

Assam Skill University Project (ASUP)

Terms of Reference for Senior Procurement and Contract Management Specialist

A. Background of the Project:

The Assam Skill University is being set up under External Aid Project (EAP) funded Asian Development Bank. The value of the Project is \$140 Million (Rs.1,016.68 Cr) including the government share of 20%. The state government has allotted 250 bighas of land in Mangaldai for the Assam Skill University. The university has started its initial activities from city office at Guwahati and the construction work has started from the month of November, 2022 at Mangaldai campus as well.

Project Management Unit (PMU) of Assam Skill University is responsible for the day-to-day management of the Assam Skill University Project.

Name of the Post - Senior Procurement and Contract Management Specialist

Minimum Educational Qualification: Post-Graduate degree / Graduate degree in Engineering

Experience:

- a) Candidates must be having minimum 12 (Twelve) years of professional experience in the field of public procurement and contract management and related activities in any State Government /Central Government /Semi-Government Bodies /PSUs/ large private organization.
- b) Candidates must have worked experience as a procurement and contract management official for at least 7(Seven) years in Externally Aided Projects (Asian Development Bank/ World Bank/JICA etc.) out of which at least 3 (Three) years' experiences in the rank of expert/specialist. The candidate must be familiar with ADB's procurement Rules and Regulations.
- c) Candidates having experience in Procurement of goods and equipment for Educational Institution or Skill Development Institution will be given preference.
- d) Candidates should well verse with contract closure activities.
- e) Hands on experience in e-procurement portal will be preferred.
- f) Computer Skills: Advanced skills in Microsoft Office software including in MS Word, MS Excel, MS Power Point, etc., and Internet, email etc.
- g) Demonstrated knowledge of ADB procurement policies, best practice, systems and tools.
- h) Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills.
- i) Excellent organizational skills Cum coordination skill with different holders.
- j) Excellent accuracy with keen attention to detail the requirement of the competent authority.
- k) Self-motivated, high level of zeal and enthusiasm in all endeavors, unblemished integrity, ability to check quality of own work and ability to organize and prioritize own work to meet deadlines.
- l) Ability to work both independently and as well as in a team.
- m) Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.
- n) Knowledge of GFR desirable.
- o) Good command over English language, and excellent oral communication skills.

Brief Job Description:

- a) Lead the procurement team and provide guidance and hand holding to the team member in terms of all procurement related activities. Incumbent will be the “single point” responsible person related to Procurement & Contract Management.

- b) Ensure smooth execution of design, planning and implementation of all project procurement and manage all contracts.
- c) Provide procurement support during project preparation /implementation (including prior and post reviews of all procurement documents and decisions).
- d) Manage procurements through the e-procurement system of the state. Provide guidance in implementing entities and staff in procurement capacity building activities including support during procurement assessment and the procurement system development process which will include preparation of various manuals, bids and other documents, etc.
- e) Review and handle the technical, commercial and legal aspects of procurement & contract at all stages of the project cycle.
- f) Coordination with technical people to ensure the procurement of quality equipment for Assam Skill University laboratory/ workshop.
- g) Provide operational advice to all staff on concepts, policies and procedures for procurement.
- h) Assess procurement implications of project design, evaluate institutional capacity of implementing entities and develop suitable procurement plans; conduct prior and post reviews of contracts.
- i) Negotiate and resolves difficult procurement issues with agencies and handle all post procurement conflicts.
- j) Documentation of procurement processes undertaken, ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the Asian Development Bank (ADB).
- k) Procurement of Goods & Works, non-consulting and Consulting Services: Supervise and Provide guidance to project staff members regarding finalization of the technical specifications /BOQ /drawings for goods & works and the Terms of Reference (TOR) for services; inviting Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants; preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding /proposal documents of the Asian Development Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers/Contractors. Issue the RFP document to the shortlisted consultants, coordinate the pre- bid /proposal conference, prepare the Minutes of conference along with addendum/Clarifications and circulate the same to all the bidders /consultants; receive, open and undertake the technical and commercial evaluation of the bids /technical & financial proposal as per the ADB procedure; in case of consultancy services, conduct limited negotiations as per ADB procedures, prepare draft negotiated contract and minutes of negotiations; Prepare and sign the contract document to the winning bidder /consultant and provide the feedback to unsuccessful suppliers /consultants. Publish the contract award notice.
- l) Must have in-depth knowledge in contract formation of all kind of contract Work, Consultancy, Goods, Non-Consultancy etc.
- m) Monitor the contract management, issuing contract amendments, etc.
- n) Preparation of contract management plan and guiding the PMU members on contract management.
- o) Monitoring the performance & progress of contracts.
- p) Certifying payments for all Procurement Packages.
- q) Any other duties assigned by the Project Director, ASUP.

Remuneration:

- a) Depending on the qualifications, experience, competencies, recent remuneration, etc. of the candidate, the consolidated the annual Cost to project (CTP) of the **Sr. Procurement and Contract management Specialist** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.18.00 lakh to Rs. 30.00 lakh per year**, depending upon the last drawn salary.
- b) In case the last drawn salary of the candidates is less than the minimum salary assigned for the

position, a maximum of 30% hike on the last drawn salary will be considered.

Age - Maximum age of 62 years as on 01.07.2025.

Tenure / Duration:

The contract will be initially for a period of **Eleven Months (11 months)** with a provision of further extension of **Eleven Months (11 months)** up to the end of the project subject to satisfactory performance.

Other Terms & Conditions:

- a) No TA/DA is payable for attending the personal interview/ Test.
- b) ASUP reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applicants. In case, sufficient candidates with requisite experience in the field cited above are not available, ASUP may select candidates having lesser years of experience for appointment.
- c) **Last Date of submission of application - 31.12.2025 up to 5.00 P.M.**
- d) The Candidates are advised to keep on visiting the website of the University for related updates including any corrigendum/addendum, date of test/ interview/ list of shortlisted candidates etc. Further, no information in respect of this advertisement shall be published in the newspaper.
- e) Any matters which are not specially mentioned in this advertisement will be decided by the Selection Committee.
- f) The Authority reserves the right to cancel/ postpone the advertisement without assigning any reason thereof.
- g) Completed application in the prescribed form along with scanned copies of self-attached documents of qualification and experience should be emailed to recruitment.asup@asu.ac.in or hardcopies of the same may be submitted to:

**The Chief Executive Officer,
Assam Skill University Project (ASUP)
3rd Floor, DECT Office Complex
Rehabari, Guwahati-781008 (Assam)**

Sd/
Chief Executive Officer
Assam Skill University Project (ASUP)