

TA-6766 IND: Inclusive, Resilient, and Sustainable Housing for Urban Poor Sector Project in Tamil Nadu - Contract Specialist (53067-004)

Date Published: **15-Dec-2022** Deadline of Submitting EOI: **21-Dec-2022 11:59 PM Manila local time**

[Back](#) [Express Interest](#)

TIP If interested in this assignment, click the "Express Interest" button to get started.

Profile **Terms of Reference** **Cost Estimate**

Terms of Reference (Individual Consultant)

Expertise **Contract Specialist** Consultant Source **National**
 Expertise Group **Engineering** TOR Keywords **Contract Specialist**

Objective and Purpose of the Assignment

The objective of the services is to strengthen the Contract Management capacity of the PMU in the Tamil Nadu Urban Habitat Development Board (TNUHDB), in implementing the ADB's assisted Project to ensure:

- i) All project funds are used for the intended purpose and with due attention to considerations of economy and efficiency; and
- ii) Adherence with ADB's procurement policy and contract management.

Scope of Work

The Contract Specialist will support TNUHDB in efficient contract management of civil works/ consulting services contracts, . The specialist will closely work with project management specialist and the contract management specialist.

Detailed Tasks and/or Expected Output

The main tasks related to the position shall include but not limited to:

- i. Support TNUHDB to adopt TNUHDB suitable contract management practices for timely completion and efficient contract management;
- ii. Support TNUHDB in procurement activities including review of bid documents, for civil works and consulting services;
- iii. Assist TNUHDB in procurement of goods, civil works and consultants to help achieve project objectives in a timely and cost-effective manner;
- iv. Support TNUHDB in preparing, updating and monitoring the contract implementation schedules;
- v. Support TNUHDB to assess and monitor construction programs adopted by the contractors; ;
- vi. Support TNUHDB in monitoring the contract packages of all construction works in accordance with the contractual obligations and in compliance with sound engineering practices;
- vii. Support TNUHDB to monitor contract wise progress and against contract schedules, identify and bring into notice of PIU/PMU any potential variations during implementation, advise the Engineer in recording the reason for delay and identify remedial actions, if any;
- viii. Organize procurement and contract management capacity building activities for Project staff on an ongoing basis by conducting contract management workshops.

Minimum Qualification Requirements

Bachelor's degree in a relevant discipline such as engineering; and at least 10 years of experience in contract management support in contracts for civil works, goods and consulting services on ADB financed projects. Master's degree in relevant field would be preferred.

The expert should have knowledge of the housing sector, and affordable housing programs. The expert should have practical experience and proven track record in developing effective contracts and agreements. Experience in similar capacity and sound knowledge of ADB or World bank procedures/policies and working on externally funded infrastructure projects shall have added advantage.

Excellent oral and written communication skills in English. Knowledge of spoken Tamil would be an added advantage. Demonstrated high proficiency in using Excel, Word, and PowerPoint.

Minimum General Experience **15 Years**
 Minimum Specific Experience (relevant to assignment) **10 Years**
 Regional/Country Experience **Required** **Desired** **Not Required**

Deliverables

Details	Name	Type	Estimated Submission Date
+ Show	Inception Report	Report	
+ Show	Interim Report	Report	
+ Show	Draft Final Report	Report	
+ Show	Final Report	Final Report	

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

Schedule Type Continuous Intermittent
 Max. Working Days/Week Home Office **5** Field **6**

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
Home Office, Other	53	20-Jan-2023	30-Jul-2023	
Chennai, India	7	01-Aug-2023	30-Sep-2023	
Home Office, Other	55	01-Nov-2023	30-Mar-2024	
Chennai, India	5	01-Apr-2024	19-Jul-2024	
Total	120			

[Back](#)

[Express Interest](#)