

Tamil Nadu Slum Clearance Board
Tamil Nadu Housing and Habitat Development Project

Terms of Reference
Procurement Expert

Introduction

1. The Government of Tamil Nadu is currently preparing the Tamil Nadu Housing and Habitat Development Project (the Project) to be financed by The World Bank. The objective of the project is to improve housing conditions of low-income households in Chennai. The proposed Project is expected to support the GoTN in both resolving the immediate issue of providing adequate housing for the at-risk population and improving the performance of the state's housing sector at three levels: (i) policy, (ii) institution, and (iii) program level. At the *institutional* level, the Project would assist the GoTN to strengthen alignment of the institutional set-up and to enhance capacity that responds to the policy goals and efficient implementation. This would entail establishing formal coordination mechanisms between state and municipal-level agencies working on housing and urban development issues and strengthening of existing processes and procedures. At the *program* level, the Project would support the Government's commitment to move away from one-size-fits-all approach of providing free housing to EWS by introducing a new way of housing delivery model that: (i) diversifies housing products (e.g. products for different income segments (within EWS and LIG), (ii) promotes mixed uses, (iii) integrates incentives for maintenance of the units, (iv) improves community participation in the design and maintenance of buildings; (v) is responsive to gender issues, and (vi) incorporates environmental considerations in location, design and construction.

2. The project would support *sustainable and resilient housing* that would finance the provision of housing by the TNSCB for the EWS and LIG populations in Chennai, particularly those living in slums in high-risk disaster areas. Housing units would be built using disaster-resilient design and standards and in areas with relatively lower risk of disasters. In addition, the project will look at *institutional reform and strengthening of Tamil Nadu's urban housing sector*. The project will support relocation of people affected severe flooding of 2015 that highlighted the extreme vulnerability of low-income households and their livelihood.

Scope of Work/Job Responsibilities

3. The Procurement Expert is expected to:
- a) Spearhead the design, planning and implementation of all project procurement;
 - b) Provide procurement support during project preparation/ implementation (including prior and post reviews of all procurement documents and decisions);
 - c) Manage procurements through the e-procurement system of the World Bank;
 - d) Assists all 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, bid and other documents, etc.;

- e) Work on procurement matters across sectors in the performance of the project's fiduciary functions, seeking guidance on complex projects/issues from senior staff;
- f) Review and handle the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy teams as necessary) at all stages of the project cycle;
- 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 at district and sub district level and develop suitable procurement plans; conduct prior and post reviews of contracts;
- i) Assists PMU for preparation of Project Procurement Strategy for Development [PPSD].
- j) Obtain "clearance" of the World Bank through Systematic Exchanges in Procurement (STEP), where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;
- k) Design & conduct workshops to educate procurement professionals of the implementing agencies at state, district and block levels on approach to procurement, as well as on specialized procurement topics;
- l) Prepare a range of procurement-related documents and reports, and providing guidance and training to other procurement staff of the PMU;
- m) Document regularly all procurement processes undertaken, ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank;
- n) Provide procurement related reports/updates, contract details to the World Bank as and when required;
- o) Prepare/Update the procurement plan through STEP and schedule for the project by taking care to ensure optimum competition, economy and efficiency and priority of items;
- p) Spearhead the procurement of goods and works, non-consulting and consulting services including:
 - i. supervision and providing guidance to concerned project/PMU staff members regarding finalization of technical specifications/BOQ/drawings for goods and works and the Terms of Reference (TOR) for services;
 - ii. invitation of Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants;
 - iii. preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding/proposal documents of the World Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers/contractors
 - iv. 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;
 - v. receive, open and undertake the technical and commercial evaluation of the bids/technical and financial proposals as per the World Bank procedure;
 - vi. in case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft negotiated contract and minutes of negotiations;

- vii. prepare and sign the contract document to the winning bidder/consultant and provide the feedback to unsuccessful suppliers/consultants;
 - viii. publish the contract award notice; and
 - ix. monitor the contract management, issuing contract amendments, etc.
- q) Any other official responsibilities in respect of procurement management as assigned by the Project Director/Deputy Project Director of the PMU TNHHDP.

Qualification

4. Masters degree with major in a relevant discipline (e.g. Engineering, Law, Procurement, Finance, Business or Commerce) and relevant training in procurement work. Candidates having Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) from the World Bank will be preferred.

Experience

5. At least eight years procurement experience with government/corporate/civil society/banking sector, of which minimum two years should be of directly working on World Bank or similar international financial institution financed projects.

Competency

6. The incumbent should demonstrate:
- a) Strong conceptual, analytical skills with clarity of thought process and problem-solving skills.
 - b) Ability to work under tight deadlines.
 - c) Excellent organizational skills.
 - d) Ability to work independently as well as in a team.
 - e) Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.
 - f) Excellent computer and document processing skills.

Duty Headquarters

The duty headquarters of the Procurement Expert will be the TNHHDP Project Management Unit located in Tamil Nadu Slum Clearance Board, Chennai. She/he will be required to travel frequently within and outside the city and occasionally outside the state for project purposes.

Duration

Appointment to the post will be on contract basis initially for a period of two year and likely to be extended based on the performance.

Reporting Arrangements

The Procurement Expert will report to the Deputy Project Director/Project Director, TNHHDP.