

Terms of Reference (ToR)
For hiring of Procurement Executive (PE)

(A) PROJECT BACKGROUND

1. French Development Agency (AFD) has partnered with the State of Assam and the Assam Forest Department for the purpose of Sustainable Forest Management and Bio-Diversity Conservation in Assam. The 1st phase of the project (2012-2019) has been successfully completed with 30.2 million euros financial assistance and has demonstrated some notable achievements. This project is a 2nd phase to be implemented over the next 5 years duration from June 2019 – June 2024 with AFD sanctioned financial assistance of 50 million euros and an additional 20% of the State share.

Forest Department in Assam is composed of three primary wings which manage the forest divisions – Territorial (33), Social Forestry (14) and Wildlife (8). The Forest department also has a Research, Education and Working Plan (REWP) wing who are responsible for working plan preparation & forest resources inventory and assessment.

In the framework of the Assam Project on Forest and Biodiversity Conservation Society, a Special Purpose Vehicle created by the Government of Assam and registered under Society Registration Act is mandated with overall execution, management and coordination of the project activities through a Project Management Unit (PMU) established to implement the project. Implementation of the Project at Forest Division level would be facilitated by the Field Implementation Units (FIUs).

The overall vision of the project is that it “contribute through the Forest Department to the conservation of nature for healthier ecosystem and happier communities”. This overarching vision/goal shall be reached through the following three main specific objectives:

- Developing participatory Sustainable Forest and Biodiversity management under changing climatic conditions.
- Improving the livelihoods for Forest neighboring communities through inclusive (collective and individual) supports
- Strengthening the Forest department to better fulfill its missions

The project is divided into three major components. Brief description about each component is presented below:

- I. **Component 1: Conservation of Ecosystems:** The key focus of APFBC Phase II is conservation of forests and wildlife. It is divided into two sub-components to ensure each receives due attention:
 - a. **Sustainable Forest Management:** This includes a state-wide forest resource mapping to form a comprehensive database of the state’s natural resources and conservation needs. This would be followed by 12,500 ha of plantations, efforts towards setting up Climate Change and REDD+ processes and further improvement of infrastructure (construction/ renovation of staff quarters, office buildings etc.) needed by frontline staff to execute these works as well as their regular duties.
 - b. **Biodiversity Conservation:** This subcomponent addresses the pressing conservation needs of the rich biodiversity of the state through improvement of Protected Area management, critical habitat management, conservation efforts for a few key species, man-animal conflict management, strengthening of veterinary & rescue support infrastructure (construction/ upgradation of veterinary hospitals), infrastructure outreach efforts to spread public awareness, and supporting the Assam State Biodiversity Board in making its Biodiversity Management Committees stronger. This component will contain a number of technological interventions aimed at greatly enhancing the department’s conservation efforts and effectiveness.

- II. **Component 2: Community Engagement:** aims to further strengthen the 136 existing communities that were supported in Phase I as well as support 125 new communities through capacitating Joint Forest Management Committees (JFMCs)/Eco Development Committees (EDCs) for joint forest management and linking them with alternate livelihood options. This is expected to empower them economically and reduce dependence on forests for basic needs (such as affording gas cooking instead of firewood). There is a major focus on market linkage to ensure that the livelihood intervention provides sustainable economic growth. To further ensure efficiency and sustainability of the intervention, component 2 aims to converge with existing state/center-level livelihood schemes. This will enable the communities (women and men) to reap benefits from the activities even after the project is over.
 - III. **Component 3: Institutional Strengthening:** is aimed at improving various departmental cells to enable better management of the staff and resources. This includes strengthening of the legal cell, updation and implementation of a digitized Human Resource Management mechanism, digitizing the department's work by strengthening the Forest Management Information System (FMIS), supporting the research and education cell, supporting the Forest Schools and addressing few infrastructural requirements. This component also details the project management modalities of Phase II. The goal is to address Forest Department's most urgent institutional gaps, ensuring that it is equipped to deal with the complex challenges it faces.
 - IV. **Component 4: Climate, Gender and Social Inclusion:** Throughout the project activities, Climate, Gender and Social Inclusion will be recurring and crosscutting themes for all activities. This is reflected in the Project's Environmental and Social Commitment, which will be fulfilled through the Environmental and Social Management System and the Gender Action Plan. The project is committed to ensuring fair gender representation as well as inclusion of vulnerable sections of all stakeholders, especially in case of its beneficiary communities. This translates to a participative approach wherever applicable, such as for microplanning with the community; and an inclusive approach inviting a broad representation of community members, such as in case of livelihood trainings. Considering the wide ambit of project activities which would interact with forests, biodiversity and other large infrastructural undertakings (equipment, vehicles, buildings, etc.), the Project shall closely monitor its activities to ensure alignment with its climate, gender and social inclusion commitments.
2. The PMU, APFBCS is seeking interested and qualified person for the position of '**Procurement Executive**' hereinafter referred as '**PE**' on a full time basis to provide assistance in procurement management function under the Project.

(B) Key Tasks and Responsibilities

1. **Support Coordination and Management:** The **PE** will report to the Senior Procurement Specialist of the PMU (under the overall command of the Project Director, APFBCS) and provide assistance in procurement management of APFBCS, including the following:
 - a) Assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;
 - b) Assist Senior Procurement Specialist of the PMU throughout the procurement process;
 - c) Review Requisition submitted by the stake holders of the project for completeness and compliance with objective of PMU, AFD procurement policies and procedures, guidelines and best practice;
 - d) Provide administrative support to the PMU in procurement management and contract administration, disbursement and contract closure;
 - e) Prepare draft Invitation for Bid/Bidding Document/ Requests for Expression of Interest (REOI)/ Request for Proposal (RFP) document/ Minutes of short-listing/ Minutes of pre-bid meeting/ Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practice;
 - f) Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practice;
 - g) Assist in overall administration of the contracting process including contract requisition, payment processing, contract closure, and maintenance of all contract files;

- h) Assist in review invoices/requests for payment submitted for accuracy and process for payment, ensuring that all payment requests are processed on a timely basis;
 - i) Maintain individual contract files including compilation of all procurement documentation. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation. Ensure that all contract files are up-to-date and contract related documentation is readily available upon request;
 - j) Prepare procurement documentation to ensure the application of and compliance with AFD's procurement policies and procedures applicable for PMU and best practice and assure the integrity of the procurement process;
 - k) Provide reference and guidance to other Support staff of the PMU on AFD procurement policies and procedures and best practice throughout the contract administration process;
 - l) Assist in finding viable solutions to contract administration issues;
 - m) Identify operational gaps in contract administration procedures and recommend improvements to existing processes, best practice, tools, and systems to achieve operational efficiency;
 - n) Conduct initial routine review of procurement documentation to ensure quality of supporting documents and compliance with established standards;
 - o) Assist during Procurement Audit by the AFD/Consultants engaged for the task;
 - p) Ensure that any issues and/or deviations from AFD procurement policies and procedures are highlighted to the Senior Procurement Specialist of PMU for necessary action/resolution;
 - q) Assist in raising awareness within the PMU on contract administration issues, problems and lessons learned; Assist in development and implementation of any plan to correct identified non-compliance issues;
 - r) Any other official responsibilities as assigned by the PD/ Senior Procurement Specialist, PMU, APFBCS;
 - s) Assist in Preparing/Updating the procurement plan and schedule for the project, in consultation with the Senior Procurement Specialist, by taking care to ensure optimum competition, economy and efficiency and priority of items.
 - t) Any other tasks as assigned by the PD, APFBCS.
2. The **PE** will have to attend PMU, APFBCS on all working days from 9:30 to 18:00 hours unless he/she is on official tour as approved by the PD. He may also be required to attend office on holidays as and when so desired by the PD for disposal of urgent matters. However, no extra remuneration will be paid for attending office on holidays.

(C) Duration of Service

The contract period with **PE** is intended for entire duration of the project and coterminous with the project period of APFBC. However, continuity of the **PE** beyond one (1) year from the date of signing the agreement will depend upon his/her performance. The decision of the PD will be final and binding in this regard.

(D) Essential Qualifications & Experience

- a) Graduate/Post Graduate from any Govt. recognized University in any subject. Atleast **3 (three) years** of experience in supporting procurement related functions in Externally Aided Projects (EAP)/ Public Sector Agency(ies).

In case, sufficient candidates with 3 (three) years of experience in the fields cited above is not available, then candidates having atleast 2 (two) years of experience in the aforesaid fields may also be considered, but at a reduced remuneration.

- b) **Computer Skills:** Advanced skills in Microsoft Office software including in MS Word, MS Excel, MS Power Point, etc., and Internet, email etc.
- c) Proven practical skills in the area of procurement and contract administration aspects
- d) Demonstrated knowledge of EAP procurement policies, best practice, systems and tools

- e) Demonstrated strong conceptual, analytical skills with clarity of thought process and problem-solving skills;
- f) Excellent organizational skills;
- g) Excellent accuracy with keen attention to detail;
- h) Self motivated, high level of zeal and enthusiasm in all endeavours, unblemished integrity, ability to check quality of own work and ability to organize and prioritize own work to meet deadlines;
- i) Ability to work both independently and as well as in a team;
- j) Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts;
- k) Good command over English language, and oral communication skills;
- l) **Age:** The candidate shall not be of more than **40** years of age as on **1st January, 2021**. However, in case of exceptionally talented candidate having wide relevant experience this requirement may be relaxed.
- m) **Language:** High level of fluency in English and Hindi. Local language Assamese is desirable.

(E) Remuneration and payment terms:

- a) Depending on the qualifications, experience, competency, the consolidated fixed remuneration of the **PE** will be determined and mutually agreed with the successful candidate, which would be in the range between **Rs.4.20 lakh** to **Rs.6.00 lakh** per year.

The remunerations cited above shall be inclusive of all taxes. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis based on the Manual of Procedure of APFBC Phase-II.

In case, sufficient candidates with 3 (three) years of experience in the fields cited above is not available, then candidates having atleast 2 (two) years of experience in the aforesaid fields may also be considered, but at a reduced remuneration.

(F) Travel Requirements:

The **PE** may be required to undertake field-visits and tours as per the project requirements, with prior approval of the PD, APFBCS.

(G) Reporting and Performance Review:

The **PE** will report to the Senior Procurement Specialist of the PMU (under the overall command of the Project Director, APFBCS). The quality of service and performance of the **PE** will be reviewed annually as per the Manual of Procedure of APFBC Phase-II.

(H) Facilities to be provided by the PMU:

The PMU will:

- a. Give access to all documents, reports, correspondence, contacts available and any other information as deemed necessary.
- b. Provide a seating arrangement in the PMU along with computer, printer, computer/office consumables, and internet access.
