

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

India

Tamil Nadu Housing and Habitat Development Project

Loan No. : 9094-IN

Project ID: P168590

Assignment Title: Procurement Consultant for Project Monitoring Unit, TNUHDB (World Bank financed Tamil Nadu Housing and Habitat Development Project and ADB financed Inclusive Resilient Sustainable Housing for Urban Poor Project in Tamil Nadu)

Reference No.: IN-TNSCB-264185-CS-INDV-2

The Tamil Nadu Urban Habitat Development Board (TNUHDB) is implementing the Tamil Nadu Housing and Habitat Development Project financed by the World Bank and intends to apply part of the proceeds for consulting services. The TNUHDB is also currently preparing the Inclusive Resilient Sustainable Housing for Urban Poor Project in Tamil Nadu to be financed by the Asian Development Bank.

The consulting services (“the Services”) include the following:

The Procurement Consultant is expected to:

- Spearhead the design, planning and implementation of all project procurement.
- Provide procurement support during project preparation/ implementation (including prior and post reviews of all procurement documents and decisions).
- Assist all implementing entities and staff in procurement capacity building activities including support during procurement assessment and the procurement system development process which will include preparation of various manuals, bid document and other documents, etc.,
- Work on procurement matters across sectors in the performance of the project's fiduciary functions, seeking guidance on complex projects/issues from senior staff.
- Review and handle the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy teams as necessary) at all stages of the project cycle.
- Provide operational advice to all staff on concepts, World Bank / Asian Development Bank policies and procedures for procurement.

- Assess procurement implications of project design, evaluate institutional capacity of implementing entities at district and sub district level and develop suitable procurement plans; conduct prior and post reviews of contracts.
- Assists PMU for preparation of Strategic Procurement Planning [SPP] and Project Procurement Strategy for Development [PPSD].
- Obtain "clearance" of the World Bank through Systematic Exchanges in Procurement (STEP), where applicable for the Procurement Plan; ToR, etc. and for all prior review cases.
- Prepare a range of procurement-related documents and reports, and providing guidance and training to other procurement staff of the PMU.
- Provide procurement related reports/updates, contract details to the World Bank / Asian Development Bank as and when required.
- Prepare/Update the procurement plan through STEP and schedule for the project by taking care to ensure optimum competition, economy and efficiency and priority of items.
- Spearhead the procurement of goods and works, non-consulting and consulting services.
- Preparation of bid document, publication, clarification to bidders queries, Bid receiving, evaluation, Preparation of bid evaluation reports for submission to Government and World Bank / Asian Development Bank.
- Any other official responsibilities in respect of procurement management as assigned by the Project Director

Appointment to the post will be on contract basis. The duration of the assignment is initially for 18 calendar months from the date of award of contract and likely to be extended based on the performance.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website- www.tnscb.org/procurement/ and www.tenders.tn.gov.in

The Tamil Nadu Urban Habitat Development Board, Government of Tamil Nadu now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Selection Criteria

The selection shall be based on qualification, experience and skills of the candidate and followed by an interview. The qualifications, experience and competencies include:

Required Qualifications and Experience at Minimum:

- Bachelor degree with major in a relevant discipline (e.g. Engineering, Law, Procurement, Finance, Business or Commerce) and relevant training in procurement work. Candidates having Master degree and Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) will be preferred.
- At least five years procurement experience with government/corporate/civil society/banking sector, of which minimum two years should be of directly working on World Bank or similar international financial institution financed projects.
- Strong conceptual, analytical skills with clarity of thought process and problem-solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.
- Excellent computer and document processing skills.

The lists of documents to be submitted along with the Expressions of Interest are:

1. Duly filled Application Form given in the Annexure.
2. Copies of Educational Qualification Certificates (Self Attested)
3. Copy of the Work Order / Work Completion Certificate / Experience Certificate from the Employer (Self Attested) as a proof of experience.
4. A short write-up on the professional competencies of the Consultant.

In addition to the above, the applicant may submit other documents which he/she considers as important, that are not listed above, to justify general qualifications and qualifications relevant to the assignment.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's prevailing Procurement Regulations for IPF Borrowers, setting forth the World Bank's policy on conflict of interest.

Further information can be obtained at the address below during office hours i.e. 10:00 AM to 5:45 PM. (Except holidays).

Expression of interest along with the necessary documents must be delivered in a written form to the address given below (in person, or by registered post or by e-mail) by **13.05.2022** up to 5:45 PM.

Attention:

Superintending Engineer,
Project Monitoring Unit,
Tamil Nadu Urban Habitat Development Board,
No.5, Kamarajar Salai,
Chennai – 600 005,
Tamil Nadu, India,
E-mail: tnuhdbprocurement@gmail.com

Annexure

Tamil Nadu Urban Habitat Development Board

Project Monitoring Unit - World Bank and Asian Development Bank financed Projects

Application for the Post of Procurement Consultant

1	Name of the Applicant		Photo (Passport Size)	
2	Father / Husband Name			
3	Date of Birth and Age			
4	Nationality			
5	Residential Address			
6	Contact Phone / Mobile No			
7	Email ID			
8	Languages Known			
9	Educational Qualification			
S. No	Name of the Degree /Diploma Certificate Program with Subject	Name of the University / Institution	Year of Passing	Grade / Class obtained

10	Procurement Experience in government / corporate/ civil society/ banking sector.					
S. No	Name of the / Project / Work	Name of the Employer / Organization and the Sector	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)
11	Procurement Experience in working on World Bank or similar international financial institution financed projects.					
S. No	Name of the / Project / Work	Name of the International Financial Institution	Applicant's Designation / Role in the Project	Experience Period		
				From	To	Period (Year / Months)

13	Computer and Document Processing Skills of the Applicant
14	Other Skills / Experiences relevant to the post applied, if any
<p>I hereby declare that all the information furnished in this application are true, complete and correct to the best of my knowledge and belief. I understand that if any information being found untrue or incorrect, I accept to the cancellation of my candidature.</p>	
<p>Date:</p> <p>Place: Signature of the Applicant</p>	