

**Job Description**  
**For**  
**“Procurement and Contract Management Expert”**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Procurement and Contract Management Expert U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PIU-RWD, Uttarakhand, Dehradun
<b>Number of Post:</b>	01
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director, Finance Controller/ Reporting Officer
<b>Responsible for:</b>	Lead and support the entire procurement life cycle for all goods and services that the PIU procures.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

Procurement and Contracts management Expert will understand, develop, manage, and control all facets of contract formation, negotiation, and management and provide technical guidance and oversight of the procurement function to all levels of staff and management.

### **Person Specification:**

- The minimum qualification should be **Bachelor's in Engineering/ Technology or Master's in any discipline.**
- Experience- At least **05 years** of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The World Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

### **Scope of Work:**

- a) Provide day-to-day contract administration support and manage and administer the full life cycle of the procurement and contract processes.
- b) Draft complex legally binding contracts, agreements, or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts utilizing both custom and standard terms and conditions.
- c) Assist PMU in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws, regulations, policies and procedures.
- d) Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control.
- e) Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the senior management of PMU give any approval/instruction which may substantially increase the cost of the project.
- f) Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
- g) To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
- h) To collect data on contracts from different project implementing agencies and contribute to periodic progress reports to be submitted to Program Director/ Program Manager/World Bank.
- i) Ensure that technical staff verifies that procured products comply with defined standards and coordinates timely delivery of goods and services.
- j) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
- k) Participate in periodic training of the PIU staff on Communication and Documentation.
- l) Ensure compliance with the WB safeguards/guidelines.
- m) Any other relevant work as and when required.

**Job Description**  
**For**  
**Manager Procurement and Contract Management**

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank**

<b>Job Title:</b>	Manager- Procurement and Contract Management, PMU, U-PREPARE, Uttarakhand, Dehradun
<b>Location:</b>	PMU, Uttarakhand, Dehradun
<b>Number of Post:</b>	01
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Program Director, Additional Program Director, Finance Controller, Reporting Officer
<b>Responsible for:</b>	Lead and support the entire procurement life cycle for all goods and services that the PMU procures.

**Background:**

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

**Purpose of the Job:**

Manager Procurement and Contracts management will understand, develop, manage, and control all facets of contract formation, negotiation, management and provide technical guidance and oversight of the procurement function to all levels of staff and management.

### **Person Specification:**

- The minimum qualification should be **Bachelor's in Engineering/ Technology or Master's in any discipline.**
- Experience- At least **07 years** of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Experience/familiarity with The World Bank safeguards/guidelines is an advantage.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

### **Scope of Work:**

- a) Provide day-to-day contract administration support and manage and administer the full life cycle of the procurement and contract processes.
- b) Draft complex legally binding contracts, agreements, or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts utilizing both custom and standard terms and conditions.
- c) Assist PMU in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws, regulations, policies and procedures.
- d) Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control.
- e) Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the senior management of PMU give any approval/instruction which may substantially increase the cost of the project.
- f) Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
- g) To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
- h) To collect data on contracts from different project implementing agencies and contribute to periodic progress reports to be submitted to Program Director/ Program Manager/World Bank.
- i) Ensure that technical staff verifies that procured products comply with defined standards and coordinates timely delivery of goods and services.
- j) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU, for the WB etc.
- k) Participate in periodic training of the PMU staff on Contracts and Procurements
- l) Any other relevant work as and when required.