

Terms of Reference (TOR)

Position: Manager

Location: Shillong, Meghalaya

Organization: Meghalaya Basin Management Agency (MBMA)

Engagement: Contractual

1. Background

The Meghalaya Basin Management Agency (MBMA) implements a diverse portfolio of externally aided and state-funded development programmes involving procurement of goods, works, consulting services and other project requirements. The Procurement Division is responsible for ensuring that procurement activities are undertaken in a transparent, competitive, efficient and compliant manner, in accordance with applicable donor procurement guidelines and Government procurement rules.

The Manager – Procurement will support the Lead Procurement Specialist in planning, coordinating, monitoring and managing procurement activities across assigned projects, ensuring timely procurement delivery, proper documentation and compliance with applicable procurement frameworks.

2. Core Purpose of the Position

To support the Lead Procurement Specialist in the effective planning, processing, monitoring and management of procurement activities across assigned projects, ensuring compliance with applicable donor guidelines, Government of India and Government of Meghalaya procurement rules, and MBMA procedures.

3. Key Roles and Responsibilities

The Manager – Procurement shall:

1. Support the Lead Procurement Specialist in developing and implementing annual and project-specific procurement plans.
2. Coordinate procurement activities across assigned projects and ensure that procurement actions are initiated and completed within approved timelines.
3. Assist in preparing and reviewing procurement strategies, procurement plans, bidding documents, Requests for Proposals, Terms of Reference, evaluation documents and contract-related documentation.
4. Coordinate procurement processes for goods, works, consulting services and other procurement requirements using applicable procurement methods.
5. Support the preparation, issuance and processing of bidding/RFP documents and ensure completeness of procurement documentation.
6. Assist in coordinating bid/proposal opening, evaluation and clarification processes in accordance with applicable procedures.
7. Review procurement documentation for completeness, consistency and compliance before submission to the appropriate approving authority.
8. Support the Lead Procurement Specialist in obtaining donor clearances/no-objections wherever applicable.
9. Monitor procurement processes through relevant e-procurement and donor platforms, including GeM, state e-procurement systems and donor procurement systems.
10. Maintain updated procurement trackers and monitor the status of ongoing procurement packages against approved procurement plans.
11. Assist in contract management, including monitoring contract milestones, deliverables, timelines, amendments, extensions and other contractual matters.

12. Coordinate with Project Directors/Deputy Project Directors, Finance, Technical, Legal, Safeguards and other concerned teams to resolve procurement-related issues.
13. Support procurement-related audits, reviews, prior/post reviews and responses to observations raised by donors, auditors or competent authorities.
14. Maintain complete and systematic procurement records, including tender documents, evaluations, approvals, contracts, correspondence and procurement clearances.
15. Assist in identifying procurement risks, delays and compliance issues and recommend appropriate mitigation measures.
16. Ensure appropriate safeguards relating to conflict of interest, confidentiality, integrity, transparency and anti-fraud and corruption are observed.
17. Support capacity building of project staff and implementing partners on procurement procedures and documentation requirements.
18. Prepare periodic procurement status reports, dashboards and management updates as required.
19. Provide technical support and guidance to Assistant Manager/Procurement support staff under the direction of the Lead Procurement Specialist.
20. Undertake procurement-related field visits, meetings and consultations as required.
21. Perform any other procurement-related duties assigned by the Lead Procurement Specialist/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 possessing professional certifications in Procurement and Supply Chain Management.

5. Essential Experience

- Minimum **4–5 years of proven experience** in procurement or supply chain management in projects.
- Exposure to **international donor-funded projects**, including World Bank, IFAD, JICA, KfW, ADB or similar development partner-funded projects, will be preferred.
- Experience in procurement planning, tendering, evaluation, contract management and procurement documentation.
- Experience in handling multiple procurement activities simultaneously will be an advantage.

6. Skills and Competencies

- Strong understanding of donor procurement guidelines and procedures.
- Knowledge of Government procurement procedures and applicable procurement rules.
- Proficiency in procurement planning and contract management.
- Working knowledge of e-procurement systems and digital procurement platforms.
- Strong analytical, organisational and problem-solving skills.
- Ability to manage multiple procurement activities, deadlines and priorities.
- Strong attention to detail and documentation skills.
- Good written and verbal communication skills.
- Ability to coordinate effectively with project teams, vendors, consultants, contractors and other stakeholders.
- Good negotiation and interpersonal skills.
- Proficiency in MS Office, particularly Word, Excel and PowerPoint.
- Ability to work independently as well as within a multidisciplinary team.

7. Key Deliverables

- Timely implementation of assigned procurement plans.
- Complete and compliant procurement documentation.
- Updated procurement trackers and status reports.
- Timely processing of procurement cases and contracts.
- Effective monitoring of contract implementation.
- Timely support for donor reviews, audits and procurement clearances.
- Procurement reports and management dashboards as required.

8. Field/Other Requirements

- Willingness to travel within Meghalaya and to project/field locations as required.
- Ability to work under pressure and meet strict procurement timelines.
- Willingness to work across multiple projects and with diverse stakeholders.

9. Remuneration

Rs. 39,000/- 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.