



Department of Horticulture,
NAVBAHAR, SHIMLA-171002
HIMACHAL PRADESH, India
0177-2842390 (Tel.)
0177-2842389 (Fax)

No. 19-27 (EAP-HPSHIVA-E-tender-CS02)/2021

Date: 26-09-2020

Request for Expression of Interest for Consultancy Services of **Procurement Management Specialist** under Himachal Pradesh Subtropical Horticulture, Irrigation and Value Addition Project: Project Readiness Financing (HPSHIVA PRF) Project.

Package No.: CS02 [53189-001-IND]

Package Name: PMU consultants

1. The Government of Himachal Pradesh (GOHP) intends to apply the proceeds of an Asian Development Bank loan for the implementation of the Himachal Pradesh Subtropical Horticulture, Irrigation and Value Addition Project (HP-SHIVA). The HP-SHIVA project, comprising a Project Readiness Financing (PRF) US\$10 Million (over two years) and the ensuing loan of US \$90 Million, aims to increase the income of at least 25,000 farm households in seven districts (Bilaspur, Hamirpur, Kangra, Mandi, Solan, Sirmour and Una) of subtropical areas of Himachal Pradesh. In the long-term, the HP-SHIVA project will contribute to (i) increased income of rural households in Himachal Pradesh, (ii) strengthened climate resilience in Himachal Pradesh, (iii) expand irrigation facilities to farmers, and (iv) raise the profitability and farm gate price of subtropical horticulture production through value chain development of targeted commodities.

2. Project Readiness Financing (PRF) loan will pilot the development of high-density horticulture production at 17 sub-project sites in 4 Districts (Bilaspur, Hamirpur, Kangra and Mandi) covering 168 ha involving 600 male and female beneficiary landowning households.

3. The Procurement Management Specialist shall be selected and engaged in accordance with the Guidelines on the Use of Consultants by Asian

Development Bank and its Borrowers (Consulting Guidelines) or the ADB Procurement Policy 2017 ("Policy") and the Procurement Regulations for ADB Borrowers 2017 ("Procurement Regulations").


4. Please note that **only on-line submission** of EOI in ADB's Consultant Management System (CMS) <https://cms.adb.org> is allowed. All off-line and manual submission of EOI is **not permissible**.

5. Interested Procurement Management Specialists are invited to submit EOI in ADB CMS on or before **09th October, 2020**. https://selfservice.adb.org/OA_HTML/OA.jsp?page=/adb/oracle/apps/xxcrs/dashboard/webui/XXCRSDashboardPG&OAPB=ADBPOS_CMS_ISP_BRAND&OAHP=XXCRS_CSRN_HOMEPAGE_MENU&OASF=XXCRS_CSRN_DAS_HBOARD&ti=291591415&language_code=US&&OAFMID=85465&OAPB=_OAFMID&oapc=67&oas=3jVlsdWJVPDAO8TwuQJQOw.

The details of consultancy assignment are (*Selection 163532*)-

Start Date of Publication	Deadline for Submitting EOI
26 th September, 2020	09 th October, 2020
Duration of Assignment (in Months)	Tentative commencement date
24	December, 2020
Anticipated completion date	Types of consultants
December, 2022	Independent
Selection method	Estimated Budget (USD)
Individual Consultant Selection (ICS)	70,018

1. For your online submission, your EOI should demonstrate technical competence and geographical experience based on project references entered under the CMS profile.


Project Director (HPSHIVA)
Himachal Pradesh, India
Directorate of Horticulture, Navbahar, Shimla
Himachal Pradesh, India.
e-mail:- pmuhpshiva@gmail.com

Procurement Management Specialist ToR

Position: **Procurement Management Specialist**

Location: PMU, HPSHIVA

Duration: 24 person months over 2 years (12, 12 person months)

Reports to: Project Director

Positions Supervised: PMU procurement hired staff

QUALIFICATION GUIDE

Qualifications :

- (i). A university degree or professional qualifications in engineering, finance, public administration or a related field;
- (ii). Demonstrate knowledge of the institutional, technical, commercial, community level aspects of procurement;
- (iii). At least 7 years of cumulative experience working in procurement-related activities for the Asian Development Bank and or other Multilateral Development Banks (MDB)- funded projects (working experience under ADB projects will be an advantage);

JOB SPECIFICS

Job Objective:

The objective of the services is to assist the Project Director of the HP_SHIVA PRF Project Management Unit in activities related to procurement of goods, works and consultancy services to be implemented according to the ADB Procurement Guidelines.

Job Outputs:

- HP-SHIVA PRF Procurement Plan
- Procurement Review and Recommendations
- Produce monthly, quarterly and annual consolidated project financial reports

Primary Tasks:

- i. Ensuring that project procurement procedures are carried out in accordance with the RCDP Procurement Plan and relevant Asian Development Bank Guidelines;
- ii. Preparing the General Procurement Notice (GPN), Specific Procurement Notices (SPNs), Invitation for Bids (IFBs), Request for Expressions of Interest (REOIs) and other solicitation documents whenever required;
- iii. Preparing and amending the bidding documents as needed;

- iv. Contribute to the preparation of Terms of References (TORs);
- v. In case of procurement actions requiring ADB's "No Objection" coordinating the dispatch of procurement document to ADB, monitoring ADB's response time on issuing "No Objections" at different levels of the procurement process and following up accordingly;
- vi. Monitoring and ensuring timely responses to procurement questions raised by the ADB, for services, following up with the short-listed consultants within 10 days of RFP dispatch, to ensure their participation in the selection exercise;
- vii. Preparing and updating the Projects' Annual Procurement Plan and Budget as necessary; detailing contract packages (including estimated cost) for goods, consultancy services and non-consulting services the procurement/selection methods and processing times until completion of each procurement activity;
- viii. Monitoring procurement implementation of and update the Procurement Plan whenever it becomes necessary to do so;
- ix. Support the PMU in carrying out procurement of Civil Works, Consultancy Services materials and equipment as required;
- x. Help ensure timely receipt of the goods and consultant status reports;
- xi. Support the PMU in maintaining records of all correspondence, budding documents, evaluation reports and other documents related to the project;
- xii. Contribute to preparing the quarterly, 6-monthly and annual progress reports;
- xiii. Participate in bid/proposal opening sessions, bid and proposal evaluations and ensure that the appropriate Guidelines are followed to arrive at the recommendations for award of contracts;
- xiv. Participate in procurement audits and reviews of the project;
- xv. Support the PMU Procurement Team in preparing/updating the project procurement manual as well as related training modules and materials; and
- xvi. Assist the PMU in dealing with claims, bid challenges and litigations relating to contracts and procurement.