

Terms of Reference (ToR) for the post of Procurement & Purchase Specialist

Procurement & Purchase Specialist (Level-3A)

❖ **Qualification:**

MBA (Finance/ Procurement/ Purchase) / Post Graduate Degree in Management (Finance/ Procurement/ Purchase) from any Government recognized University/Academic institution.

Or,

Post Graduate Degree in Commerce / Economics from any Government recognized University/ Academic institution.

Or,

Advanced Certified Degree in Purchase / Procurement / Logistic Management/ Public Procurement from any Government recognized University/Academic institution.

❖ **Experience Required:-** Minimum 10 (Ten) years of work experience (in subject related to the position in relevant field).

❖ **Desirable Experience:**

- Experience of working with Government System and thorough knowledge of Purchase functioning.
- Experience of working in WB/ADB, other EAP funded projects.
- Extensive experience of Procurement/Purchase Department, Financial Planning and Budgeting for social or rural development projects.

❖ **Key Roles and Responsibilities:-**

- i) **Sourcing of new suppliers:** This includes- ensuring specific technical specifications with the purchased products and materials, negotiating purchase terms and evaluating supplier performance. He/she shall be responsible for ensuring timely deliveries and resolving any supply issues or discrepancies.
- ii) **Supplier Management:** Research, identify, and evaluate suppliers, while building and maintaining strong relationships.
- iii) **Negotiation:** Negotiate purchase terms, pricing, and contracts to achieve cost savings.
- iv) **Order Processing:** Prepare, submit, and manage purchase orders, ensuring accuracy in records.
- v) **Quality & Logistics:** Verify the quality of purchased products and ensure timely delivery.
- vi) **Inventory Control:** Monitor stock levels and initiate replenishment to meet company demands.
- vii) **Reporting:** Analyse supplier performance and prepare reports on purchasing activities.
- viii) **Support Senior Management:** For development and implementation of sourcing strategies. Also to have excellent communication & negotiation skills, be an analytical thinker and demonstrate a good working knowledge of purchasing strategies.

❖ **Other Roles and Responsibilities**

1. To provide technical guidance & assistance in Purchase/Procurement of works, goods, and consulting services for the TRESP in compliance with the World Bank Procurement Guidelines.
2. Assisting PMU and PIU in bid process management, collating bid queries and preparing clarifications, comparative analysis, assist PMU in bid evaluation and advise in award of

works upon review of clearance of safeguard requirements.

3. Assist in the preparation of evaluation reports using World Bank's standard evaluation report forms for all contracts;
4. Regularly update the purchase/procurement plan as implementation progresses; contract management and administration of all signed Contracts; preparation of periodic progress reports and work closely with the Finance to ensure disbursement is smooth;
5. Assist auditors / Bank staff during auditing / post procurement reviews.
6. Prepare estimates on the service volume, cost budgetary value, mutual obligations, geographical location and identify appropriate stake holders.
7. Present a report to the Project Director or Reporting Officer regarding Institutional building activities in the project area.
8. Preparation of the bidding documents by defining criteria for the pre-selection procedure and any other relevant materials required for purchase.
9. Support the committee set up to examine, evaluate and negotiation of the bids, in close consultation with the procurement/purchase department on the terms of the contract.
10. Perform other duties as and when assigned by the Reporting authority (COO / PD, TRESP).

❖ **Contract Tenure & Type of Engagement:-**

- Candidates would be initially recruited for one (01) year, which may be extended subject to renewal of service after every term of contract (with one day break) based on performance evaluation system of the Society and as per need of the project.
- The engagement will be on purely temporary basis and contractual in nature.
- Service contract won't be extended/renewed once the employee attains the age of 68 years.

❖ **Age limit:**

Maximum 65 years (for entry level) as on last date of submission of application form for the position and should be in good physical condition and willing to travel extensively in Different parts of the State.

❖ **Remuneration:**

Rs.1,50,000/- (Rupees One Lakh Fifty Thousand) only per month, which shall be paid after deducting necessary taxes, as applicable.

❖ **Domicile:**

Any Indian National having valid Photo Identity documents (as proof of identity & address) issued by the Government.