

## Terms of Reference (ToR) for Subject Matter Specialist (SMS) - Procurement

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### 1. PROJECT BACKGROUND:

The Government of Himachal Pradesh (GoHP) is implementing the Integrated Development Project for Source Sustainability and Climate Resilient Rainfed Agriculture (IDP) in the selected Gram Panchayats of the State, with financing from the World Bank. IDP carries forward the ideas and learnings of H.P. Mid Himalayan Watershed Development Project (HPMHWDP). This project started in the year 2005 and completed on 31<sup>st</sup> March 2017. HPMHWDP exhibited increase in real income by 20.70%, increase in biomass production by 46.25%, increase in yield of Wheat, Maize & Milk by 25.92%, 28.94% and 10.72% respectively. Under Institutional strengthening a total of 3,098 Self Help Groups (SHGs), 6,977, Users Groups and 5,967 Common Interest Groups (CIG) were established. Further details about the project are available at: [www.hpidp.org](http://www.hpidp.org)

The Project will invest in measures in upstream catchment areas to improve sustainable land and watershed management to promote the sustainability of perennial water sources. It will also support continued diversification and commercialization of agricultural value chains in downstream areas by supporting production and value addition including promoting efficient water use thereby increasing the productivity of water in agriculture. It will adopt a spatial approach by (i) applying a landscape approach to individual high-risk micro-watersheds within select river basins in Himachal Pradesh; and (ii) overlaying this with a cluster approach to target value chain investments in specific locations to leverage economies of scale and network externalities. In parallel, the project will develop and demonstrate the application of an analytical evidence base to inform strategic policy choices viz. the trade-offs between alternative water uses and will pilot a new institutional arrangement for addressing complex multi-sectoral concepts such as sustainable landscape management that involves several sectors and multiple Government departments.

### 2. Project Development Objective [PDO]

The PDO is to improve upstream watershed management and increase agricultural water productivity in selected Gram Panchayats in Himachal Pradesh.

<i>Objective</i>	<i>Indicators</i>
To improve upstream watershed management in selected Gram Panchayats (GPs) in Himachal Pradesh	Land area under sustainable landscape management practices
	Area managed for improved soil
	Number of reforms recommended by the institutional assessments that are implemented
To increase agricultural water productivity in selected Gram Panchayats (GPs) in Himachal Pradesh	Share of participating farmers adopting climate smart agriculture practices
	Share of participating farmers adopting climate smart practices that are female
	New farm area brought under higher efficiency irrigation through project support in targeted GPs

	Share of participating farmers who give a rating of “Satisfied” or above on process and realized benefits of project interventions
	Share of participating female farmers who give a rating of “Satisfied” or above on process and realized benefits of project interventions

### 3. COMPONENTS

#### *Component 1: Sustainable Land and Water Resource Management*

This component promotes participatory and sustainable land and water management through financing the planning and implementation of upstream investments in selected micro-catchments. Site-specific Gram Panchayat resource management plans (GP-RMPs) will be prepared within each micro-catchment to specify detailed activities by location and GP. In parallel to the GP-RMPs, a network of hydrological monitoring stations will be established within the watershed to monitor the quality and quantity of water on a continuous basis, to assess the potential impact of project interventions, whilst laying the foundation for future water budgeting, and hydrological modelling to identify the highest priority sites for future activities. Hydrological watershed modelling in conjunction with landscape analysis can help identify the most critical sites to prioritize investments to ensure the greatest impact for source sustainability and water quality. The main implementers and beneficiaries will be Himachal Pradesh Forest Department (HPFD) staff and relevant community organizations such as sub-groups of the GP user groups set up (or strengthened, where appropriate) under the project. This support will lead to improved forest cover (and hence carbon capture), increased water and sediment regulation, reduced erosion, and improved community participation (including women, youth, and disadvantaged groups) in and benefits from sustainable land and water management that are expected to serve as a model for other states through the Lighthouse India approach (see Component 3).

#### *Component 2: Improved Agricultural Productivity and Value Addition*

This component would support interventions in downstream areas where the primary (existing or potential) water use is for irrigation in agriculture. It would seek to augment the use of irrigation as a principle strategy for shifting from low-value cereal production to climate resilient crop varieties, higher-value fruit and vegetable production but would do so with a focus on increasing climate resilience and water productivity to maximize the financial returns for water use. The project will seek to leverage additional support from other government programs and projects, particularly that of the agriculture, horticulture, and animal husbandry departments. Key interventions include infrastructure to increase high-productivity water utilization (drip and sprinkler irrigation) – essential elements of CSA – plus the necessary primary and secondary distribution systems. This component will also support the identification and development of agricultural value chains. In addition to improving local livelihoods, the proposed activities will reduce pressure on forests and contribute to increased carbon sequestration and reduced erosion.

### ***Component 3: Institutional Capacity Building for Integrated Watershed Management***

The long-term objective of this component is two-fold: firstly, to support a more comprehensive and holistic approach to managing the state's water resources while recognizing competing uses both within HP and downstream in other states, in particular Punjab; secondly to facilitate better alignment of institutional mandates for Integrated Watershed Management (IWM) and strengthen the HPFD's institutional structure and capacity for improved service delivery. In the short term, this component will focus on building the institutional capacity of the HPFD as the key government institution responsible for managing roughly two-thirds of the state's land area and identifying possible future reforms through a comprehensive IWM institutional assessment. It will also produce and share knowledge on these critical topics through a Lighthouse India approach.

### ***Component 4: Project Management***

The objective of project management component is to facilitate overall coordination, implementation, and management of the project at State Project Management Unit (SPMU), District Project Management Unit (DPMU) and Assistant Project Management Unit (APMU) levels.

The project implementation relies on a management and governance structure from the State down to the Gram Panchayat level, with clear-cut roles and responsibilities for staff members at each level. All staff positions will be filled during the pendency of the project with qualified people. This component will support the strengthening of the institutional capacity and knowledge management of the project implementing entity SPMU for the implementation and management of the project. This would include the establishment of the SPMU and 10 DPOs, and 10 APOs for supervision of project activities etc. The implementation arrangements will cover the details regarding financial management, disbursement and procurement, which are covered in subsequent chapters.

## **4. SCOPE OF ASSIGNMENT**

The principal task of the Subject Matter Specialist (Procurement) shall be to assist the Project Management on Procurement related activities under the Project.

### **Overall responsibilities among others will include the following:**

- He/She will ensure that all procurement and contract management issues are dealt as per Bank guidelines.
- He/She shall be responsible for prepare, update the procurement manual and plan for the project; and will liase with the World Bank procurement specialist throughout the project period.
- He / She shall assist in preparation and revision of community procurement guidelines (if any).
- He/She shall liase with the Project Implementation Teams, District Administration, Government and Support Organizations in procurement related matters.
- He / She will assist to put in place proper procurement arrangements in the Project as per Project Implementation Plan (PIP).

- Responsible for preparing periodic procurement plan(s) for the Project on the basis of the inputs as desired by the competent authority.
- Prioritize the urgent procurement and package the procurement in such a way that it ensures optimum competition, economy and efficiency.
- Responsible for uploading and managing the Procurement Plan(s) on STEP (Systematic Tracking of Exchanges in Procurement) and coordinate with the Project authorities/World Bank in finalizing the plan.
- Responsible for regular monitoring and updating of the Procurement plan(s) as per need and progress.
- Responsible for coordinating for publication of the procurement plan on the relevant websites.
- Responsible for maintaining the procurement related records and documentations systematically for audit/review by the World Bank or its appointed consultants as well as Controller of Accounts and Audit.
- Provide procurement related reports/updates to the concerned authority as and when required.
- Responsible for handling the procurement related complaints, if any, received by the Cell as per the agreed procedure of the World Bank.
- Coordinate with the Suppliers, Contractors etc. concerned with the required procurement.
- Monitor the procurement at the Project Management Unit (PMU) level as well as at field levels as necessary.
- Participate in World Bank missions and provide progress updates.
- Provide training on procurement to different stake holders of the Project.
- Support and facilitate the Project in any and all procurement activities as per the approved procurement plan.
- Any other duty assigned by the Chief Project Director and Executive Director.

#### Procurement of Goods, Works and Non-Consulting Services:

- Assist the Project authorities in finalizing the technical specifications of the goods/works to be procured based on the standard bidding documents agreed with the World Bank.
- Assist in preparing the bid document for various packages contained in the procurement plan as per agreed timelines.
- Assist in short listing of eligible consultants; preparation of the Invitation for Bid 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.
- Issue the advertisement in newspapers or send RFQ to identified eligible suppliers/contractors / interested bidders. 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.
- 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 WB procedure; in case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft negotiated contract and minutes of negotiations

- Prepare addendum to the bid document, if required.
- Arrange the reply of queries, if received from potential bidders before the deadline for submission of bids.
- Receive the bids within the agreed deadline, and facilitate the opening of the bids as per the time indicated in the bid document.
- Coordinate with department/Project authorities in the technical and commercial evaluation of the bids.
- Facilitate in the bid evaluation process and obtain the “No Objection” if required from the concerned authority.
- Facilitate to prepare and issue the contract document to the successful bidder and provide the feedback to unsuccessful suppliers, if required.
- Publish the contract award notice.
- Coordinate the pre-shipment and post-shipment inspections, if required.
- Monitor the contract management including timely supply of the goods, release of payment, issuing contract amendments, inventory management etc. Prepare and sign the contract document to the winning bidder/consultant and provide the feedback to unsuccessful suppliers/consultants. Publish the contract award notice;

#### Procurement of Consultancy Services

- Coordinate within Project authorities/Govt. departments/Subject Matter Specialists in finalizing the Terms of Reference (ToR) of the services to be procured.
- Facilitate to invite expressions of interest (EoI) for consultancy assignments and coordinate in the evaluation of the EoI and finalization of the shortlisted consultants/firms.
- Facilitate the preparation of request for proposal (RFP) for various packages contained in the procurement plan as per agreed timelines.
- Co-ordinate with the Project/World Bank/ Govt. Depts. for obtaining “No Objection” for the ToR, the shortlist and the RFP document.
- 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.
- Assist in short listing of eligible consultants; preparation of the Invitation for Bid 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.
- Coordinate the pre-proposal conference, if proposed for the package, help prepare the Minutes of pre-proposal conference and circulate to the invited consultants.
- Receive the proposals till the agreed deadline and facilitate the opening of the technical proposals as per the time indicated in the bid document.

- Facilitate in the proposal evaluation processes and obtain the “No Objection” if required from the concerned authority.
- Facilitate in the preparation the contract document to the winning consultant and provide the feedback to unsuccessful consultants, if required.
- Publish the contract award notice etc.
- Support Subject Matter Specialists in contractual matters to support contract monitoring and management, e.g., of payment, issuing contract amendments etc.
- Prepare and sign the contract document to the winning bidder/consultant and provide the feedback to unsuccessful suppliers/consultants. Publish the contract award notice;

**Clearances of World Bank:** Obtain the “No Objection” of WB for the Procurement Plan and its updates; to TOR for all consultancy services; and for all prior review cases (a) to RFQ for Goods and Works to be procured as per ICB/NCB procedures; bid evaluations and contracts and (b) to RFPs, addendums, evaluation report and negotiated contracts. He/She should ensure regular operation of procurement MIS for MACP. He/She should have knowledge and experience of handling e-procurement related issues as per the World Bank guidelines.

Any other duty assigned by the Chief Project Director and Executive Director.

## 5. ESSENTIAL QUALIFICATIONS

- A university degree or professional qualification in engineering, finance, public administration, law or a related field from a recognized university.
- Knowledgeable about public procurement system and procurement procedures of the government.

**Working Experience:** Minimum 3years experience of working in procurement management relevant to scope and complexity of the assignment.

**Remuneration:** Rs. 60,900 – 1,00,000 (Further negotiable on higher side depending upon the experience of the applicant in World Bank aided projects)

Age limit: Up to 65 years.

### **Desired Professional Work Experience**

- Experience in public procurement management in externally aided projects (EAPs) such as those financed by the World Bank.
- Working knowledge of/should have worked on World Bank’s online Systematic Tracking of Exchanges in Procurement [STEP].
- Should be well versed with e tendering system and full spectrum of tendering for Goods and Services for public procurement management.

## **Desired Competencies**

- Should have good social, analytical and planning skills; and must show initiative, synthesis, organization and personal dynamism, be self-motivated and have the ability to work independently as well as in teams.
- Strong verbal and written communication skills in presenting, discussing and resolving various procurement issues, drafting various procurement documents, and in procurement reporting.
- Strong sense of integrity.
- Good team player and interpersonal skills.
- Knowledge of local customs and dialects of the State of H.P.

## **6. COMPUTER SKILLS**

Subject Matter Specialist (SMS) must have experience of using internet based applications, using and working with basic computer applications with advanced word processing/spreadsheet including MS Power Point and other related applications.

## **7. LANGUAGE**

Fluency in English and Hindi languages.

## **8. DUTY STATION**

The services of Subject Matter Specialist (SMS) may be taken anywhere in the Project area with headquarter at Solan.

## **9. DURATION**

The assignment will be initially for a period of one year. The contract may be renewed from time to time, if the performance of the appointee is satisfactory and depending upon the requirement in the Project.

## **10. REPORTING**

Subject Matter Specialist shall be reporting to the Chief Project Director and Executive Director or any authorized officer of IDP.