

TERMS OF REFERENCES FOR CONTRACT MANAGEMENT SPECIALIST

Job Title:	Contract Management Specialist
Location:	PMU UkPFMS Uttarakhand, Dehradun
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Project Director, PMU, UkPFMS,Uttarakhand, Dehradun
Responsible for:	Management of contracts related to PMU UkPFMS and assist the PMU in arbitration cases and dispute resolution processes.

BACKGROUND:

The Government of Uttarakhand (GoUk) though has been implementing reforms to strengthen Public Financial Management (PFM) systems, processes and procedures in the state for better governance, efficiency in service delivery, and making government more accountable and transparent.

GoUk has sought technical and financial assistance from World Bank to support the expansion and deepening of the ongoing PFM reform plan so as to synchronize it with standard Global Public Financial Management Practice. For this purpose, GoUk has approached the World Bank. The World Bank have consented to finance the project titled “Uttarakhand Public Financial Management Strengthening Project. The Project Development Objective of the PFM project are improved accountability, and transparency in the management of public finances and enhanced effectiveness of revenue administration

Purpose of the Job:

PMU UkPFMS is seeking a Contract Management Expert who is familiar with procurement and contract procedures, process, rules and regulations and in particular with WB Procurement procedures and process. The Contract management Consultant should have the ability to ensure effective procurement processes, internal control mechanisms, provide advice and solutions to the client to strengthen their procurement of goods, services and civil works process and ensure maximum efficiency, value for money, quality and timeliness of procurement processes and ethics. , The objective of this consultancy is to contribute to the implementation of the Uttarakhand Public Financial Management Strengthening Project to ensure the efficient and timely implementation of all UkPFMS procurement activities.

Person Specification:

Qualification: *as mentioned in the advertisement against the posts.*

Experience: More than *(number of years as mentioned in the advertisement against the posts)* year experience in Contract Management.

- Knowledge of the Government of Uttarakhand and WB procurement procedures and processes

- Experience of working in hilly regions.
- Can demonstrate IT skills including experience of MS Word, MS projects and Internet Explorer
- Proficient in English and Hindi and able to write reports in both languages

Scope of Work

To provide necessary contract management related advise to UkPFMS in the Implementation of the WB assisted project in Uttarakhand with focus on the following tasks.

1. Ensure effective and efficient implementation and management of contracts
2. Ensure transparent and accountable process
3. Ensure/strengthen effective internal control mechanisms,
4. Share experience with the rest of staff within the PMU.

Expected Results/Final Deliverables:

- Preparing and updating Implementation Schedules, including coordination with PMU/WB for implementation works
- Carrying out supervision of contracts of all construction works in accordance with the contract agreement and in compliance with sound engineering best practices;
- Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control;
- Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the Employer give any approval/instruction which may substantially increase the cost of the project;
- Advising the Employer on disputes which may arise with the Contractor;
- Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
- To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
- To collect data on contract from different project implementing agencies and contribute to periodic progress report to be submitted to Program Director/ Program Manager/WB.
- Review specifications and contract conditions to ensure its compliance, accuracy Solicit and evaluates contracts to ensure overall, quality and conformity specified in the contract agreement.;
- Ensure that technical staff verifies that procured products comply with defined standards, and coordinates timely delivery of goods and services;
- Perform other duties as required by the Project Director.