



MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills,
Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003
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REQUEST FOR PROPOSAL (RFP)

MBDA/MBMA-04/2013/Vol-IX/334

Dated Shillong, the 14th January, 2025

Meghalaya Basin Development Authority (MBDA) is engaged in implementing various development projects funded by international organizations such as the KfW Development Bank, Japan International Cooperation Agency (JICA), World Bank, and International Fund for Agricultural Development (IFAD). These projects aim to promote sustainable development and enhance the livelihoods of the communities in Meghalaya.

To ensure efficient and transparent procurement processes in compliance with international standards and donor requirements, MBDA/ MBMA seek to engage a qualified and experienced **Procurement Consultant**. This Request for Proposal (RFP) invites eligible consultants to submit their proposals for the provision of these consultancy services.

For detailed information regarding the scope of work, deliverables, and other relevant details, please visit the MBDA website at **www.mbda.gov.in**.

Date of Issue of RFP: **14th January 2025, Tuesday**

Last date and time of submission: **25th January 2025, Friday**

Sd/
(Shri Gunanka D.B, IFS)
Executive Director, MBDA

Terms of Reference (TOR) for engagement of Procurement Consultant for Meghalaya Basin Management Agency (MBMA)

Introduction

Meghalaya Basin Development Authority (MBDA) is engaged in implementing various development projects funded by international organizations such as the KfW Development Bank, Japan International Cooperation Agency (JICA), World Bank, and International Fund for Agricultural Development (IFAD). These projects aim to promote sustainable development and enhance the livelihoods of the communities in Meghalaya.

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Scope of Work

The Procurement Specialist Consultant will be responsible for the following tasks:

1. Procurement Planning and Strategy:

- Develop comprehensive procurement plans aligned with project timelines and budgets. Ensure these plans incorporate risk assessments, resource allocation, and milestone tracking to facilitate smooth execution and timely delivery of procurement activities.
- Advise the Management on procurement strategies and its compliances with donor guidelines. This includes identifying cost-effective sourcing methods, promoting competitive bidding processes, and leveraging economies of scale. Provide tailored recommendations for framework agreements, long-term contracts, and supplier pre-qualification processes to streamline procurement operations.
- Establish procurement performance metrics and regularly review progress against these benchmarks to identify areas for improvement.
- Collaborate with key stakeholders to ensure alignment of procurement plans with organizational objectives and donor requirements.
- Conduct market analysis to identify potential suppliers, assess market trends, and determine pricing benchmarks to inform procurement decisions.
- Develop contingency plans to address potential delays or challenges in the procurement process, ensuring flexibility and resilience in meeting project needs.

2. Preparation of Bidding Documents:

- Draft comprehensive bidding documents, including Requests for Quotations (RFQs), Requests for Proposals (RFPs), and Invitations to Bid (ITBs), in strict adherence to donor standards and organizational policies.
- Ensure clarity, accuracy, and consistency across all sections of the bidding documents, including terms of reference, technical specifications, evaluation criteria, and contract terms.
- Incorporate legal and procedural frameworks specific to donor requirements, ensuring full compliance with international procurement standards.

- Collaborate with technical and subject matter experts to draft precise and responsive technical specifications that align with project needs and objectives.
- Conduct pre-bid consultations or workshops to address bidder queries and provide clarifications, ensuring equal access to information for all participants.
- Implement mechanisms to safeguard confidentiality and integrity during the preparation and issuance of bidding documents.
- Regularly review and update bidding document templates to reflect changes in donor requirements, legal frameworks, and organizational priorities.

3. Bid Process Management:

- Oversee the bidding process, including advertisement, pre-bid meetings, bid evaluations, and contract awards, ensuring full compliance with donor and organizational guidelines.
- Organize and facilitate pre-bid meetings to provide potential bidders with a clear understanding of project requirements, timelines, and evaluation criteria. Address all queries raised during these meetings transparently and consistently.
- Establish and enforce procedures for the secure receipt and opening of bids, ensuring confidentiality and integrity throughout the process.
- Develop and implement robust evaluation frameworks, including detailed scoring matrices, to guide evaluation committees in assessing bids against predefined criteria.
- Provide technical assistance to evaluation committees, ensuring adherence to established protocols and promoting objective, fair, and transparent decision-making.
- Prepare comprehensive bid evaluation reports documenting the selection process, including justification for the recommended award.
- Lead negotiations with selected bidders to finalize terms and conditions, ensuring alignment with project objectives and legal requirements.
- Oversee the issuance of contract awards and communicate results to both successful and unsuccessful bidders in a timely and professional manner.

4. Contract Management:

- Develop and review contracts to ensure they comply with project objectives, donor guidelines, and legal requirements, mitigating risks of ambiguities or non-compliance.
- Monitor contract performance by establishing key performance indicators (KPIs) and ensuring adherence to timelines, quality standards, and budget constraints.
- Provide advisory support on dispute resolution, mediation, or renegotiation processes when contractual issues arise.
- Coordinate with legal and technical teams to ensure contracts include comprehensive clauses on deliverables, payment schedules, warranties, and penalties for non-compliance.
- Facilitate contract closeout procedures, including final performance assessments, documentation of lessons learned, and reconciliation of outstanding obligations.

5. Capacity Building:

- Train and build the capacity of MBMA and MBDA staff in procurement processes, focusing on international best practices, donor-specific guidelines, and efficient use of procurement systems.

- Design and deliver structured training programs, including workshops, seminars, and e-learning modules, tailored to different levels of staff expertise and roles within the procurement function.
- Develop user-friendly procurement manuals, guidelines, and tools to support staff in executing their roles effectively and consistently.
- Provide on-the-job mentoring and advisory support during critical procurement phases to enhance staff confidence and decision-making skills.
- Establish a community of practice within MBMA and MBDA to facilitate knowledge sharing, continuous learning, and collaboration on procurement-related matters.

6. Compliance and Reporting:

- Ensure adherence to procurement guidelines of various EAP's like KfW, JICA, World Bank, and IFAD. Regularly review and update internal processes to align with the latest donor regulations and standards.
- Prepare regular progress reports, including detailed documentation of procurement activities, timelines, and any challenges encountered. Highlight areas of improvement and recommend corrective actions where necessary.
- Develop and maintain a centralized compliance tracking system to monitor adherence to donor-specific procurement requirements and mitigate risks of non-compliance.
- Conduct periodic internal reviews of procurement processes to identify potential inefficiencies and implement corrective measures.
- Provide advisory support to senior management on compliance-related matters, including updates on regulatory changes and their implications for procurement operations.
- Develop training materials and conduct workshops to enhance staff understanding of compliance requirements and reporting standards.
- Submit detailed post-procurement evaluation reports that analyze the effectiveness of procurement activities and outline lessons learned for future improvements.

Eligibility Criteria

Interested consultants must meet the following eligibility criteria:

1. Qualifications and Experience:

- Advanced degree in Procurement, Business Administration, Finance, or a related field.
- At least 08 years of experience in procurement for development projects funded by international organizations (KfW, JICA, World Bank, IFAD, etc.).

2. Knowledge and Skills:

- In-depth knowledge of procurement guidelines and procedures of international development agencies.
- Strong analytical, negotiation, and interpersonal skills.
- Proficiency in procurement software and MS Office Suite.

3. Language Proficiency:

- Excellent written and verbal communication skills in English.

4. References:

- Proven track record of similar assignments with references from at least three previous clients.

Proposal Submission Requirements

Interested consultants are required to submit the following documents:

1. Technical Proposal:

- Cover Letter.
- Consultant's Profile (including relevant experience and qualifications).
- Approach and methodology for executing the assignment.
- Work plan and timelines.

2. Financial Proposal:

- Detailed cost breakdown (professional fees, travel expenses, etc.).

3. Supporting Documents:

- Copies of academic and professional certifications.
- References and contact details of previous clients.
- Any other relevant documents.

Evaluation Criteria

The evaluation of proposals will be based on the following criteria:

Criteria	Weightage (%)
Technical Expertise	40%
Relevant Experience	30%
Financial Proposal	20%
Approach and Methodology	10%

Submission Details

- Proposals must be submitted via online clearly marked as "**Proposal for Procurement Consultant**" as a subject line and sent to the following email ID;
- **Email Address: hr1.mbda@gov.in**
- **Submission Deadline: 24th January 2025**

Terms and Conditions

- MBDA/MBMA reserve the right to accept or reject any or all proposals without assigning any reason.
- The consultant will be engaged on a contractual basis initially for a period of one year.

Confidentiality Clause

All information shared by MBDA/MBMA during the course of the consultancy will remain confidential and should not be disclosed without prior written consent.

Sd/
Shri Gunanka D.B., IFS
Executive Director, MBDA