

## TERMS OF REFERENCE FOR PROCUREMENT ASSISTANT

### Under Capacity Building and Industrial Pollution Management Project (CBIPMP)

#### World Bank

#### Background

Ministry of Environment and Forests (MoEF) is implementing a project on Capacity Building and Industrial Pollution Management (CBIPMP) with financial assistance from the World Bank. Andhra Pradesh is one of the states where this project is being implemented.

#### Project Description

1. Site A : Remediation of Noor Mohammad Kunta, Katedan Industrial Area (KIE) in Ranga Reddy District, Andhra Pradesh
2. Site B : Remediation of the Dumpsite in Kadapa, Andhra Pradesh.

#### Scope of Work:

1. The procurement assistant will be responsible in assisting the Procurement Specialist for ensuring that procurement under the project is conducted in accordance with the procedures and timetables agreed with the World Bank.
2. Assisting in procurement matters, especially on technical matters, such as preparation of technical specifications, preparing Advertisements, Bidding documents, Letters of invitation, Draft contracts, Evaluation reports, etc., in the procurement of Goods/works/equipments/consultancies/training.
3. Maintain up-to-date and accurate project procurement records.
4. Prepare and submit for Bank review periodic procurement progress reports.

#### Qualifications

- In order to perform above tasks, the incumbent should have thorough knowledge of World Bank procurement procedures; Experience in working on World Bank financed projects; A university degree in a relevant field such as engineering, law, science(preferably with Post Graduate or Graduate Diploma in

Materials Management),.A retired government official with extensive experience of Public Procurements / World Bank Procurement and having thorough knowledge of World Bank procurement procedures can also be considered. Preference shall be given to an incumbent trained in World Bank guidelines / procedures in short term training courses in India / Abroad.

- The incumbent should have working computer knowledge.
- The candidate should have good Procurement skill and should be proficient in English & Hindi, with a knowledge of Telugu being optional
- The duration of the project will be for five years. The candidates will be hired purely on contractual basis and co-terminus with the project.