

TERMS OF REFERENCE
India Low Income Housing Finance Project
Procurement Consultant / Expert

A. BACKGROUND:

The National Housing Bank has set up a Project Implementation Unit (PIU) to implement the India Low Income Housing Finance Project (supported by an USD 100 million IDA Credit) . This unit will be responsible for the day to day functioning of the Project (and similar Projects with other development partners).

B. OBJECTIVE:

The staffing of the PIU shall include a Procurement Specialist to handle the procurement of goods and services as per the agreed procurement procedure for the project.

Following is the scope of roles and responsibility for the Procurement Consultant.

1. Roles and Responsibilities

The principal tasks will be to assist the Project Implementation Unit (PIU), Low Income Housing Finance Project, National Housing Bank (NHB) for the Procurement related activities.

Detailed activity wise tasks broadly include the following:

C. TASKS:

C.1. General

1. Prepare the procurement plan for the project and monitor/update the same regularly. While preparing the plan, inputs shall be obtained from the members of the PIU on prioritising the urgent procurement and packaging so as to ensure optimum competition, economy and efficiency. Assist in obtaining World Bank's No Objection for all updates and modifications in the Procurement Plan before implementation. Coordinate for publication of the procurement plan on the World Bank website (and NHB website, if agreed by NHB)
2. Maintain systematically the procurement related records and documentations for audit/ review by the World Bank.
3. Provide procurement related reports/updates to PIU, NHB and the World Bank as and when required.
4. Handle the procurement related complaints, RTI and any other requirement , if any, received by the PIU as per the agreed procedure for the project.
5. Assist the PIU in obtaining No Objection from the World Bank in all eligible cases.
6. Replying to all types of queries pertaining to the Procurement process of the Project.

Support the Senior Staff Members of the PIU in any and all procurement activities

C.3. Procurement of Services:

1. Assist the PIU in procuring a Social Expert , Environmental Expert and Low Income Housing Finance Expert.
2. Assist the PIU in finalising the Terms of Reference (TOR) of the services to be procured.

3. For consultancy assignments, invite expressions of interest (EOI) through advertisements in Newspapers and in UNDB online / DgMarket (through the World Bank for assignments above US\$ 300,000 in value).
4. Assist the members of the PIU in the evaluation of the EOI and finalisation of the Shortlist.
5. Based on the standard request for proposal documents of the World Bank, assist in preparation of the request for proposal (RFP) for various packages contained in the procurement plan as per agreed timelines.
6. Assist and Co-ordinate with the World Bank for obtaining "No Objection" for the TOR (all cases), the shortlist and the RFP document (only for prior review cases).
7. Assist in preparation of the RFP document to the shortlisted consultants. Arrange the reply of queries, if received from invited consultants before the deadline for submission of proposals.
8. Assist the PIU for the pre-proposal conference, if proposed for the package, preparation of the Minutes of pre-proposal conference and circulation to the invited consultants, under information to the World Bank (only for prior review cases)
9. Assist the PIU in the evaluation of the technical proposals, share the technical evaluation report with the World Bank and obtain the "No Objection" (only for prior review cases)
10. Assist the opening of the financial proposals of the technically qualified consultants and evaluation of the commercial proposals
11. Assist in deciding the top ranked consultant and seeking the No Objection of the World Bank for contract award recommendations (only for prior review cases)
12. Assist in Preparation and issuing the contract document to the winning consultant and provide the feedback to unsuccessful consultants, as and when requested.
13. Publish the contract award notice (only for prior review cases)
14. Monitor the contract management including timely completion of the assignment, release of payment, issuing contract amendments etc.

D. DUTY STATION:

The duty of the procurement expert will be at Delhi.

He/she will be required to travel frequently within and outside the State for the project purposes.

E. DURATION:

Contract shall be for a period of 03 years , extendable as per the Project's requirements.

The Contract would be a Time based contract with 150 mandays of input over a period of 03 years.

F. QUALIFICATION, SKILLS AND ATTRIBUTES

Essential:

- He/ She should have a Bachelor's Degree from a reputed institution.
- Should have total experience of 10 years and at least five years of experience in managing procurement of Consultancy Services preferably in donor funded projects.

Desirable:

- Exposure to Projects involving International Donors would be preferred