

Terms of Reference (TOR) for Procurement Officer under HPHDP

1. Project background:

The Government of Himachal Pradesh (GoHP) is implementing World Bank funded Himachal Pradesh Horticulture Development Project (HPHDP) that Project Implementing Agency i.e. H.P. Horticulture Development Society (HPHDS) now intends to apply a portion of this credit for engagement of **Procurement Officers** on co-terminus basis.

The project development objective (PDO) of the project is to support small farmers and agro-entrepreneurs to increase the “productivity, quality and market access of selected horticulture commodities in Himachal Pradesh”.

2. The project comprises of four components i.e.:

Component A: Horticulture Production and Diversification- The focus of this component is to enhance horticultural competitiveness at the farm level by supporting access to knowledge, technology and finance in order to increase long term productivity and farm income in an environment marked by changing market patterns and increased climate variability. This will be done by enhancing producer’s access to disease free planting materials, supporting sustainable intensification and diversification of horticultural production through technology and knowledge transfer, including harvest, capture, collection, delivery and distribution of water and strengthening applied research and development and enhancing the access to finance to producers. Thus it has following three sub-components:

- A.1 Enhance availability and adoption of elite planting materials and horticulture technology transfer.
- A.2 Promoting Climate Resilient Technologies and Adoption.
- A.3. Facilitation of access to financial services and building financial capability

Component B: Value Addition and Agri-enterprise Development – The focus of this component is to improve value realization at the farm level, promote investments in agribusiness, fostering backward and forward linkages in the value chains for horticulture products, support supply chain infrastructure that prevent wastage and value erosion, and enable secondary and tertiary processing that creates higher value for the produce. This would be done by building community/farm level marketing capacitors and supporting them through matching grants to acquire productive assets, establishing a modern supply chain comprising pack houses, controlled atmosphere (CA) stores and processing facilities to be operated under Public Private Partnership (PPP) arrangements, Providing access to warehouse receipts systems linked to commodity exchanges, identifying, mobilizing and supporting agro entrepreneurs and facilitating access to finance for agribusiness enterprises, including collectives such as producers companies.

Component C: Market Development and sector stewardship- The focus of this component is to provide an improved platform for market-related information and intelligence, expand market access through alternative marketing channels, enhance transparency in the price discovery process, and improve market infrastructure. This will

be done by supporting market information and intelligence services, introduction of e-marketing platforms and up gradation of whole sale markets.

Component D: Project Management, Monitoring and Learning– This component will ensure the effective implementation of project activities and monitor and evaluate project implementation progress, output and outcomes, building on implementation experience. this component will support establishment and operations of Project Coordination Unit (PCU), which will oversee and coordinate activities of the implementing agencies of the project, establishment and operation of Project Implementation Units in the representative implementing agencies and setting up of monitoring and evaluation (M&E) system for the project, including a project management information system and contracting an external M&E agency to monitor project activities that are attributable to the outcome of project, consultancies, training and relate material, office equipment and operational costs.

3. The project will achieve the proposed PDO by:

- i. Increasing the area under improved clonal rootstocks and cultivars of selected horticultural crops, improving the producers' access to knowledge and climate resilient production technologies so that they are able to respond to climate changes and climate variability and emerging market opportunities.
- ii. Promoting investments in agribusiness, fostering backward and forward linkages in the value chains for horticultural products, piloting negotiable warehouse receipts for horticulture commodities, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change.
- iii. Supporting the development of an improved platform for market related information and intelligence, alternative market channels development outside of regulated markets, and improved services for growers are provided by modernising the traditional wholesale markets.

4. Scope of Position

The principal task of the Procurement officer has to carryout Procurement related activities in PCU/Concerned PIU.

Specific tasks among others will include:

1. To put in place proper procurement arrangements in the concerned PCU / PIU as per Project implementation plan (PIP).
2. Prepare periodic procurement plan(s) of the concerned PCU/PIU on the basis of the inputs obtained from concerned department/implementation entity and other stakeholders.
3. Prioritise the urgent procurement and package the procurement in such a way that it ensures optimum competition, economy and efficiency.
4. Upload the Procurement Plan(s) on STEP (Systematic Tracking of Exchanges in Procurement) and coordinate with the PCU/World Bank in finalising the plan. Regularly monitor and update the Procurement plan as per need and progress.
5. Coordinate for publication of the procurement plan on the World Bank website (and IA/ Deptt. website, if agreed by Department).
6. Maintain the procurement related records and documentations systematically for audit/ review by the World Bank as well as Controller of Accounts and Audit and will apprise them accordingly during audit and World Bank review.
7. Provide procurement related reports/updates to the PCU/World Bank as and when required.

8. Handle the procurement related complaints, if any, received by the Cell as per the agreed procedure of the World Bank for the project.
9. Coordinate with the Suppliers, Contractors under the project.
10. Monitor the procurement at the PCU / PIU level and provide procurement related trainings to the concerned staff.
11. Support the Senior Staff Members of the PCU/PIU in any and all procurement activities.

Procurement of Goods, Works and Non Consulting Services:

1. Assist the senior staff member at PCU/PIU in finalising the technical specifications of the goods/works to be procured, based on the standard bidding documents agreed with the World Bank and will be responsible for finalising the Technical Sanction of Goods & Works at concerned PCU/PIU
2. Will be responsible for preparing the bid document for various packages contained in the procurement plan as per agreed timelines at concerned PCU/PIU.
3. Co-ordinate with the PCU/World Bank for obtaining “No Objection” for the technical specifications and the bid document (only for prior review cases).
4. After finalisation of the bid document, issue the advertisement in newspapers (only for ICB and NCB) and uploading these on STEP (Systematic Tracking of Exchanges in procurement). Handle selling of the bid documents to the interested bidders.
5. Coordinate the pre-bid conference, if proposed for the package. Help in preparing the Minutes of pre-bid conference and circulate the same to all the bidders who have purchased the bid documents, under information to the PCU/World Bank (only for prior review cases)
6. Prepare and issue addendum to the bid document, if required, under information to the PCU/World Bank (only for prior review cases)
7. Arrange the reply of queries, if received from potential bidders before the deadline for submission of bids.
8. Receive the bids within the agreed deadline, and open the bids as per the time indicated in the bid document.
9. Coordinate with department and other members of the PCU/PIU in the technical and commercial evaluation of the bids.
10. Share the bid evaluation report with the PCU/World Bank and obtain the “No Objection” (only for prior review cases)
11. Prepare and issue the contract document to the successful bidder and provide the feedback to unsuccessful suppliers, if requested.
12. Publish the contract award notice (only for prior review cases)
13. Coordinate the pre-shipment and post-shipment inspections, if required.
14. Monitor the contract management including timely supply of the goods, release of payment, issuing contract amendments, inventory management etc.

Procurement of Services:

1. Coordinate within PCU/PIU and other members of the department/unit in finalising the Terms of Reference (TOR) of the services to be procured.
2. For consultancy assignments, invite expressions of interest (EOI) through advertisements in Newspapers and uploading these on STEP (Systematic Tracking of Exchanges in procurement). Coordinate with concerned department and other members of the PIU in the evaluation of the EOI and finalisation of the Shortlisted bidders.

3. Based on the standard request for proposal documents of the World Bank, prepare the request for proposal (RFP) for various packages contained in the procurement plan as per agreed timelines.
4. Co-ordinate with the PCU/World Bank for obtaining “No Objection” for the TOR, the shortlist and the RFP document (only for prior review cases).
5. Issue the RFP document to the shortlisted consultants. Arrange the reply of queries, if received from invited consultants before the deadline for submission of proposals.
6. Coordinate the pre-proposal conference, if proposed for the package, help prepare the Minutes of pre-proposal conference and circulate to the invited consultants, under information to the World Bank (only for prior review cases)
7. Receive the proposals till the agreed deadline, and open the technical proposals as per the time indicated in the bid document.
8. Coordinate with department and other members of the PIU in the evaluation of the technical proposals.
9. Share the technical evaluation report with the World Bank and obtain the “No Objection” (only for prior review cases)
10. Open the financial proposals of the technically qualified consultants and coordinate with department and other members of the PIU in the evaluation of the commercial proposals.
11. To evaluate the top ranked consultant and seek the No Objection of the World Bank for contract award recommendations (only for prior review cases)
12. Prepare and issue the contract document to the L-1 consultant and provide the feedback to unsuccessful consultants, if requested.
13. Publish the contract award notice (only for prior review cases)
14. Monitor the contract management including timely completion of the assignment, release of payment, issuing contract amendments etc.

5. Essential Qualifications & Working Experience:

- The incumbent should be MBA/Post Graduate from a recognized University/reputed institute.
- The incumbent should have minimum 5 years of procurement related experience in a reputed organization/Board/Companies. The experience entails computation of periodical procurement requirements, working out appropriate procurement method(s) and methodology, developing periodic procurement plans by enumerating time lines and mode(s) of procurement, preparation of EOIs/FOEs, RFPs/Bid documents /evaluations of bids / contract award and post award contract /inventory management etc.

6. Desirable Qualifications, Skills etc.:

- Persons with relevant field of Procurement experience of working in multilateral funded projects with specialization in procurement shall be given preference.
- The candidate should have good social, analytical and planning skills in the relevant field i.e. procurement; and must show initiative, synthesis, organization and personal dynamism, be self-motivated and ability to work independently as well as in teams.
- Should have Knowledge of local customs and dialects of H.P.

7. Computer Skills:

The procurement Officer must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

8. Language:

Fluency in English and Hindi

9. Duty Station:

The duty of the Procurement Officer will either be in the Project Coordination Unit (PCU) or Project Implementation Unit(s) of the Project at Shimla/Solan in H.P. He/she will be required to travel frequently within and outside the State for the project purposes.

10. Duration:

Initially contract for 11 Months and thereafter depending upon the performance possibility of extension on year to year basis till the Project Period.

11. Reporting

Procurement Officer shall be reporting to the Project Director or his authorised representative in PCU or the Head of the PIU as the case may be and shall assist the entire establishment of PCU/ PIU as needed on procurement related issues.

12. Remuneration and payment terms:

A fixed monthly consolidated remuneration/ consultancy fee of Rs. 50,000 will be paid to the incumbent and this monthly remuneration/fee shall be subject to applicable TDS deductions. The remuneration/fee can be enhanced on annual basis, in accordance with the provisions of HR policy of Himachal Pradesh Horticulture Development Society.

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