

Tamil Nadu Urban Habitat Development Board
Project Management Unit
(World Bank and Asian Development Bank financed Projects)

Terms of Reference
Procurement consultant

Introduction

The Tamil Nadu Urban Habitat Development Board (TNUHDB) is implementing the Tamil Nadu Housing and Habitat Development Project financed by the World Bank. The objective of the project is to strengthen the housing sector institutions of Tamil Nadu for increased and sustainable access to affordable housing. This project will finance technical assistance and capacity building support to state-level institutions and their programs. Under this component, support will be extended to TNUHDB to improve their institutional performance and capacity, and to enhance the effectiveness of their programs and sustainability.

The Tamil Nadu Urban Habitat Development Board is also currently preparing the Inclusive Resilient Sustainable Housing for Urban Poor Project in Tamil Nadu to be financed by the Asian Development Bank. The proposed project will promote access to inclusive, resilient and sustainable housing and urban development in Tamil Nadu by supporting Tamil Nadu in (i) relocating vulnerable communities living in high-risk areas to safe shelter, (ii) providing affordable, proper housing for households and migrant workers from the economically weaker sections (EWS) and low-income group (LIG), and (iii) strengthening the state's capacity to design and implement integrated development plans for its regions. The project will support the resettlement of slum households in vulnerable waterways to safe relocation sites.

Scope of Work/Job Responsibilities

- I. The following is the scope of work for the Procurement Consultant, who will be based on the Procurement Cell, Project Management Unit of TNUHDB in Chennai:
 - 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) Assist 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 document and other documents, etc.;
 - d) Work on procurement matters across sectors in the performance of the project's fiduciary functions, seeking guidance on complex projects/issues from senior staff;
 - e) 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;

- f) Provide operational advice to all staff on concepts, World Bank / Asian Development Bank policies and procedures for procurement;
- g) 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;
- h) Assists PMU for preparation of Strategic Procurement Planning [SPP] and Project Procurement Strategy for Development [PPSD].
- i) 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;
- j) Design & conduct workshops to educate procurement professionals of the implementing agencies at state and district levels on approach to procurement, as well as on specialized procurement topics;
- k) Prepare a range of procurement-related documents and reports, and providing guidance and training to other procurement staff of the PMU;
- l) Document regularly all procurement processes undertaken, ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank / Asian Development Bank;
- m) Provide procurement related reports/updates, contract details to the World Bank / Asian Development Bank as and when required;
- n) 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;
- o) 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 / Asian Development 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 / Asian Development Bank procedure;

- vi. in case of consultancy services, conduct limited negotiations as per the World Bank / Asian Development Bank procedures, prepare draft negotiated contract and minutes of negotiations;
 - vii. prepare 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.
- p) Preparation of bid document, publication, clarification to bidders queries, Bid receiving, evaluation, Preparation of bid evaluation reports for submission to Government and World Bank / Asian Development Bank.
- q) Any other official responsibilities in respect of procurement management as assigned by the Project Director.

Qualification

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

Experience

3. At least five years procurement experience with government/corporate/civil society of which minimum 12 months should be of directly working on World Bank / Asian Development Bank or similar international financial institution financed projects.

Competency

4. 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 consultant will be the Project Management Unit located in Tamil Nadu Urban Habitat Development Board, Chennai. She/he will be required to travel frequently within the State and occasionally outside the state for project purposes.

Duration

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

Reporting Arrangements

The Procurement consultant will report to the Joint Managing Director/Project Director (WB & ADB Projects), TNUHDB.