



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

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Terms of Reference (ToR) for the post of "Senior Manager (Procurement)" – MPOWER project

A. BACKGROUND AND OBJECTIVES OF THE ORGANIZATION

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.

The Meghalaya Program for Adolescent Well-being, Empowerment and Resilience (MPOWER), financed by the World Bank, aims to improve access to quality services and opportunities for adolescents and youth across the State. The project involves procurement of Goods, Works, Non-Consulting Services and Consulting Services for successful implementation of various project activities.

To ensure timely and efficient implementation of procurement activities in accordance with the World Bank Procurement Regulations for IPF Borrowers and applicable Government procurement rules, MBMA intends to engage a qualified **Senior Manager (Procurement)** who will be responsible for managing procurement activities under the MPOWER Project and supporting the Project Management Unit in achieving its procurement objectives.

B. OBJECTIVES OF THE ASSIGNMENT AND SCOPE

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

Procurement Planning

- Assist in preparing, updating and monitoring the Project Procurement Plan in accordance with the approved Annual Work Plan and Budget.
- Coordinate with technical teams to prepare procurement schedules and packaging strategies.
- Monitor procurement milestones to ensure timely implementation of procurement activities.

Procurement Process Management

- Manage procurement processes for Goods, Works, Non-Consulting Services and Consulting Services under the MPOWER Project.
- Prepare and review procurement documents including:
 - Requests for Bids (RFB)
 - Requests for Proposals (RFP)
 - Requests for Quotations (RFQ)
 - Expressions of Interest (EOI)
 - Bid Evaluation Reports
 - Consultant Evaluation Reports
 - Contract Award Recommendations
 - Contract documents
- Ensure procurement processes comply with the World Bank Procurement Regulations and the Financing Agreement.
- Coordinate publication of procurement notices, bid opening, evaluation, negotiations, approvals and contract award.

Contract Management

- Support contract administration from contract award until completion.
- Monitor contract implementation, deliverables, payment milestones, amendments, variations and extensions.
- Coordinate with technical teams for timely processing of contract management activities.
- Maintain complete procurement and contract records for audit and review.

Procurement Compliance

- Ensure procurement activities comply with the World Bank Procurement Regulations, Project Operations Manual and applicable Government rules.
- Ensure procurement documents are complete and of acceptable quality before issuance.
- Facilitate procurement prior review and post review by the World Bank.
- Address procurement observations received during implementation support missions and audits.

Procurement Monitoring and Reporting

- Maintain procurement tracking systems and monitor procurement progress.
- Prepare monthly, quarterly and annual procurement progress reports.
- Identify procurement bottlenecks and recommend corrective measures.
- Update procurement information in the STEP system or any other procurement management system prescribed by the World Bank.

Coordination

- Coordinate with technical teams, finance teams, project staff and implementing agencies for timely completion of procurement activities.
- Liaise with the World Bank procurement team on procurement-related matters whenever required.
- Participate in procurement review missions, implementation support missions and internal review meetings.

Capacity Building

- Provide procurement guidance to project staff on procurement procedures and contract management.
- Assist in conducting procurement orientation and training programmes for project personnel.

Other Responsibilities

- Perform any other procurement-related responsibilities assigned by the Assistant General Manager (Procurement), General Manager (Procurement), Project Director, Executive Director or any other Competent Authority from time to time.

C. EDUCATIONAL QUALIFICATIONS, EXPERIENCE & AGE

Educational Qualification

- 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

- Minimum **7 years** of relevant experience in procurement management.
- At least **5 years** of experience in procurement under **World Bank-financed or other externally aided projects**.
- Hands-on experience in procurement of Goods, Works, Non-Consulting Services and Consulting Services.
- Experience in preparation of procurement documents, bid evaluation, contract management and procurement planning.
- Experience in the World Bank STEP system and Government e-Procurement platforms will be preferred.

Required Skills and Competencies

- Good knowledge of the World Bank Procurement Regulations for IPF Borrowers.
- Good understanding of public procurement principles and contract management.
- Strong analytical and problem-solving skills.
- Excellent drafting and communication skills in English.
- Ability to work independently and within multidisciplinary teams.
- Proficiency in Microsoft Office applications.

Desirable Skills

- Experience of working in externally aided projects.
- Knowledge of Government procurement systems and e-procurement.
- Ability to manage multiple procurement packages simultaneously.
- Strong coordination and interpersonal skills.
- Ability to work under strict timelines.

Age-Age of the candidate should not be more than **40 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 approval of the Competent Authority.
- The Senior Manager (Procurement) shall initially be engaged for a period of **one (1) year**. Continuation of the engagement shall be based on satisfactory performance, project requirement and availability of funds.
- The terms and conditions of engagement, including contract administration, performance evaluation and renewal, shall be governed by the prevailing HR Policy of MBMA.
- Termination of the contract shall be governed by the HR Policy of MBMA. Either party may terminate the contract by giving thirty (30) days' prior written notice.
- The engagement shall be purely contractual in nature.

E. REMUNERATION, PAYMENT TERMS AND LEAVE

- Negotiable as per organizational norms
- Travelling, Boarding and Lodging expenses for approved official tours shall be reimbursed as per MBMA HR Policy.
- Leave shall be governed by the MBMA HR Policy.

F. REPORTING AND PERFORMANCE REVIEW

- The Senior Manager (Procurement) shall report directly to the **Assistant General Manager (Procurement)** or any other officer authorized by MBMA.
- Performance shall be reviewed annually in accordance with the MBMA HR Policy.

G. FACILITIES TO BE PROVIDED BY MBMA

- The Senior Manager (Procurement) shall be provided access to all project documents, procurement records and information necessary for discharge of assigned responsibilities.
- MBMA shall provide office space/workstation, computer, printer, internet connectivity and office consumables necessary for performing official duties.

Note: *This ToR is a draft, and MBDA/ MBMA reserves the right to amend, modify or update it at any stage before completion of the recruitment process.*