

**LOAN-3539 IND: General Manager - Procurement and Contract Management - 0009 Individual Consultant (46462-003)**

Date Published: **30-Nov-2022**    Deadline of Submitting EOI: **09-Dec-2022 11:59 PM Manila local time**

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**Terms of Reference (Individual Consultant)**

Expertise **General Manager - Procurement and Contract Management**  
 Expertise Group **Project Management/ Institutional Development**

Consultant Source **National**  
 TOR Keywords **Procurement, Contract, Monitoring, Evaluation, Bidding**

**Objective and Purpose of the Assignment**

"The Asian Development Bank (ADB) and the Government of India signed a \$75 million loan for the implementation of the Odisha Skill Development Project (OSDP). The project aims to improve the skills development ecosystem in Odisha and establish an advanced skills training center, the World Skill Center (WSC), in the state capital Bhubaneswar. The proposed project will help the Government of Odisha transform its skills development system by establishing WSC and integrating government ITIs, polytechnics as well as engineering colleges under a hub-and-spoke model. The proposed model aims to expand the state's training capacity, uplift the quality of skills training, and strengthen the market relevance of training programs, which would enhance the skills and employability of young workforce for the high-demand priority sectors. It will further strengthen the overall branding of "Skilled in Odisha" initiative.

Overall the project aims to benefit around 1,50,000 students, trainers and assessors in the areas of mechatronics, facilities technology, precision engineering, beauty & wellness, hair fashion & design, and logistics operations. Each of the 18 storeys of WSC will be dedicated to different skills and will be Centre(s) of Excellence for the respective trades with direct affiliation/accreditation with global leaders in the field. "

The General Manager (Procurement and Contract Management) will be responsible for procurement and contract management activities of World Skill Center/OSDA.

**Scope of Work**

- Assist Odisha Skill Development Authority (OSDA)/ World Skill Centre (WSC) and Government of Odisha in Procurement and Contract Management matters.
- Support in Procurement Process- which includes preparation of bidding document by using Standard Bidding Documents ,assist OSDA in designing Post Qualification and Evaluation criteria, finalizing Cost Estimates and Technical Specifications as per ADB and Odisha Government norms.
- Assist in preparing Technical and Price bid evaluation reports in case of Goods and Civil works and various Submissions in case of Consultant selection.
- Assist in selection of successful Contractor/Supplier/Consultant/Service vendor.
- Assist in Contract negotiations and Signing of contract agreement.
- Assist in overall Procurement Performance Monitoring of all the projects under the OSDP (Odisha Skill Development Project) by designing Project Monitoring Sheets, regular updating and initiating next stage action as per the statutory provisions.
- Assist in Contract and Consultant management by reviewing the invoices, verification of eligible payments and release of payments as per the contractual provisions.
- Assist in follow up with Suppliers, Contractors and Consultants and in contract performance review.
- Assist in regulatory framework and procedures for dispute resolution of contracts.
- Assist in issuing guidance on the evaluation procedures, reporting formats and any other suitable monitoring tools.
- Assist in Organizing and record keeping of all contract related documents after completion of contracts.
- Any Other Responsibility assigned.

**Detailed Tasks and/or Expected Output**

- i. Design & Preparing Bidding documents of the various packages related to Goods , Civil Work and Consultant selection of OSDP/WSC.
- ii. Preparation and updating of Procurement Plans of the OSDP/WSC.
- iii. Planning and executing the Procurement Activities.
- iv. Contract Management for all contracts under the OSDP/WSC.

- v. Timely invoice generation, verification and payment to contractors/suppliers/consultants.
- vi. Responsible for record keeping of all procurement and contract related documents in hardcopy & softcopy format.
- vii. Generate & submit Procurement and Contract related reports as and when required.
- viii. Keep track of & take necessary follow up measures for successful Procurement and Contract management.
- ix. Any other task assigned by OSDA/WSC.

**Minimum Qualification Requirements**

Engineering Graduate from reputed institute with 10 years of relevant experience in Procurement and Contract management. Conversant with Computer as required for this assignment is must. Experience of externally aided projects will be preferred. Experience of working in Odisha and States similar to Odisha will be preferred.

Minimum General Experience **10 Years**  
 Minimum Specific Experience (relevant to assignment) **10 Years**  
 Regional/Country Experience  **Required**  **Desired**  **Not Required**

**Deliverables**

| Details                | Name                     | Type   | Estimated Submission Date |
|------------------------|--------------------------|--------|---------------------------|
| <a href="#">+ Show</a> | Monthly Timesheet Report | Report |                           |

**Schedule and Places of Assignment (chronological and inclusive of travel)**

Schedule Type  **Continuous**  **Intermittent**  
 Max. Working Days/Week Home Office **6** Field **6**

| City and Country    | Working Days | Estimated Start Date | Estimated End Date | Other Details (use if place selected is Others) |
|---------------------|--------------|----------------------|--------------------|---|
| Bhubaneshwar, India | 624          | 02-Jan-2023          | 01-Jan-2025        |   |
| <b>Total</b>        | <b>624</b>   |                      |                    |   |

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