

Assam State Disaster Management Authority

Vacancy Announcement

Applications along with Prescribed Application Form, attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl. No.	Name of the Post	No. of posts
1	Procurement Officer	1 (one) No.

The application, complete in all respects **in the prescribed application form** and along with testimonials should be submitted on or before **18-02-2022 / 3.00 PM** and addressed to:

**The Chief Executive Officer,
Assam State Disaster Management Authority (ASDMA),
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781006
Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/>,


**Deputy Secretary &
State Project Coordinator,
Assam State Disaster Management Authority.**



ASSAM STATE DISASTER MANAGEMENT AUTHORITY
ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Post applied for [please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts]:

Procurement Officer	
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Please read the instructions given below carefully:

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board/ University Examinations.
- Please enclose copies of work experience certificates, if any.
- Please enclose copies of relevant certificate relating to proficiency in Computer Application.
- The LAST DATE of submission should be strictly adhered to.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

2. Gender : Male Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date Month Year

4. Complete Age as on (01-01-2022) Years.

5. Caste: SC ST OBC Gen Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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9. Present Occupation, if any:

10. Educational Qualifications (HSLC/ HS onwards):

Name of	Name of School/ College with full	Board/ Council/	Year of	Class/ Div./	% of Marks
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Examination	Address	University	Passing	Grade	obtained
(HSLC or Equivalent)					
(Higher Secondary)					
(Degree)					

11. Other Qualifications, If any:

12. Computer Proficiency (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

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16. Address for Correspondence:

Pin Code:

17. Permanent Address of the Applicant:

Pin Code:

18. Email ID, if any:

**Assam Integrated River Basin Management Project
Terms of Reference for Procurement Officer**

A. Background of the Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

B. Therefore, the Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) under the Assam Water Resource Department.

C. The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

Component 1 – Institutional Strengthening and Strategic Studies

Component 2 – Integrated Water and Flood/River Erosion Risk Management-WRD .

Component 3 – Integrated Flood/River Erosion Risk Management-ASDMA.

Component 4 - Contingent Emergency Response

D. The Component C of the project shall be implemented by the Assam State Disaster Management Authority (ASDMA) the implementing unit under the project. ASDMA now invites applications from eligible Indian citizens to provide the Services of Procurement Officer. Interested Candidates should provide information demonstrating

that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

E. Scope of the Services:

The Procurement Officer will carry out the following main activities, in conjunction with other PIU members as needed:

- (i) Assist in preparing and updating periodically the project procurement plan and use of Systemic Tracking of Exchanges in Procurement (STEP) for the procurement activities;
- (ii) Prepare/update project procurement strategy for development (PPSD) taking into account the nature of the procurement activity, capacity of the procuring entities, prevailing market conditions, activity level risks etc. The PPSD document will spell out the detailed procurement arrangements (e.g., procurement packaging strategy, method, bid evaluation methodology of the major packages, timeline for the procurement activities, contracting arrangement etc.) for the Project including the risk mitigation measures.
- (iii) Prepare the drafts of Invitation for Bids (IFB), Request for Expressions of Interest (REOI), Amendments, Bidding Document, Prequalification Document, and Request for Proposals (RFP) following the Standard Procurement Documents/Model Procurement Documents agreed by the World Bank;
- (iv) Assist in bid opening and evaluation of bids, applications for prequalification, Expressions of Interest, Technical Proposals, and Financial Proposals received from business entities competing for contracts;
- (v) Assist the Project Director (PD) and Project team in conducting negotiations with awardee(s) of contracts;
- (vi) Assist in drawing up draft negotiated contracts;
- (vii) Assist the PD and Project team in responding and taking necessary actions on procurement related complaints, if any;
- (viii) Provide advice and training to PIU members on procurement related matters on a need basis as part of the institutional capacity building;
- (ix) Provide hands on support to the PIU for effective contract management;
- (x) Assist in maintaining records and other documentations required for procurement audit and progress reporting purposes;
- (xi) Prepare monthly progress reports of procurement activities according to formats provided by the PD and the World Bank;
- (xii) Any other relevant activity assigned by the Project Director.

F. Required Qualifications and Experience:

- (i) B.E./B.Tech in civil engineering or Master's in Procurement/Supply Chain Management/ Law/Business Administration or other relevant subjects like Economics/Accounting/Finance. Candidates having advanced academic/professional qualification in procurement will be an added advantage.
- (ii) General Experience:
 - A minimum of 03 (three) years of general experience in Public Procurement and/or project management;
- (iii) Desirable Experience:
 - Experience in procurements following World Bank's or other Multilateral Development Banks' Procurement Guidelines.

G. Reporting Requirements:

The Project Head will be the direct report of the Procurement Officer. The consultant will submit monthly report on significant procurement activities and issues. The work and performance of the Officer shall be reviewed by the project director on a periodic basis.

H. Tenure / Duration:

The contract with the Officer would be signed initially for a period of one year and renewed based on his performance.

I. Procurement Officer's Responsibility

The Procurement Officer shall be fully responsible to manage his day to day works with the Project Head and Project team with high dedication, integrity and ethical behavior. The PS should not have any conflict of interest while working in the procurement activities and should have integrity and keep all the project information confidential.

J. Travel Requirements:

The consultant shall be based full time at the ASDMA project office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when necessary.

K. Facilities to be Provided by the Client (ASDMA):

ASDMA will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities, upon the request of NPC.

L. Remuneration:

Rs 70,000/- to Rs 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per project norms.