



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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Terms of Reference (TOR) for the post of “AGM-Procurement”

A. BACKGROUND AND OBJECTIVES OF THE ORGINIZATION

The **Meghalaya Basin Management Agency (MBMA)** is an autonomous society established by the Government of Meghalaya under the Planning, Investment Promotion and Sustainable Development Department. MBMA serves as the State's dedicated implementation agency for a wide range of development initiatives aimed at promoting sustainable livelihoods, natural resource management, enterprise development, climate resilience, rural infrastructure, and human capital development across Meghalaya.

Over the years, MBMA has successfully implemented and managed several large and complex development projects financed by multilateral and bilateral development partners, including the **World Bank**, **KfW Development Bank (Germany)**, the **International Fund for Agricultural Development (IFAD)**, the **Japan International Cooperation Agency (JICA)**, and the **Asian Development Bank (ADB)**, in addition to programmes funded by the Government of Meghalaya. These projects span multiple sectors such as agriculture, natural resource management, climate change adaptation, community institutions, education, health, rural livelihoods, entrepreneurship, digital governance, and infrastructure development.

The implementation of these projects requires strict adherence to the procurement regulations and fiduciary requirements of the respective funding agencies, as well as applicable Government of India and Government of Meghalaya financial and procurement rules. MBMA has established robust systems for procurement planning, contract management, financial management, monitoring and evaluation, and project governance to ensure transparency, efficiency, economy, fairness, and value for money in public procurement.

Given the expanding portfolio of externally aided and state-funded projects and the increasing complexity and volume of procurement activities, MBMA seeks to strengthen its Procurement Division by engaging qualified professionals capable of managing procurement processes in accordance with the applicable procurement frameworks of various development partners and government regulations. The **Assistant General Manager (Procurement)** will play a key role in supporting the planning, execution, monitoring, and management of procurement activities across multiple projects while ensuring compliance with the respective procurement guidelines and contributing to the achievement of project development objectives.

B. OBJECTIVES OF THE ASSIGNMENT AND SCOPE

The Assistant General Manager (Procurement) shall perform, but not be limited to, the following responsibilities:

Procurement Planning and Strategy

- Prepare, review, and update Project Procurement Plans in consultation with technical and project teams.
- Advise project units on appropriate procurement methods, packaging strategies, market approaches, and procurement scheduling.

- Ensure procurement activities are aligned with approved work plans, budgets, and financing agreements.
- Identify procurement risks and recommend appropriate mitigation measures.

Procurement Process Management

- Manage end-to-end procurement processes for Goods, Works, Non-Consulting Services, and Consulting Services.
- Prepare and review procurement documents including Expressions of Interest (EOIs), Requests for Bids (RFBs), Requests for Proposals (RFPs), Requests for Quotations (RFQs), bidding documents, evaluation reports, negotiation documents, and contract award recommendations.
- Ensure procurement processes comply with the applicable procurement guidelines of the respective funding agencies and Government procurement rules.
- Coordinate bid advertisements, pre-bid meetings, bid openings, evaluations, clarifications, negotiations, approvals, and contract awards.

Contract Management

- Support contract administration from award until contract closure.
- Monitor contract implementation, deliverables, payment milestones, amendments, extensions, variations, and claims.
- Assist project teams in resolving contractual issues and disputes.
- Maintain complete procurement and contract records for audit and review.

Compliance and Quality Assurance

- Ensure compliance with the procurement policies and procedures of funding agencies and Government regulations.
- Conduct quality assurance reviews of procurement documents before issuance.
- Monitor procurement timelines and identify bottlenecks affecting implementation.
- Support internal, external, donor, and statutory audits by providing procurement documentation and responses.

Procurement Monitoring and Reporting

- Develop procurement tracking mechanisms and dashboards.
- Prepare periodic procurement progress reports for management and funding agencies.
- Monitor procurement performance indicators and recommend corrective actions.

Capacity Building

- Provide guidance and technical support to procurement teams on procurement matters.
- Organize orientation programmes and training workshops on procurement procedures and contract management.
- Develop standard templates, checklists, manuals, and procurement guidance notes.

Stakeholder Coordination

- Liaise with funding agencies, Government departments, consultants, contractors, suppliers, and other stakeholders on procurement-related matters.
 - Participate in procurement review missions and implementation support missions conducted by financing agencies.
 - Coordinate with legal, finance, technical, and project management teams to facilitate smooth implementation.

Policy Support and Process Improvement

- Recommend improvements to procurement systems, policies, and standard operating procedures.
- Promote the adoption of electronic procurement systems and digital procurement tools wherever applicable.

- Support institutional strengthening initiatives relating to procurement governance and fiduciary management.

Other Responsibilities

- Perform any other procurement and contract management responsibilities assigned by the Executive Director, Chief Executive Officer or other Competent Authority from time to time.

C. EDUCATIONAL QUALIFICATIONS, EXPERIENCE & AGE

Educational Qualifications:

- Postgraduate degree in Procurement, Supply Chain Management or Inventory Management, Business Administration, Finance, Economics, or a related field. Preference will be given to candidates with certifications in Procurement and Supply Chain Management.

Working Experience:

- The AGM (Procurement) must have at least 10 years of experience in Procurement Management function in a leadership/ managerial capacity in any public/private sector agency responsible for managing World Bank/IFAD/KfW/World Bank/externally aided projects. Candidates having hands-on experience in e-procurement system of the Government may be preferred.

Required Skills and Competencies:

- Strong leadership and team management skills.
- Excellent analytical, strategic thinking, and problem-solving abilities.
- Excellent verbal and written communication skills in English.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) and virtual collaboration tools.

Desirable Skills:

- Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi-tasking
- An understanding and experience in the use of innovative technologies in procurement.
- Good social, analytical, inter-personal and planning skills
- Self-motivated and possessing ability to work independently as well as in teams.
- **Age:** Age of the candidate should not be more than 45 years as on 31st July, 2026.

D. METHOD OF SELECTION

The evaluation of eligible applicants shall be carried out based on the following weightage:

- **Relevant Experience:** 40%
- **Educational Qualifications:** 30%
- **Presentation/personal interview:** 30%

The applicant obtaining the highest combined score and meeting the eligibility requirements shall be considered for engagement, subject to the approval of the Competent Authority.

- The Assistant General Manager (Procurement) shall be engaged initially for a period of one (1) year. The engagement may be extended beyond the initial contract period based on satisfactory performance, continued organizational requirements, and the availability of funds.
- The terms and conditions of engagement, including contract administration, performance evaluation, renewal, and other service-related matters, shall be governed by the prevailing Human Resource (HR) Policy of the Meghalaya Basin Management Agency (MBMA), as amended from time to time.

Termination of Contract: Any resignation or termination of the engagement shall be governed by the HR Policy of MBMA. Either party may terminate the contract at any time during the contractual period by giving 30 (thirty) days' prior written notice, without assigning any reason and without incurring any liability. The engagement is purely contractual in nature. MBMA shall have no obligation or responsibility for the subsequent employment or deployment following the expiry or termination of the contract.

Conditions of Engagement: The AGM, Procurement shall not assign, delegate, or subcontract, in whole or in part, any of the obligations or responsibilities. AGM, Procurement shall serve on a full-time basis and shall render services from the Office of the MBMA, Shillong, Meghalaya, unless otherwise authorized.

E. REMUNERATION, PAYMENT TERMS AND LEAVE

- Negotiable as per organizational norms
- Travelling, Boarding, Lodging and Food expenses for approved official tours will be reimbursed as per the HR Policy of MBMA.
- The provisions of leave would be as per HR Policy of MBMA.

F. REPORTING AND PERFORMANCE REVIEW

- The Assistant General Manager (Procurement) shall report directly to the **General Manager (Procurement)**, or to any other officer authorized for this purpose.
- Annual Performance Review will be done as per HR policy of MBMA.

G. FACILITIES TO BE PROVIDED BY MBMA

- The AGM (Procurement) will be given access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned. The AGM (Procurement) will be provided with one office cubicle/workstation in the MBMA office along with computer, printer, computer/office consumables, and internet access.

Note: This is a draft ToR and MBDA/ MBMA reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.