

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES– INDIVIDUAL SELECTION)**

INDIA

Engagement of Procurement Expert/Specialist for World Bank Funded Shared Infrastructure for Solar Parks Project.

Loan No./Credit No./Grant No.: TF-A4639

Assignment Title: Procurement Expert/Specialist – Consulting Service

Reference No.: IN-IREDA-96613-CS-INDV

The Indian Renewable Energy Development Agency Limited has received Line of Credit (LOC) from the World Bank toward the cost of Technical Assistance (Component 2) for Shared Infrastructure for Solar Park Project. For timely and smooth implementation of the project, World Bank is providing 2-million-dollar Clean Technology Fund (CTF) Grant for capacity building of IREDA as well as the SPPDs and intends to apply part of the proceeds for consulting services.

The Procurement Expert/Specialist will be located within IREDA and will report to **Director (Technical)** in IREDA. The Procurement Expert will work with IREDA and liaison with MNRE, SPPDs, and the World Bank to ensure smooth and timely project implementation. The details regarding Job Summary, Roles & Responsibility, Duration of the Assignment and other details can be find in attached Term of Reference as Annexure I. **(For details, please refer the enclosed TOR- Annexure-I)**

The shortlisting criteria are:

A. Qualifications and Experience:

Essential Qualifications and Experience: Graduate/ Post Graduate (from any Govt. recognized University) in any discipline with in-depth knowledge and understanding of World Bank's procurement guidelines and procedures along with at least 05 (five) years of experience in management of procurement in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects/National level reputed projects, Experience in IT system/ online procurement is preferable. The Procurement Specialist must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

B. Desirable Qualifications, Experience and Skill-set:

Experience of working as Procurement Specialist in project(s) financed by the World Bank in any Govt. projects; Strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively; Ability to work effectively in

teams as well as independently; Good communication and social skills; Demonstrated initiative, synthesis, personal dynamism and self-motivated; Good procurement related drafting skills; Good command over English with working knowledge of Hindi.

Age Criteria:

As per IREDA guidelines, the permissible limit for retaining any consultant shall not exceed 65 Years of age. Therefore, the desirable age criteria for applying the post of procurement expert/specialist is 62 Years, as the term of the consultancy is for 3 years.

Other Terms and Conditions:

- i. All incoming EOI will be examined thoroughly. If required, eligible applicants would be required to personally discuss their credentials and the proposals before a Committee of executives constituted by CMD of IREDA for this purpose. The exact date, time and venue for the discussions will be communicated to the eligible applicant separately as per requirement.
- ii. The applicant if selected has to sign confidentiality clause & avoiding conflict of interest.
- iii. The applicant if selected has to join with immediate effect.
- iv. The applicant should not have been involved in major litigation that may affect the services of the organization. The applicant shall have to submit an undertaking in this regard.
- v. The decision regarding eligibility/ adequacy of work experience/capacity, qualification etc. will solely be at the discretion of IREDA management.

A Consultant will be selected in accordance with the Selection of Individual Consultant (Section V) method set out in the Procurement Consultant Hiring Guidelines, World Bank.

Further information can be obtained at the address below during office hours, i.e. 0930 to 1730 hours.

Bhagyashree Katdare (Dealing Officer)

Tel: +91 (011) 24682206-19

Ext:- 178

Mob. - 7016649904

E-mail: bhagyashree@ireda.in

Submission of EOIs:

IREDA, in line with the prevailing Government policies/ procedures may specify any other conditions/ guidelines as considered appropriate during the period of engagement of the Procurement Expert/Specialist.

The Indian Renewable Energy Development Agency Limited now invites eligible candidates to indicate their interest in providing the Services. Interested candidates may drop their CV in designated tender box placed at the Reception of IHC office, in a sealed envelope marked **‘Application for Procurement Expert (PE) under TA Activity of Development of Shared Infrastructure of Solar Park funded by World Bank’** in the enclosed format (Annexure-II) within 15 working days (Excluding Saturday, Sunday & Public Holidays) from the date of publication of advertisement on IREDA Website i.e. 16/09/2020 to 08/10/2020 from 9:30 am to 5:00 pm and send it to the under signed address:

**The Chairman and Managing Director
Indian Renewable Energy Development Agency Limited
Reception Office, 1st Floor,
Core-4A, India Habitat Centre (IHC)
Lodhi Road, New Delhi
Tel: +91 (011) 24682206-19
Fax: +91 (011) 24682202**

Annexure - I

TOR for Procurement Expert

1. Brief Project Background:

The Government of India (GOI) has increased the target capacity of solar addition through solar park from 20 giga-watts (GW) to 40 GW and MNRE has approved a list of 35 solar parks to set up with the capacity of 20 GW.

Under the solar park scheme, the Solar Park Project Developer (SPPD) which can be either Solar Energy Corporation of India (SECI) or State Nodal Agency (SNA) or joint venture (JV) of SECI and SNA shall acquire the land for the solar Park, obtain necessary approvals and build the common infrastructure of the solar park viz. roads, water system, drainage system, evacuation infrastructure i.e. pooling sub-station to grid sub-station. SPPD shall select the Solar Project Developers (SPDs) on competitive bidding basis, who shall install Solar Power PV system on the allotted land in solar park. Up to 50% of the Solar Park Project cost may be funded by IREDA through World Bank's line of credit. For timely and smooth implementation of the project, World Bank is providing US\$2 million clean technology grant (CTF) Grant for capacity building of IREDA as well as the SPPDs.

2. Objective:

The Procurement Specialist is one of the key professionals under the project and he/she will be hired to support IREDA in monitoring the procurement plan of SPPDs, putting up to the World Bank at various stages for approval of various procurement packages, reporting to IREDA, preparing reports on status of procurement and contract management for World Bank missions and meetings, managing all the aspects relating to Procurement under the World Bank funded project (Shared Infrastructure for Solar Parks) in compliance to the Financing and Project Agreement with the World Bank. The Procurement Specialist will ensure compliance with the World Bank procurement procedures and guidelines for procurement of all goods, works and services, including selection of consultants by the SPPDs across the entire project, ensuring efficiency, economy, transparency, timely and efficient procurement planning, work planning, coordination with counterpart in SPPDs, procurement monitoring and evaluation, and reporting. CV format for hiring the Procurement Specialist is enclosed at Annex-II.

3. Job Summary:

More specifically, the Procurement Specialist will be responsible for:

- i. Ensuring the integrity of the procurement processes of all the goods, works or services required for the project as per World Bank requirements;

- ii. Reviewing the Procurement plan prepared by SPPDs for the Project providing suggestion/ guidance for adhering to the scheduled timeline
- iii. Review of all the documents with regard to procurement for goods, works and non-consulting services as per requirement of World Bank viz. Request for Expressions of Interest (REOIs), Requests for Proposals (RFPs), prepared by technical experts, Technical and Financial Evaluation of Bids by Evaluation Committee, Draft Contract, Standard Bidding Documents, Bid Evaluation Reports etc. and putting up to World Bank for obtaining their approval at various stages.;
- iv. Review of MOUs and other contracts of SPPDS with implementing partners, stakeholders, contractors and consultants;
- v. Guiding the SPPDS for complying with the World Bank Procurement Guidelines and Procurement Norms applicable as per the Project Operational Manual;
- vi. Monitoring the timeline of delivery and completion of contracted works, goods and services;
- vii. Review and advice on revision of the Project Operational Manual with respect to procurement and contract management.

4. Tasks & Responsibilities:

The Procurement Specialist will work closely with MNRE/SPPDs/WB for ensuring good procurement practice which complies with the World Bank's fiduciary requirements. In addition to the responsibilities mentioned under the Job Summary above, the other tasks and responsibilities of the Procurement Specialist will include the following:

- i. Provide procurement support to SPPDs during project preparation; and project implementation (including prior and post reviews of all procurement documents and decisions);
- ii. Review the Procurement Plan of SPPDs for the project and assist to finalize the same in consultation with the World Bank; Review implementation schedules of SPPDS, and contract supervision plans including contract performance evaluation criteria;
- iii. Assist all implementing entities and staff in procurement capacity building activities including support during procurement assessment and the procurement system development process including preparation of Procurement Manual and other documents;
- iv. Manage the entire procurement process on behalf of IREDA
- v. Review of overall administration of the contracts including contract monitoring, payment processing, contract closure, and maintenance of all contract files;
- vi. Review the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy experts as necessary) at all stages of the project cycle as per World Bank requirement;
- vii. Provide operational advice to counterpart in SPPDS on guidelines and procedures for procurement;

- viii. Assess procurement proposal put up by SPPDs, review of procurement processes; and assist in prior and post reviews of contracts;
- ix. Liaise with all officers/consultants of the project as required, and the World Bank and keep them all updated on the procurement aspects
- x. Assist/ providing guidance in resolve difficult procurement issues with contractors/consultants/ agencies and questions/complaints from senior officials and stakeholders on procurement issues;
- xi. Design and conduct workshops, if required, to educate all the staff of the SPPDS/ IREDA on procurement aspects applicable for the project;
- xii. Assist IREDA in communications with the Procurement Unit of the World Bank to seek their input and approval at each stage of the procurement process, as applicable
- xiii. Any other official responsibilities in respect of procurement management as assigned by IREDA

5. Duration of assignment:

The contract period of the Procurement Specialist is intended for a period 3 years. However, continuity of the Procurement Specialist beyond one (1) year will depend upon his/her performance. The Procurement Specialist will have to serve the IREDA on full time basis

6. Remuneration and payment terms:

- i. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the Procurement Specialist will be determined and mutually agreed, which could be in the range between Rs.12 (twelve) lakh to Rs.18 (Eighteen) lakh per year. Taxes as applicable will be dealt with as per applicable laws.
- ii. Tour/ Travelling and the applicable TA/DA/ Boarding & Lodging for requisite site visit(s) shall be equivalent to the E-5 level of IREDA
- iii. The Procurement Specialist will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances IREDA may relax this condition.

7. Reporting:

The Procurement Specialist will report to the Director (Technical),

Annexure – II

FORMAT FOR SUBMISSION CV

1. **Full Name:**
2. **Nationality** (attach a copy of evidence):
3. **Complete Permanent Address** (attach a copy of evidence):
4. **Police Station:**
5. **Current Address:**
6. **Telephone/ Cell No.:**
7. **Email address:**
8. **Date of Birth** (attach a copy of evidence):
9. **Current Designation/Designation at the time of Retirement:**
10. **Current Employer’s FULL Address with contact email and phone number:**
11. **Educational qualification** (attach a copies of evidences):

Paste self-attested Recent Passport Photo
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Sl.	Examination	Year of Passing	Name of School/College	Name Board/ University	Class/ Percentage of marks obtained
1.	HSLC/Class-X				
2.	HSSLC/Class-XII				
3.	Graduation in				
4.	Post-graduation				

12. **Languages known:**
13. **Computer proficiency:**
14. **Training details relevant to the position applied** (attach a copy of evidence):

Sl.	Training Field	Period of Training
1.		
2.		
3.		

15. **A) Employment Record** (Starting from the latest):

From:	To:
Employer:	
Position Held:	
Monthly Remuneration (attach copy of latest salary certificate):	
Summary of services provided:	

Add boxes as required

- B) Total Experience (in Years):**
16. **Experience (in years)** (..... **Total Experience (in years)** in any World Bank funded projects/Externally aided projects or similar Govt. of India funded projects/National level reputed projects:

Name of assignment or project:	
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Period: Employer: Main Features of the project: Positions held: Activities performed:	
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Works/Activities undertaken that best illustrates the experiences in similar position(s) applied for (clearly showing role played, duration of input, complexity of work undertaken, and core competencies):

Name of assignment or project: Period: Employer: Main Features of the project: Positions held: Activities performed:	
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Add boxes as required

Attach self-attested certificates/testimonials.

IMPORTANT Note: Candidates should provide CV (not more than 8 pages) as per the above format, along with self-attested copies of testimonials/certificates in support of qualification to perform the services.

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