

Terms of Reference (TOR)

Position: Lead Procurement Specialist

Location: Shillong, Meghalaya

Organization: Meghalaya Basin Management Agency (MBMA)

Engagement: Contractual

About MBMA:

The **Meghalaya Basin Management Agency (MBMA)** is an autonomous society established by the Government of Meghalaya under the Planning, Investment Promotion and Sustainable Development Department. MBMA serves as the State's dedicated implementation agency for a wide range of development initiatives aimed at promoting sustainable livelihoods, natural resource management, enterprise development, climate resilience, rural infrastructure, and human capital development across Meghalaya.

Over the years, MBMA has successfully implemented and managed several large and complex development projects financed by multilateral and bilateral development partners, including the **World Bank**, **KfW Development Bank (Germany)**, the **International Fund for Agricultural Development (IFAD)**, the **Japan International Cooperation Agency (JICA)**, and the **Asian Development Bank (ADB)**, in addition to programmes funded by the Government of Meghalaya. These projects span multiple sectors such as agriculture, natural resource management, climate change adaptation, community institutions, education, health, rural livelihoods, entrepreneurship, digital governance, and infrastructure development.

The implementation of these projects requires strict adherence to the procurement regulations and fiduciary requirements of the respective funding agencies, as well as applicable Government of India and Government of Meghalaya financial and procurement rules. MBMA has established robust systems for procurement planning, contract management, financial management, monitoring and evaluation, and project governance to ensure transparency, efficiency, economy, fairness, and value for money in public procurement.

Given the expanding portfolio of externally aided and state-funded projects and the increasing complexity and volume of procurement activities, MBMA seeks to strengthen its Procurement Division by engaging qualified professionals capable of managing procurement processes in accordance with the applicable procurement frameworks of various development partners and government regulations. The **Lead – Procurement Specialist** will play a key role in supporting the planning, execution, monitoring, and management of procurement activities across multiple projects while ensuring compliance with the respective procurement guidelines and contributing to the achievement of project development objectives.

Key Responsibilities

- Develop and implement procurement strategies, plans, and systems aligned with donor guidelines and project objectives.
- Lead, supervise, and mentor a team of 10+ procurement and support staff, including setting work plans, performance targets, and appraisals.
- Oversee procurement across various projects at the same time, prioritising workloads and allocating team resources across them.

- Prepare, manage, and oversee bidding processes, including drafting bidding documents, conducting evaluations, and awarding contracts.
- Consolidate procurement plans across projects and track them through the donors' systems (e.g. STEP for World Bank).
- Monitor contract performance, ensure compliance with agreed terms, and manage amendments, claims, and dispute resolution.
- Obtain donor "no-objection" clearances and handle prior and post review, audits, and procurement reviews.
- Maintain risk management, internal controls, conflict-of-interest safeguards, and anti-fraud and corruption measures.
- Coordinate with Deputy Project Directors/Project Directors, finance, legal, technical, and safeguards teams, and with executive officers across projects.
- Train and build the capacity of MBMA/MBMA staff and implementing partners in procurement processes and best practices.
- Ensure compliance with donor procurement guidelines and submit regular reports to management and stakeholders, including MIS dashboards and procurement performance indicators.

Eligibility Criteria

Educational Qualifications

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

Preferred: Trained in procurement norms of the World Bank, IFAD, KfW, JICA, ADB. Candidates having Professional Diploma in Public Procurement (PDPP) or Certificate Program in Public Procurement (CPPP) will be preferred.

Professional Experience

- Minimum of 10 years of progressive experience in procurement or supply chain management, with demonstrated experience leading and supervising diverse teams.
- At least 5 years of experience on donor-funded projects (World Bank, IFAD, JICA, KfW, ADB, or similar).
- Demonstrated experience in procurement across multiple concurrent projects or sectors, ideally in rural development, natural resource management, watershed or livelihoods, infrastructure, or community-driven programmes.
- Strong understanding of donor procurement guidelines (e.g. World Bank Procurement Regulations, IFAD, JICA, and KfW guidelines), as well as GFR 2017, Meghalaya state procurement rules, and the Meghalaya Transparency in Public Procurement framework.
- Proficiency in procurement planning, contract management, and e-procurement systems (GeM, state e-procurement portal, donor portals).
- Experience with a range of procurement methods: open competitive bidding, QCBS, consultant selection, shopping, direct contracting, and community participation procurement.

Skills and Attributes

- Strong leadership skills, with the ability to build, motivate, delegate to and hold accountable a large, diverse team, and to develop second-line leaders.

- Excellent interpersonal and stakeholder management skills, including the ability to influence senior officials, executive officers, donors, bidders and community institutions, and to resolve conflict diplomatically.
- Excellent analytical, negotiation and communication skills (written and oral), with good planning and organisational skills and attention to detail.
- Proven experience working in a complex, multi-stakeholder, fast-moving environment, with the ability to work under pressure, meet strict deadlines and multi-task across several projects.
- Sound judgement, integrity and ethical conduct in decision-making.
- Understanding of, and experience in using, innovative technologies in procurement (e-procurement platforms, digital tendering, MIS, data analytics and automation tools), with proficiency in MS Office, especially Excel.
- Strong report writing and presentation skills for senior management.
- Self-motivated, with the ability to work independently as well as collaboratively with diverse teams and stakeholders.
- Willingness to travel within Meghalaya and to field sites.

Age: The age of the candidate should not be more than 45 years.

Remuneration and Benefits:

- The selected candidate will receive a competitive monthly remuneration, negotiable and aligned with organizational norms, based on qualifications and experience.
- Additional allowances will be provided in accordance with organizational norms.
- Travelling, boarding, lodging and food expenses for approved official tours will be reimbursed, and leave will be granted, as per the HR Policy of MBMA.

Method of Selection

The evaluation of eligible applicants shall be carried out based on the following weightage:

- Relevant Experience: 40%
- Educational Qualifications: 30%
- Technical Assignment / Presentation / Personal Interview: 30%

The applicant obtaining the highest combined score and meeting the eligibility requirements shall be considered for engagement, subject to the approval of the Competent Authority.

How to Apply:

Interested candidates are requested to submit:

1. A detailed resume highlighting relevant qualifications and experience.
2. A write-up on their suitability for the position.
3. Expected remuneration and mentioning the current remuneration earned.