the quarterly, 6-monthly and annual progress reports;
12. Participate in bid opening sessions, bid evaluations and ensure that the appropriate ADB Guidelines are followed to arrive at the recommendations for award of contracts;
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ToR

Position: Procurement Specialist 2 (PIU – Jal Shakti Vibhag) Location: PIU, Jal Shakti Vibhag - Hamirpur/ Other City (Himachal Pradesh) Duration: 6 person months (132 working days between June, 2022 to December, 2022) – Possibility of extension to 12 months based on performance and availability of budgetary provisions. Reports to: Deputy Project Director (PIU – Jal Shakti Vibhag) / Project Director (HPSHIVA PMU)
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Qualifications : 1. A university degree or equivalent professional qualifications in engineering, finance, public administration or a related field; 2. At least 5 years of <u>focused</u> experience in procurement-related activities (out of at least 10 years of total professional experience) for Asian Development Bank funded projects and/or other Multilateral Development Banks (MDB) funded projects (working experience under ADB projects will be a distinct advantage); 3. Procurement experience on water sector/irrigation sector projects is desirable and will be a distinct advantage 4. Demonstrate knowledge of the institutional, technical, commercial, community level aspects of procurement; 5. Hands on skills in procurement narrative report preparations as well as computer skills including Excel spreadsheet work and other MS Office applications
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