

ORISSA COMMUNITY TANK DEVELOPMENT & MANAGEMENT SOCIETY

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Terms of Reference
for the Post of
Procurement Consultant
In
Orissa Community Tank Management Project

1. Background:

The Government of Orissa in partnership with Government of India is implementing a project to repair and rehabilitate approximately 900 minor irrigation tanks having a command area of 40 ha to 2000 Ha and covering 1.20 lakh ha across the state of Orissa with funding from World Bank. Tank irrigation is one of the oldest methods of irrigation in Orissa. The State has 28,303 tanks approximately, including tanks of the Government and Private Sector (GoI, Minor Irrigation Census, 2001). About 3646 of these tanks are relatively large with an irrigation capacity of 5.47 million hectares. These 3646 tanks irrigate between 40 ha to 2000 ha of land and are managed by the Chief Engineer (MI). The Orissa Community Tank Development and Management Society (OCTDMS) has been formed under the Department of Water Resources, Government of Orissa and will implement the Orissa Community Tank Management Project (OCTMP). The project is being executed through primary and secondary institutions from the State Project Unit to the Community Level Groups with facilitation of Support Organisations.

2. Objectives of the Project:

The overarching objective of the project is for selected tank based producers to improve agricultural productivity and water users associations to manage tank systems effectively. In order to do so the underlying objectives of the project include:

Strengthening community-based institutions to assume responsibility for the tank system improvement and management: This include, inter alia, development of human resources, formation and/ or strengthening of local institutions for tank improvement and management, and developing mechanisms whereby the needs of the traditionally vulnerable stakeholders can be addressed.

Tank System Improvements: This include physical investment in tank systems. The actual rehabilitation work required would be determined for each tank system individually with an upfront 'Tank Improvement and Management Plan' prepared in consultation with tank users prior to undertaking any investments. In general, interventions are likely to address deficiencies in feeder channels, tank bed and structures, and the water distribution and drainage systems.

Livelihoods support services for tank system users: This promotion of farmer interest groups, agricultural research and extension support through public agencies and private sector providers as appropriate, and facilitation of market linkages for agricultural producers /groups (including fisheries and livestock products).

Project Management: The objective of this component is to ensure smooth implementation of project activities, monitoring of project implementation progress and outputs/ outcomes achieved, and learning from project experience. Major activities under this component would include: (i) setting up and supporting project management units at the state and district levels, (ii) project MIS, (iii) internal monitoring, evaluation and learning, (iv) services of an external M & E agency to be engaged as consultants for the duration of the project; and (iv) information and communications support including establishment of project website and documentation of project experience and its dissemination into the wider development community (v) Finance and Procurement.

3. **Organization and Implementation Structure:**

The overall responsibility for project implementation and coordination would rest with the Orissa Community Tank Development and Management Society (OCTDMS) which has been established to serve as a coordinating agency for tank rehabilitation in the state. The Governing body of the OCTDMS is chaired by the Agriculture Production Commissioner and includes representatives of various line departments and civil society. The OCTDMS would consist of a State Project Unit (SPU) and about 21 District Project Units (DPUs). All the activities of OCTMP are to be implemented at three levels: State Level, District Level and Tank Level. Both the SPU and DPUs would have six cells each a) Institution Strengthening Cell, b) Technical Cell, c) Livelihoods Cell, d) Monitoring, Evaluation Learning and Cell, e) Finance and Procurement Cell, f) Communication, Information Dissemination and Disclosure Cell.

At the State level there is a State Level Steering Committee to guide and review the activities of the OCTDMS, work on policy issues and coordination. At the district level, there is a District Level Steering Committee (DLSC) headed by the Chairman (District Collector) for reviewing the work and guiding the DPU as well as coordinating with line departments. The District Project Director of the District Project Unit is the Member Secretary of the (DLSC). At both the district and state level, OCTMP would be supported by the Line Departments. At the Tank Level, the Pani Panchayat is the nodal implementation partner and the Support Organisations would facilitate implementation processes.

Job description

a) He/She will assist the Project Director, OCTDMS in this project.

- b) He/She shall play a leading role in developing, holistic district level quarterly and annual capacity building work plan.
- c) He/She will ensure that all procurement and contract management issues are dealt with as per Bank guidelines.
- d) He/She shall be responsible for preparation / up-date Procurement Manual for the Society.
- e) He/She shall be responsible for preparation of a detailed procurement plan of the project.
- f) He/She shall liaise with the World Bank Procurement specialists during project period.
- g) He/She shall assist in preparation and revision of the Community Procurement guidelines.
- h) He/She shall establish and maintain effective procurement protocol mechanism with key stakeholders between all levels of operation.
- i) j) He/She shall liaise with the Project Implementation Teams, District Administration, Government and NGOs in procurement related matters.
- k) He/She shall guide project implantation teams to manage procurement issues infectively
- l) He/She shall ensure monitoring of inventory for all procurement goods and services at all levels.
- m) He/She shall coordinate & support state level workshops, meetings and seminars etc. related to procurement.
- n) He/She shall ensure establishment and operation of procurement MIS for OCTDMS.
- o) He/She shall be capable of handling Project procurement processes and analysis.
- p) He/She should possess excellent presentation skills and drafting ability.
- q) He/She shall be responsible to the Project Director, Orissa Community Tank Development and Management Society and work closely with other members of the Project.
- r) Any other work assigned by the Project Director from time to time.

Essential qualification:

- Engineering Graduate with Diploma in Materials Management/ Any Graduate with MBA (Finance/Material Management)
- 10 years experience in procurement assignment in industry/infrastructure sector/donor projects

Skills and Attributes:

- Person with in-depth knowledge and experience in procurement aspects.
- Good understanding of general issues in rural development projects.
- Excellent training, presentation and facilitation skills related to procurement.
- Knowledge of computer application.
- Ability to monitor, analyze and document all activities relating to procurement.
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multi disciplinary team.
- Ability to work closely and effectively with Government and NGOs.

Essential Work Experience:

- (a) At least 5 years of experience in the managerial capacity in procurement or similar jobs.
- (b) Sound knowledge of procurement issues.
- (c) Strong familiarity in working with financial/procurement tools and software.
- (d) Previous experience of working with World Bank Aided/ Donor Assisted project is a plus.
- (e) Previous experience as procurement specialist.
