

File No.MBMA - 03/2015/685

Dated Shillong, the 05th May, 2022

RFP: Consultant – Procurement

MBMA is in urgent need of a **Consultant Procurement** for strengthening the procurement system and services at MBMA and its component entities. Retired Government Procurement personnel will be preferred.

Procurement Services:

Procurement services for MBMA are envisaged as required for developing and establishing robust procurement systems at MBMA in line with good procurement practice and all Externally aided projects (EAPs) requirements and putting in place a framework for strategic planning of sourcing.

Objective of the assignment:

1. The assignment will involve designing and implementing a procurement system/ practice incorporating therein a procurement manual in line with prudential norms and all EAPs ongoing project guidelines.
2. To lead on procurement of goods, works and services required for MBMA including ensuring that eligible bidders are provided the same information and equal opportunity to compete in provision of the same.
3. Lead on capacity building of staff (HQ and Districts) for the procurement function and contribute to recruitment of personnel for the procurement/ FM functions

Scope of Work:

1. Designing, implementing and institutionalising a robust procurement system / practice for procurement of goods, works and services. (Works are minimal and mostly involve forced account or community procurement) The system/ practice which must operate across MBMA, its constituent entities and the district level Basin Development Units must meet prudent commercial requirements and able to ensure compliance with all ongoing Externally Aided Projects procurement guidelines and requirements.
2. Development and finalisation of a procurement manual either as stand alone or as part of an overall FM manual, development of checklist for procurement audit
3. To draw up, disseminate and monitor an annual procurement plan in line with externally aided projects requirements as part of annual planning and budget process.
4. Management of the procurement system in sourcing major items of goods, works and services including drawing up tender documents, seeking prior approval from the appropriate Externally Aided Projects authority (where needed), managing the tender process, contract negotiation and enforcement, post reviews by the externally aided projects and procurement audit.
5. The consultant will work closely with the staff of MBMA who are assigned for procurement related tasks and quality assure work
6. Develop checklists/ how to guides for effective and efficient procurement within MBMA/EAPs.
7. Provide high-level advice and support to the Board and top management. Meet with senior management and/or board members to review performance and address gaps and inconsistencies.
8. Assess capacity building requirements of staff for the procurement process and make/supervise arrangements for training or requisite capacity building

9. Serve as a key member of the MBMA team, participating in the strategic planning process for the company and building up the procurement team
10. Any other task assigned by top management

Deliverables:

- ✓ Procurement manual/ guidelines
- ✓ How to guides
- ✓ RFPs/ EoI notices/ Contract agreements as required
- ✓ Periodic assessment reports to the Board/senior management
- ✓ Assessment of capacity building requirements of staff in procurement domain
- ✓ Conduct/Commission trainings on procurement process
- ✓ Provide support to administration and HR on assets repairs/maintenance, procurement related recruitment such as advertisement, interviews etc
- ✓ Making submissions to Externally Aided Projects and responding to queries, audit reports etc. Related to the domain
- ✓ Any other information and reports requested from time to time.

Appointment:

The consultant – Procurement, will be required to play a leadership role and work alongside the senior management team.

The duration of the assignment is expected to be one year which may be extended on existing terms and conditions with mutual consent.

Desired Qualification and Experience:

- The Consultant should have excellent academic credentials and experience of different contexts. (S) he must hold a Post Graduate degree in Commerce, Business, Finance, Economics or Management or MBA from reputed institution or possess a professional qualification in the field of accounting or procurement.
- Qualification in Procurement & Supply Chain Management will be given preferable “OR” **from other disciplines with relevant experience may also apply.**
- The consultant should have at least 10 years of varied and comprehensive experience in procurement or supply chain management in project.
- Prior experience of working on externally funded projects would be desirable.
- Experience of working in North Eastern Region preferably Meghalaya will be given preference.
- Experience of working with any Central or State PSU or other similar Government organisation will be preferred
- Strong oral and written communication skills are essential

Selection Process:

For selection of the candidate,

- 80% weightage will be given to suitability of the candidate based on above parameters and
- 20% weightage will be given to the remuneration sought by the candidate.

Deployment:

- The selected candidate will be engaged on full time basis and will be in Shillong. The assignment shall be a full time commitment.
- Operational arrangements such as those relating to official travel etc. will be borne by MBMA or such OPE will be reimbursed as per category – I staff of MBDA/ MBMA.
- Remuneration is negotiable.

Submission of Offer:

- Offers for the position should include a detailed resume with supporting documents, a write-up on candidate's suitability for the assignment and expected remuneration.
- The Offer must reach MBMA either electronically (recruitmentmbda21@gmail.com with the subject line – **Consultant Procurement**) or as a hard copy addressed to the Assistant General Manager – HR.
- Office Address:** *Meghalaya Basin Management Agency, C/O, Meghalaya State Housing Financing Cooperative Society Ltd. Campus, Nongrim Hills, Shillong – 793003, latest by 5:00 PM 13th May 2022.*
- Each application submitted electronically would be acknowledged and only this acknowledgement will constitute proof of submission.

Sd/-
Executive Director
Meghalaya Basin Management Agency