

**Chhattisgarh State Watershed Management Agency  
(CGSWMA)**

C-69, Khanij Nagar V.I.P. Road,  
Raipur, Chhattisgarh-492006

**Notice**

No. 1462, Raipur

Dated: 20/03/2018

The Chhattisgarh State Watershed Management Agency (CGSWMA) invites "Expression of Interest" from eligible Individual Consultants to submit their interests for engagement as "Procurement Expert under CGSWMA".

Interested individuals fulfilling the eligibility criteria may submit their "Expression of Interest" latest by 15.00 hours on 05<sup>th</sup> April, 2018 as per the details given in ToR published in our official website.

<http://watershed.cg.gov.in>

CEO, CGSWMA

**Chhattisgarh State Watershed Management Agency  
(CGSWMA)**

C-69, Khanij Nagar V.I.P. Road,  
Raipur, Chhattisgarh-492006

**LETTER OF INVITATION**

To,

The Interested Individuals

**Sub: - Hiring of Individual Consultant as Procurement Expert for Neeranchal National Watershed Management Project under CGSWMA.**

Dear Madam/Sir,

1. You are hereby invited to submit technical and financial proposals for Individual Consultant as Procurement Expert under Chhattisgarh State Watershed Management Agency (Neeranchal)", which could form the basis for future negotiations and ultimately a contract will be entered between you and CGSWMA.
2. **Objective of the assignment**  
Neeranchal being a technical assistance Project with a focus on innovations and state of the art inputs, a large number of consultancies of state and National level, including firms and individuals are expected to be engaged at state level to enable the Project achieve its targets. It is thus imperative that a competent Procurement Expert be engaged with CGSWMA to oversee that these processes are done as per the requirements and requisite of World Bank procurement norms. Also he/she will support in the capacity building and hand-holding to the target districts where ever it is necessary.
3. **The detailed Terms of Reference (Annexure –I) is enclosed to enable you to submit your proposal.**
4. The Submission of Proposals: The proposals shall be submitted in two parts, viz., Technical and financial **at CGSWMA office latest by 15.00 hours on 05<sup>th</sup> April, 2018.**
5. **Deciding Award of Contract**  
Quality and competence of the consultant shall be considered as the paramount requirement. Negotiations will be held only if the technical proposal is acceptable. The consultant must be prepared to furnish the detailed cost break-up and other clarifications to the proposals submitted to CGSWMA, as may be required to adjudge the reasonableness of your price proposals. If the negotiation is successful, the contract will be awarded. If negotiations fail, and if it is concluded that a contract with reasonable terms cannot be concluded, the process of selection of Consultant, issue of letter of invitation etc. will be repeated till an agreed contract is concluded.
6. Please note that the CGSWMA is not bound to select any of the Consultants submitting proposals.

7. You are requested to hold your proposal valid for 6 months from the date of submission during which period you will maintain without change, your proposed price. The CGSWMA will make its best efforts to finalize the agreement within this period.
  
8. **Tax Liability:**  
Please note that the remuneration, which you receive from this contract, will be subject to the normal tax liability as per the prevailing Income Tax Act. Kindly contact the concerned tax authorities for further information in this regard, if required.
  
9. We would appreciate if you inform us by Telex/Facsimile within three days from the receipt of the letter:
  - (a) Your acknowledgment of the receipt of this letter of invitation; and
  - (b) Whether or not you will be submitting the proposal.

Yours faithfully,  
Sd/  
**Chief Executive Officer**

**Enclosures:**  
Annexure-I: Terms of Reference.

**TERMS OF REFERENCE  
FOR  
HIRING OF SERVICES OF AN INDIVIDUAL CONSULTANT  
AS  
PROCUREMENT EXPERT**

## **1. BACKGROUND OF NEERANCHAL**

1.1 Chhattisgarh State Watershed Management Agency (CGSWMA) is implementing the World Bank supported Neeranchal National Watershed Management Project referred to as 'Neeranchal'. Neeranchal is expected to positively influence the outcomes of the ongoing Watershed Development Component of Pradhan Mantri Krishi Sinchai Yojana (WDC-PMKSY), through technical and financial support for better delivery and impacts through improved planning approaches, capacity building, coordination and convergence, and supportive research and development. The WDC-PMKSY follows directly along the lines of the erstwhile Integrated Watershed Management Programme (IWMP) implemented between 2009 -2015 across 28 Indian States. The main objectives of the WDC-PMKSY are to restore the ecological balance by harnessing, conserving and developing degraded natural resources such as soil, vegetative cover and water. The outcomes are prevention of soil run-off, regeneration of natural vegetation, rain water harvesting and recharging of the ground water table. This enables multi-cropping and the introduction of diverse agro-based activities, which help to provide sustainable livelihoods to the people residing in the watershed area.

1.2 Neeranchal is being implemented in 2 districts namely Kanker and Jashpur of Chhattisgarh state where significant investments in the WDC-PMKSY are being made. It is proposed as a 6-year Project (from 1<sup>st</sup> April, 2016 to 31<sup>st</sup> March, 2022).

## **2. PROJECT OBJECTIVES AND STRUCTURE**

2.1 The **Project Development Objective** is to *improve the effectiveness of the Watershed Development Component of PMKSY. Effectiveness is defined by improved incremental conservation outcomes and agricultural yields for communities in Project areas and adoption of new processes and technologies into the broader Watershed Component of PMKSY in two districts of the States.*

2.2 Core activities across two district to be taken up under Neeranchal in the States are as follows:-

- i. Support for improved programme integration in rainfed areas
- ii. Institutional Strengthening
- iii. Adoption of R&D and Technology Transfer
- iv. Project Management and Coordination

2.3 State specific activities

- i. State-specific Innovations and Pilots

## 2.4 Urban Watersheds

- i. Support for Urban Watershed Management

### **3. PROJECT AREAS**

3.1 The Project would predominantly focus on supporting watershed management activities in the two districts of the States: Kanker and Jashpur.

### **4. OBJECTIVE OF THE ASSIGNMENT**

4.1 Neeranchal being a technical assistance Project with a focus on innovations and state of the art inputs, a large number of consultancies of state and National level, including firms and individuals are expected to be engaged at state level to enable the Project achieve its targets. It is thus imperative that a competent Procurement Expert be engaged with CGSWMA to oversee that these processes are done as per the requirements and requisite of World Bank procurement norms. Also he/she will support in the capacity building and hand-holding to the target districts where ever it is necessary.

### **5. DUTIES AND RESPONSIBILITIES**

- ✓ Prepare the procurement plan as per the World Bank guidelines.
- ✓ Update the procurement plan every three months, and set in place monitoring systems for procurement activities.
- ✓ Facilitate and advise the Project team in the PIU at all stages of different procurement activities viz. goods, services and works as indicated in the procurement plan, to ensure that the correct procedures are followed as per WB norms.
- ✓ Supporting and facilitating procurement committee of CGSWMA.
- ✓ To adhere to the procedures and methods as indicated in the World Bank approved Procurement Manual of the Project.
- ✓ Prepare different bid documents viz. notifications, EoI, RFP, Technical Evaluation reports, Combined evaluation reports, Contract, MoUs etc. in line with the World Bank guidelines.
- ✓ Provide technical assistance on pre-tender and post-tender activities to state and district office of CGSWMA.
- ✓ Facilitating and supporting in Contract Management of different procurements.
- ✓ Facilitating and supporting in vendor management.
- ✓ Provide training and hand-holding support to the State procurement teams on a regular basis on World Bank procurement procedures, so that staff are oriented towards organizing/conducting Procurement activities.
- ✓ Provide assistance to CGSWMA/WCDC for preparing the manual for Community Procurement Plan.
- ✓ Resolve any procurement-related issues, including responses to comments from the World Bank and possible complaints from contractors, suppliers, consultants following World Bank procedures.
- ✓ Prepare communications and coordinate among CGSWMA, DoLR and the World Bank for procurement document clearance and other procurement related activities.

- ✓ Prepare and share monthly progress reports detailing progress on procurement-related actions.
- ✓ If required, supervise the work of any junior procurement experts.

## 6. DURATION OF ASSIGNMENT -

Minimum – 13 days in a month and 150 days in a year

Maximum- 250 days in a year or as per requirement of CGSWMA

The contract will be for a period of one year as per the duration mentioned above and can be extendable up to the project period on annual basis if the services are found satisfactory.

## 7. SUPPORT AND FACILITIES BY CLIENT -

- Office space.
- Desktop/ Laptop, Printer, Stationery
- Communication charges of official purpose will be negotiated and finalized during financial discussions.
- Travel support – If the consultant is required to travel outside its head quarter within state and outside state for official purposes than travel facility along with lodging and boarding will be provided as per travel norms of Rs.7600/- grade pay of Chhattisgarh Govt.

## 8. EXPECTED DELIVERABLES –

1.	Preparing annual procurement plan	By 1 <sup>st</sup> month or 15 days etc.
2.	Preparing bid documents for goods and non consultancy services	As per requirement.
3.	Preparation of evaluation report for goods and non consultancy services	As per requirement.
4.	Preparation of bid documents for work	As per requirement.
5.	Preparation of evaluation report for works.	As per requirement.
6.	Preparing bid documents for consultancy services	As per requirement.
7.	Preparation of evaluation report for consultancy services	As per requirement.
8.	Procurement capacity building training for staffs	Atleast twice a year / as per requirement. (training will be arranged by CGSWMA)

## 9. QUALIFICATIONS AND EXPERIENCE -

- 1) A Master's degree or equivalent in management / supply chain management / economics/business administration/engineering or any other related field from a recognized University.
- 2) Min. 12 years of work experience in which at least 7 years of experience in public procurement / procurement related activities, including minimum 3 years of experience in handling procurement under World Bank financed Projects or similar large Projects or programmes.

- 3) Experience in the rural development projects will be an added advantage.
- 4) Working experience in rural development project in Chhattisgarh State will be an added advantage.

#### **10. ADDITIONAL DESIRABLE SKILLS -**

- 1) Familiarity / working experience in government projects and World Bank aided Projects.
- 2) Excellent communication skills, including fluency in written and spoken English and Hindi.
- 3) Good working knowledge of computer programmes such as MS-Office (word, excel, power point etc.) emails and internet.
- 4) Knowledge of GFR will be an added advantage
- 5) Knowledge of NCB & ICB will be an added advantage.

#### **11. FEE AND ALLOWANCES -**

11.1 The selected candidate will be paid as per the financial proposal submitted and final agreed fees after negotiations between CGSWMA and Consultant.

11.2 Travel – If the consultant is required to travel outside the head quarter within state and outside state for official purposes than travel facility along with lodging and boarding will be provided as per travel norms of Rs.7600/- grade pay of Chhattisgarh Govt.

11.3 Communication charges of official purpose will be negotiated and finalized during financial discussions.

11.4 Payment will be made on per diem basis for the number of working days in a month.. Fees will be paid at the end of the month for total number of working days in that particular month. TDS and any other tax will be deducted as per the IT norms of the country and state.

#### **12. REPORTING**

The position directly reports to the CEO,CGSWMA – Neeranchal or his/her designate.

#### **13. LOCATION**

This is not a position but job work that requires more of documentation, if need be the consultant may be required to travel to Raipur for which he/she shall be reimbursed for the travel.

#### **14. APPLICATION PROCEDURE AND DEADLINE**

Eligible candidates can send their technical bid and financial bid in 2 separate envelops. Technical bid envelop will include CV detailing their qualification and related experiences that match the eligibility criteria along with a cover letter highlighting why he/she feels to be suitable for this assignment in not more than 500 words.

The soft copy of the CV can be sent to **ceo\_watershedcg@yahoo.in**. The position applied for should be clearly stated in the subject line. The deadline for submission of applications is 05<sup>th</sup> April, 2018

## **15. METHOD OF SELECTION**

The technical bid evaluation will be made on following basis -

- 1) Qualification – 30%
- 2) Work Experience in public procurement / procurement related activities, including at least 3 years of experience in handling procurement under World Bank financed Projects or similar large Projects or programmes – 20%
- 3) Experience in Rural development projects – 10%
- 4) Familiarity / working experience in government projects and World Bank aided Projects – 10%
- 5) Knowledge of computer programmes such as MS-Office (word, excel, power point etc.) emails and internet – 10%
- 6) Knowledge of GFR – 5%
- 7) Knowledge of NCB & ICB – 5%
- 8) Local area work experience – 5%
- 9) 500 words of description on why he/she is suitable for the assignment – 5%

The applicant acquiring 75% will be called for a personal interview and negotiations.

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