



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)

ST & SC Development Department, Govt. of Odisha, TDCCOL Building, 2nd Floor, Bhoi Nagar,

Bhubaneswar, Tel: (91) 674 - 2542709 , Email: support@opelip.org

Notice No. **3907** Date: **30/10/2023**



Engagement of Senior Procurement Specialist and MIS Consultant

Programme Director, OPELIP invites applications from eligible candidates for engagement of one Senior Procurement Specialist under OPELIP Phase-II and hiring of one MIS Consultant under PMU, OPELIP till closure of the current programme i.e. 31st March, 2024 under ST & SC Development Department, Govt. of Odisha on purely contractual basis. Interested eligible candidates may send their application in the prescribed format by Speed Post/Regd. Post/Courier service only on or before 06th Nov, 2023 by 5.00 PM. Application beyond the dateline will not be considered. Only shortlisted candidates will be called for interview . The detailed ToR along with prescribed application format is available at our official website www.opelip.org. Programme Director reserves the right to accept or reject the applications without assigning any reason thereof.

Programme Director

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Terms of Reference

Type: Senior Specialist

Name: Sr. Procurement Specialist (PMU)

General Description of task(s) and objectives to be achieved

I. Background

Programme Management Unit is the Lead Programme Agency for implementing OPELIP-II in the State. Programme procurement is the responsibility of the LPA. The position of the Senior Procurement Specialist is to lead on all procurement related matters with the oversight and administrative control of the Programme Director.

II. Overall objective

The Senior Procurement Specialist will coordinate and support on all procurement actions of the Programme.

III. Roles and responsibilities

The responsibilities of the Senior Procurement Specialist will be as follows:

- With reference to the Programme design document, IFAD procurement guidelines and Procurement Handbook, draw up draft Programme procurement manual for the Programme for approval by PMC and IFAD. Prepare and include relevant Community Procurement Guidelines and formats, if required and include in the PIM.
- To 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 IFAD.
- To liaise with IFAD procurement staff.
- To co-ordinate with concerned subject matter specialist on procurement matters, especially preparation of TOR, technical specification etc.
- To lead preparation of bidding documents, evaluation, letters of awards, draft contracts etc. in the procurement of good/works and services including consultancies, in compliance with IFAD Procurement Guidelines and Procurement Handbook.
- To submit necessary documents as per the Programme Procurement Arrangements Letter, to IFAD for those items subject to prior review.
- To facilitate/assist in getting NOC from IFAD wherever required.
- To co-ordinate with Programme team, organize and support evaluation committees for prompt evaluation.
- To make necessary arrangement for contract signatures.
- To supervise update of Contract Management details in IFAD ICP-CMT and prepare amendment letters to the contracts. As part of the contract management, in coordination with the concerned officials monitor the contractual provisions for compliance.
- To lead on providing capacity building and mentoring support to other PMU Procurement Staff and MPA Procurement staff.
- To keep progress of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any.
- Assist Programme Director for placement of various documents/papers before Programme Management Committee for review and approval, all types of audits of procurement activities, post review of IFAD, contracts exception reporting, etc.
- To liaison with any other appropriate authority for any dispute among the parties relating to procurement.

- (PM)
- To provide documentations and data to IFAD fielded Supervision Mission and Implementation Support Missions.
 - To perform any other relevant work related to the Programme procurement assigned by the Programme Director.

Qualifications and timeline

IV. Required qualifications and experience

Qualifications & Experience:

- a. **Formal Academic from recognized University or equivalent:**
 - Post Graduate in commerce, business, finance or management
- b. **Relevant Training:**
 - Purchasing management and procurement systems
- c. **Work Experience**
 - Post qualification, minimum ten (10) years of demonstrated managerial experience in managing procurement in the organization with complete understanding and experience on national 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. Preference will be given for experience in handling World Bank procurement procedures.
- d. **Desirable Qualification:**
 - Post Graduate Diploma in Material/Supply Management
 - Thorough knowledge of procurement procedures of International Financial Institution financed Programmes.
 - Completion of Procurement training from a national level institute
 - MBA from any recognized university or institute.
- e. **Preferred Skills:**
 - Good written and verbal communication skills
 - Computer literacy general MS package
 - Proficient in computer based spread sheets for data analysis
 - Proactive, work with minimum supervision, and as a team builder

Age: Maximum age limit would be 55 years

V. Duration and timeline

The position is envisaged for the entire Programme period. The selected candidate will be offered an initial contract of 1 year, which would be renewed depending on performance and continued need.

VI. Consolidated Remuneration: Rs. 1,20,000 / Month. TA, DA & Other norms as applicable.



APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Father's /Husband's Name		
Mother's Name		
Address	<u>Permanent</u>	<u>Present correspondence</u>
Mobile No.:		
Telephone Office		
E-mail id		
Adhar Card No.		
Date of Birth		
Age as on 31.10.2023		
Category (ST/SC/OBC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

3. Other trainings /additional qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Science Education:

Computer Courses	Name of Regd. Institute	Course Duration	Year	Grade/Percentage

5. Employment / Experience Records

Name and Address of the Employer	Designation	Period From - To	Total Year and Month	Brief description of duties

6. Language Proficiency (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify _____)									

7. Any Other information (May be provided by applicant on professional capacity to strengthen candidature)

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8. **Reference:** (Two persons to whom you have professionally reported)

Reference 1(Name, ,Designation, Official Address, Phone & E-mail id)	Reference 2(Name, ,Designation, Official Address, Phone & E-mail id)

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:

Place

Signature of the Applicant