

GOVERNMENT OF NAGALAND
Office of the Society for Climate Resilient Agriculture in Nagaland (SoCRAN)
ELEMENT (WORLD BANK)- NAGALAND
NAGALAND: KOHIMA

TERM OF REFERENCE (ToR) FOR SUBJECT SPECIALIST- PROCUREMENT

Position Title : Subject Specialist- Procurement

Reporting Authority : Deputy Project Director- 4

Work Location : State Project Management Unit, Kohima

Salary per Month : Rs. 70,000/-

Required Qualification and Experience:

- Postgraduate Degree in Commerce, Business, Finance or Management/ Postgraduate Diploma in Material/ Supply Management/ Bachelor of Engineering from any recognized university or institute.
- Minimum 7 years of work experience in Government or Private Organization, in bidding procedure, procurement procedure, especially preparation of Expression of Interest, Notice Inviting Tender, Terms of Reference, Request for Proposal and bidding document for procurement of consultant services, goods and works.
- At least 5 years of working experience in External Aided Projects in Nagaland or within the North Eastern Region.
- Strong knowledge of procurement processes, vendor management and contract negotiation and proficiency in strategic sourcing, cost analysis, and procurement practices.

Roles and Responsibilities:

- As Subject Specialist- Procurement, he/she will be responsible to prepare detail procurement plan with month-wise / week-wise activities in consultation with the subject specialist and ensure the execution of the procurement process.
- Prepare and include relevant Community Procurement Guidelines and formats and include in POM/COM.
- To prepare project specific Manual of Procedures for procurement.
- Update the 18 month Procurement Plan prepared during design and ensure that the plan is continuously updated in accordance with the procedure and procurement plan agreed with World Bank.
- Co-ordinate with concerned subject matter specialist on procurement matters, especially preparation of ToR, technical specification etc.

- Collaborate closely with Deputy Project Director and others for advertisements, short listing, bidding documents, evaluation, letters of rewards, draft contracts etc. in the procurement of goods/works and services including consultancies.
- Co-ordinate with Deputy Project Director regarding submission of advertisements bidding documents, letters of invitation, evaluation reports, contracts etc. to the World Bank for those items subject to prior review.
- Monitor the process of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any.
- Liaison with any other appropriate authority for any dispute among the parties relating to procurement.
- Train SPMU staff in procedures and manual application specifically for procurement.
- Assist SPMU in conducting financial disbursement, accounting, and replenishment of funds as per the guidelines of the funding agency.
- Assisting in preparation of AWPB including Procurement Plan, its implementation, monitoring and reporting to World Bank, State Government and other Stakeholders.
- Ensuring timely reporting of project activities and support for developing and maintaining the Project MIS.
- Provide technical support to the ZMU, PFA and VEMC on procurement processes, including procurement of consultant services, goods and works.
- Monitor/facilitate/supervise and impart training on community procurement to ZMU, PFA and VEMC.
- Any other task assigned by the higher authority.

Sd/-

**Mission Director
ELEMENT (World Bank)- Nagaland
Nagaland: Kohima**