

**PROGRAMME PERFORMANCE & OUTCOME MONITORING UNIT
(PPOMU) under the
Finance Department, Government of Odisha**

**DRAFT TERMS OF REFERENCE
Procurement & Contract Management Specialist**

INTRODUCTION

There is growing public attention towards inclusive socio-economic development reflected in increasing outlay of government allocation to such schemes. From employment promotion through the Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) to urban infrastructure through the Jawaharlal Nehru Urban Renewal Mission (JNNURM) etc, there are several national schemes in operation at present. Apart from these, there are several state programmes such as Mamta (for nutrition), Ambulance scheme (for hospital access) as well as investments in roads, ports and other infrastructure to develop certain key areas / sectors, reduce inequity and promote holistic growth.

While there is increasing funds available for these schemes, Odisha (like most other states) is facing challenges in effectively utilising these funds as well as demonstrating linked outcomes and impacts. In order to improve this, the Government of Odisha has mandated outcome budgeting from 2010-11 for key departments.

PROGRAMME PERFORMANCE AND OUTCOME MONITORING UNIT (PPOMU)

In order to make systems more efficient for monitoring and oversight of these development schemes, the Finance Department, Government of Odisha has established a 'Programme Performance & Outcome Monitoring Unit' (PPOMU), to function as its Monitoring & Evaluation (M&E) wing. The PPOMU will be conducting concurrent monitoring and evaluation as well as impact assessment of flagship national and state schemes being taken up by key departments in Odisha.

SCOPE OF WORK

Working closely with Team Leader and other officials in the PPOMU, Finance and concerned Department(s), the Procurement & Contract Management Specialist will:

1. Co-ordinate with the other experts for procurement needs of the unit;
2. Design procurement documents including Expressions of Interest (Eols), Request for Proposals (RFPs) to be outsourced;
3. Develop notices for Eol / RFPs and advertising the same in public domain;
4. Perform contract negotiations and appointment of agency keeping in mind principles of economy and value for money;
5. Schedule the study, manage outputs, authorize payments and ensure quality of the work;

6. Help in annual budget formation for the procurement service under PPOMU during a year.
7. Oversee the entire evaluation process including co-ordination with experts for technical evaluation, conducting financial evaluation and negotiation with preferred bidder;
8. Interview and correspond with agencies; keeps informed of new trends.
9. Train other concerned Government departments in procuring services.
10. Undertake any other reasonable duties as may be requested from time to time.
11. Provide aid and advice to other departments on procurement of goods and services.

EXPERTISE & EXPERIENCE

The Preferred Candidate would be a Post Graduate or equivalent in Finance / Commerce/ B. Tech. / MBA or related field with atleast 10 years of experience. Of these, s/he shall have atleast 5 years of experience in procurement, particularly of services. The candidate should have good IT skills including MS Office (Word, Excel, Power Point and Access) and writing / documentation skills.

The maximum age limit for the position is 40 years as on 1 August 2012.

REMUNERATION

An all inclusive monthly remuneration of Rs.60,000 – Rs.75,000 shall be provided for this position.

DURATION

The duration of this contract shall be for 3 years, subject to annual appraisals. The contract may be extended further based on performance and mutual agreement.

REPORTING

The Procurement and Contract Management Specialist will report to the Team Leader, PPOMU.