

Terms of Reference (TOR)

Position: Assistant Manager

Location: Shillong, Meghalaya

Organization: Meghalaya Basin Management Agency (MBMA)

Engagement: Contractual

1. Background

The Procurement Division of MBMA supports procurement requirements across multiple development projects funded through Government and international development partners. The Assistant Manager – Procurement will provide operational and technical support for procurement processing, documentation, tracking and contract administration under the guidance of the Lead Procurement Specialist and Manager – Procurement.

2. Core Purpose of the Position

To provide effective operational support in the planning, processing, documentation, monitoring and reporting of procurement activities, ensuring timely completion of procurement actions and adherence to applicable procurement procedures and organizational requirements.

3. Key Roles and Responsibilities

The Assistant Manager – Procurement shall:

1. Assist in preparation and updating of procurement plans and procurement trackers for assigned projects.
2. Support the preparation of procurement documents, including RFQs, bidding documents, RFPs, Terms of Reference and other procurement-related documents.
3. Assist in processing procurement activities for goods, works, consulting services and other project requirements.
4. Assist in coordinating the solicitation, receipt and processing of bids/proposals/quotations in accordance with applicable procedures.
5. Support bid/proposal evaluation processes and maintain appropriate evaluation records and documentation.
6. Assist in reviewing procurement files for completeness and compliance before submission for approval.
7. Maintain procurement records, registers, trackers and electronic databases.
8. Track the status of procurement packages and highlight delays, pending actions and bottlenecks to the Manager/Lead Procurement Specialist.
9. Assist in processing procurement actions through GeM, state e-procurement portals and other applicable digital procurement systems.
10. Assist in contract administration and monitoring of contractual milestones, deliverables and timelines.
11. Coordinate with project teams, Finance, Technical, Legal and other concerned units for timely processing of procurement cases.
12. Assist in preparing documents and information required for donor reviews, audits, procurement reviews and management reporting.
13. Ensure proper filing and maintenance of procurement correspondence, approvals, bid documents, evaluation reports, contracts and related records.
14. Assist in monitoring compliance with applicable donor procurement guidelines, Government procurement procedures and MBMA requirements.
15. Support identification and reporting of procurement-related risks, delays and compliance issues.
16. Assist in preparation of periodic procurement status reports, dashboards and management updates.

17. Provide administrative and technical support for procurement meetings, evaluations, consultations and related proceedings.
18. Assist in maintaining confidentiality, transparency, integrity and appropriate conflict-of-interest safeguards throughout procurement processes.
19. Undertake field visits, stakeholder consultations and other procurement-related assignments as required.
20. Perform any other duties related to procurement and supply chain management assigned by the Lead Procurement Specialist/Manager/Competent Authority.

4. Essential Qualification

Postgraduate Degree in Procurement, Supply Chain Management, Business Administration, Finance, Economics, Public Administration, Engineering or a related field.

Preference will be given to candidates with certifications in Procurement and Supply Chain Management.

5. Essential Experience

- Minimum **2 years of proven experience** in procurement or supply chain management in projects.
- Preference will be given to candidates having exposure to **international donor-funded projects**, including World Bank, IFAD, JICA, KfW, ADB or similar projects.
- Experience in procurement documentation, tendering, procurement tracking or contract administration will be an advantage.

6. Skills and Competencies

- Strong understanding of donor procurement guidelines and procedures.
- Working knowledge of procurement planning and contract management.
- Familiarity with e-procurement systems and digital procurement processes.
- Strong organisational and time-management skills.
- Ability to manage multiple assignments and meet deadlines.
- Strong attention to detail and documentation skills.
- Good analytical and problem-solving abilities.
- Ability to work collaboratively with diverse teams and stakeholders.
- Good written and verbal communication skills.
- Proficiency in MS Office, particularly Word, Excel and PowerPoint.
- Ability to maintain confidentiality and handle procurement records responsibly.

7. Key Deliverables

- Timely preparation and processing of assigned procurement documents.
- Accurate and updated procurement trackers and records.
- Complete procurement files and supporting documentation.
- Timely follow-up on procurement actions and pending approvals.
- Support for contract monitoring, audits, reviews and reporting.
- Timely preparation of procurement status updates and reports.

8. Field/Other Requirements

- Willingness to travel within Meghalaya and to project/field locations as required.
- Ability to work under pressure and manage multiple deadlines.
- Willingness to work collaboratively across projects and departments.

9. Remuneration

Rs. 31,200/- per month, plus applicable HRA and Mobile Allowance as per organizational norms, and EPF contributions from employee and employer, as applicable.

10. Duration of Contract

The engagement shall initially be for a period of **01 (one) year**. The contract may be renewed subject to satisfactory performance, organizational requirements and continuation of the project/programme.

11. General Conditions

The selected candidate shall be required to comply with the terms and conditions of engagement prescribed by MBMA and shall sign the requisite agreement/deed of engagement.

The duties and responsibilities specified above are indicative and may be modified, expanded or revised by MBMA depending on organizational and project requirements.