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State Water & Sanitation Mission
Selection of Sr. Individual Consultant

Terms of Reference (ToR)

Selection of Sr. Individual Consultant -Procurement for State Water and Sanitation Mission

1. Background:

1.1 State Water and Sanitation Mission (SWSM)

The concept of State Water and Sanitation Mission (SWSM) started in 1999 for coordination, convergence and policy guidance at the State level, headed by Chief Secretary of the State. The SWSM registered as a society to undertake the drinking Water supply scheme/programme and sanitation programme/ scheme in rural part of Maharashtra. The State Governments has defined the broad framework to execute the Jal Jeevan Mission and Swachh Bharat Mission in rural part of Maharashtra. SWSM, a state level institution headed by Chief Secretary with Additional Chief Secretary as Member Secretary of SWSM. The Mission Director of State Water and Sanitation Mission is responsible for implementation of JJM and SBM-G in the state.

One of the important activities in execution of mission mode is procurement of Goods, Works and services. To attain an objective of JJM within stipulated time period, it is important to hire services of individual consultant who is experts in public procurement. To undertake procurement activity, the SWSM envisages an appointment of professional Procurement experts for procurement of Goods, Works and services under mission for the mission period. The Jr. Individual Consultant -Procurement would assist the Sr. Individual Consultant – Procurement in execution of JJM projects in rural part of Maharashtra in terms of procurement.

1.2 About Jal Jeevan Mission

Water is a basic necessity. Lack of assured availability of potable water adversely impacts households and local communities. In the absence of access to potable drinking water at home, families, especially women and young girls are forced to spend lots of me and energy every day in carrying water to their homes. During scarcity, State Governments/ local administrations take emergency measures to provide water through tankers, trains, etc. With the Government taking a number of steps to improve 'ease of living', people now expect tap water supply in their homes.

In this backdrop, Jal Jeevan Mission (JJM) has been launched in partnership with States, to enable every household in villages to have Functional Household Tap Connection (FHTC) by 2020-2024. It is envisaged that with FHTC, each household will have potable water supply in adequate quantity of prescribed quality on regular and long-term basis. To implement the mission, institutional arrangements at various levels have been made and State's PHE/ RWS Departments are to play a critical role. They have to help Gram Panchayat and/ or its subcommittee to plan, implement, manage, operate and maintain its in-village water supply systems. A sense of ownership has to be installed in the village community as they are at the center of this mission

Wherever potable water is not available in adequate quantity, PHE/ RWS Departments have to plan water transfer, its treatment and distribution system. While planning water supply system, operation and maintenance is the most critical aspect. It is important that water supply schemes function throughout their complete design period. To ensure that

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public investments do not go to waste, there is a need to strengthen water sources especially in water-stressed areas. In water quality-affected villages, technological innovations have to be explored. PHE/ RWS Departments have to prepare District and Village Action Plans with the active participation of village community. Following the 'bottom up approach', States are to prepare Annual Action Plan as well as five-year 'State Action Plan' with deliverables and timelines; and implement the programme in mission-mode.

About Swachh Bharat Mission –SBM- Gramin

Swachh Bharat Mission aims to bring about and improvement in general quality of life in the rural areas, by promoting cleanliness, hygiene and eliminating open defecation through solid and liquid waste management activities and making Grampanchayats open defecation free, clean and sanitize. This programme is being implemented with the same name since October 2014.

The Sr. Individual Consultant -Procurement would assist the Mission Director of SWSM in execution of JJM and SBM-G projects in rural part of Maharashtra in terms of procurement.

This document is the Terms of Reference (ToR) to define the scope of work for the engagement of **Sr. Individual Consultants-Procurement**.

2. Objectives of the assignment:

- a) Procurement and Contract Management of Goods , Works , Non Consultancy services and services for various activities of State Water and Sanitation Mission including Post Procurement Management.
- b) To support the procurement activities pertaining to JJM and SBM-G in the state closely coordinating with SWSM and WSSD.
- c) Overall, the procurement Consultant will ensure effective, efficient, transparent & accountable procurement, across the entire project, of works, goods and services, including timely and efficient procurement planning and execution, co-ordination with relevant units/Executing Agencies, procurement monitoring and evaluation, reporting and capacity building.

3. Scope of the Services : The individual consultant have to:

- a) Prepare the procurement plan for SWSM/WSSD in consultation with all stakeholders.
- b) Identify the projects/works, goods and services to be procured for SWSM/WSSDs in the short term and long term and develop a time chart for procurement.
- c) Assist in preparation of detailed terms of reference /scope of work for procurement of goods, services and works in consultation with subject matter experts.
- d) Prepare standard bidding documents for procurement of Goods, services and works such as EoI, RFQ, RFP and GeM in consultation with subject matter experts.
- e) Develop a framework for reporting deviations from standard bidding documents to meet project specific requirements by SWSM/WSSD.
- f) Prepare variation analysis for deviation from standard bidding clauses for its impact on competitiveness & pricing for the specific procurement and assist the authority in taking appropriate decisions.
- g) Assist the SWSM/ WSSD in the development and implementation of an online procurement system for efficient and transparent procurement.

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- h) Review the ToR/EoI/RFP/Bid documents prepared by the WSSDs so as to ensure that the same is, in compliance with, the procurement plan approved and provide inputs/comments/suggestions to them on the course of action to be taken if any;
- i) Assist in incorporation of all suggestions/comments/reviews by the approving authorities in the bidding documents and assist SWSM/ WSSD in finalizing the bidding documents.
- j) Organize meetings with SWSM/ WSSD for obtaining and incorporating the views/comments of all stakeholders in all procurement related activities including but not limited to Procurement Plan, Procurement documents, method of procurement, Conditions of Contract, Special Conditions of Contract, work requirements and technical specifications, Bill of Quantities(BOQs), implementation schedules, etc.
- k) Manage the entire procurement process through appropriate method, it warrants, including but not limited to, advertisements, arranging public notices, receipt of proposal/bids, monitoring the schedule of procurement, establishing procurement committees, arranging committee meetings, briefings etc.
- l) Conduct pre-bid/pre proposal meetings, Prepare minutes of pre-bid meeting/minutes of pre-bid conference, Prepare the replies to the pre-bid/pre proposal queries, amendments/addendums/corrigendum to the Bid documents, and assistance in seeking the approval for amendments / addendum/ clarifications from competent authority, publishing the clarifications, addendums / corrigendum, follow up with the potential bidders on critical issues and providing continuous feed back to the authorities concerned, for appropriate action if any, post pre bid issues/clarifications etc.
- m) Undertake Bidding Process like receipt and acceptance of Bids, safe custody of bids received, managing revised submissions before the due date with the approval of competent authority, opening of the bids/proposal received, preliminary evaluation, record of minutes of bid opening, deposit of bid security, bid process fees in appropriate accounts, etc.
- n) Assist in preparation & Review of Technical Evaluation Report /Bid Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation/ Minutes of the Procurement Committee meeting, considering applicable policies, procedures, guidelines/ best practices including review of Bids" validity period.
- o) Preparation of Letter of Award & Contract agreement in accordance with relevant clauses of RFP/Bid Document & refund of bid security to unsuccessful bidders.
- p) Review and monitor the existing contracts with regard to variations, time extensions, termination, additional compensation and claims& other contractual issues etc.
- q) Assist in preparation of implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- r) Assist in Audit & review the contractor's requests for time extensions, variations, and recommend appropriate measures/actions to process necessary approvals assist in prior and post reviews of contracts.
- s) Assist SWSM/ WSSD in managing and resolving all procurement related grievances received by SWSM/ WSSD.
- t) Assist in Maintenance of a proper filing system for all the relevant procurement related documents and record regularly all the procurement related works

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accomplished for continuity planning, maintain individual contract files including compilation of all procurement documents. Maintain a computerized as well as physical filing system to include all contract documentation to support procurement process, contract administration documents, payment requests, contract closure and evaluation.

- u) Assist in overall administration of the contracts including contract monitoring, payment processing, contract closure, and maintenance of all contract files;
- v) Provide necessary training and capacity building for the staff of SWSM/ WSSD on functional areas.
- w) Assist all implementing entities and staff in procurement capacity building activities including support during procurement assessment and the procurement system development process including preparation of Procurement Manuals/Guidelines and other documents.
- x) Provide operational advice to all staff on guidelines and procedures for procurement.
- y) Coordinate with SWSM/ WSSD as required, for successful implementation of Project Execute any other work related to contract administration as directed by SWSM/ WSSD.
- z) Assist in finalisation of other bids prepared by MJP or GSDA etc.
- aa) To coordinate pre-shipment and post-shipment inspections, if required.
- bb) To monitor the contract management including timely supply of goods and services, release of payment, issuing contract amendments, inventory management etc.
- cc) Any other work assigned by the Mission Director.

4. Reporting

The consultant will report to the Mission Director –Jal Jiveen Mission, State Water and Sanitation Mission (SWSM).

5. Age limit

The age of the applicant should not be more than 60 years as on 31st August 2020.

6. Termination / Discontinuance/ Notice

In case of discontinuance, either party is required to give at least two months' notice or two month honorarium in lieu thereof and rescind the contract. If performance of consultant is not satisfactory, Mission Director may terminate contract during the contract period.

7. Duration of the Assignment:

Consultant's services would be required for 48 months form date of signing of the agreement or Mission period -2024 whichever is lesser. The contract may be extended as per the need of mission and performance of consultant. Decision of annual honorarium increment will be taken by Mission Director based on the performance of consultant.

8. Review Committee and Procedure for Review

The proposed assignment will be reviewed and monitored by a review committee on a yearly basis at suitable place. Review committee will keep a watch on the deliverables, of the assignments, take actions for the speedy settlement of the issues raised by consultant and timely follow up. Committee is set up under Chairmanship of Mission Director.

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9. Required qualification and experience:

Qualification, experience of a consultant required for the assignment:

A) Education Qualification :

1) Essential:

University degree in Business Administration / Management / Engineering / Law / Commerce in any Discipline from any recognized Indian University

2. Desirable:

- a) Master's Degree in Supply Chain Management/Logistics/Materials
- b) Diploma / certificate in Public Procurement
- c) Public procurement training

B) Work Experience:

1. Essential:

- a) Minimum 15 years' experience in Procurement Domain
- b) Minimum 10 years of experience in Public Procurement sector with Central Government State Government / PSU/ Government Undertaking.
- c) Should have at least 10 years of experience in Procurement of Goods, Works , Non Consultancy Services, Consultancy services , empanelment, bid process and bid process management, contract negotiations, costing, procurement planning.
- d) Should have experience with Government of India procurement guidelines, GFR rules, various directives of Ministry of Finance / GoI / State Government.
- e) Experience in e-tendering process
- f) Knowledge of Marathi , Hindi ,English and MS Office

2. Desirable:

- a) Experience in working with multilaterals funding agency / external funded projects will added advantage
- b) Experience GeM procurement
- c) Procurement at State level
- d) Prior and Post review of procurement
- e) Experience in preparation of Procurement Manual

10. Method of Selection:

100 Marks will be distributed as per the following

- a) 75 marks for Education qualification, Work Experience etc.
- b) 25 marks for personal interview

Candidate who scores highest marks out of 100 i.e. highest rank (H1) will be called for negotiation and award the contract.

11. Professional Fee

- 1. The consultant should work for all official working days in a month. If consultant worked less than working days in a month then remuneration will be paid on pro rata basis.

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2. The selected consultant will get Consultants-Fees depending upon the past work experience, remuneration/ consultancy fee.
3. The selected consultant has to submit invoice / bill for each month based on number of days worked.
4. Applicable TDS will be deducted while making the payment as per the statutory requirements.
5. In addition SWSM will also reimburse the cost of lodging, boarding and travel incurred for the purpose of the assignment. The rates of lodging, boarding and travel will be applicable as per the TADA policy applicable to SWSM.
6. TADA Charges to the field for the purpose of the assignment will be calculated from SWSM office , CBD Belapur ,Navi Mumbai
7. SWSM will release payment to the consultant within one week from the date of receipt of invoice.
8. Computer hardware and other items required to perform the duty will be provided by SWSM. It's responsibility of selected consultant to take care of all items provided by the SWSM. In case of any damage/loss of items, consultant selected bidder has to reimburse/replace or rectify any damage /loss done.

12.Submission of Application:

- a) Application should be submitted in the format provided with this term of reference
- b) Application should be typed and signed
- c) Application along with all required documents should be submitted online on directorwssso@gmail.com on or before 18/09/2020 up to 4.00 PM.
- d) Applications received after due date for whatever reason shall not be accepted.
- e) Position for which candidates wish to apply should mention in the subject line of email i.e. **Application for Hiring of Sr. Individual Consultant –Procurement.**
- f) Incomplete applications will not be considered for further selection process.

Sd-
Mission Director
Jal Jiveen Mission
State Water Supply and Sanitation Mission (SWSM)
1st Floor, CIDCO Bhawan, CBD Belapur (South Wing)
Navi Mumbai – 400 614, Tel: 022-27562405- 400 614

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**State Water Supply and Sanitation Mission (SWSM)
Application Form**

To,

**Mission Director
State Water Supply and Sanitation Mission (SWSM)
JJM
1st Floor, CIDCO Bhawan,
CBD Belapur (South Wing)
Navi Mumbai - 400 614**

**Latest Passport
Size photograph
of applicant**

Subject - Application Form for Sr. Individual Consultant-Procurement

1. Applicant Details

Name (first-middle-last)	
Date of birth (dd-mm-yyyy)	
Age as on 31/08/2020	
Place of birth	
Gender	[] Male [] Female
Permanent address	
	Tel. No.: Mobile No.:
Current address (If different than permanent address)	
	Tel. No.: Mobile No.:
Email ID	

2. Notice period required in current Job: days

3. Educational Details (From Graduation onwards)

Sr. No.	College/ Institute	University / Board	Qualification	Mark% / Grade	Year of passing	Subjects/ Specialization

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4. Other Courses / Additional Qualification

Sr. No.	Title of the course / qualification / award	Institute / University	Part Time/ Full Time	Duration & Year of passing

5. Workshops & Trainings Attended

Sr. No.	Name of the Program	Conducted by	Duration	Year

6. Work Experience Details

Sr. No.	Name of Organization	Joining date	Leaving date	Total Experience in Years, Month and Days	Position held	Detailed Role & Responsibilities handled. Detailed work experience may be attached separately

A. Total work Experience: _____Years _____Months

B. Relevant work experience _____Years _____Months

Please write why you find yourself suitable for this position in minimum 200 words:

7. Details of the current / last employment:

Current/Last Employer Place	Per month Salary in Rs.	Annual Salary in Rs.

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8. Languages Known

Please mention fluency level (**Very Good/Good/Poor**)

Sr. No.	Languages	Speak	Read	Write
1	English			
2	Marathi			
3	Hindi			
4	Any Other			

9. Extra-Curricular Activities / Interests

10. Computer Skills Details:

(1)

(2)

(3)

11. References:

Sr. No.	Name	Contact No. and email id
1.		
2.		

I, the undersigned, hereby declare that all the above information is valid and accurate to the best of my knowledge.

Date:

Place:

Signature

Note: Application should be typed and signed on each page