

# **JOB DESCRIPTION FOR PROCUREMENT AND CONTRACT MANAGEMENT CONSULTANT**

## **1. Key Responsibilities:**

### **1. Preparation of RFP**

- Understand the project's requirements, objectives, and scope.
- Develop a comprehensive RFP for internal tenders related to Goods, Human Resources, and Consultancy services.
- Define the scope, technical specifications, and expected project outcomes.

### **2. Pre-Evaluation Stage**

- Familiarization with Tender Documents:
- Study the Request for Proposal (RFP) and tender documentation, including eligibility criteria, evaluation methodology, and key deliverables.
- Identify any gaps or ambiguities in tender documents and suggest clarifications.
- Training and Awareness:
- Assist the tender evaluation committee on the evaluation process, scoring methodology, and compliance requirements.

## **2. Monitoring Tender submission Process**

- Verification of Bid Submission:
- Ensure that all submitted bids meet the requirements specified in the RFP (e.g., submission deadlines, format compliance, EMD submission).
- Document the submission process for audit purposes.

## **3. Technical Evaluation Support**

- Eligibility and Responsiveness Check:
- Verify bidder compliance with the eligibility criteria outlined in the tender document (e.g., technical qualifications, financial strength, and past experience).
- Technical Bid Evaluation:
- Assist the evaluation committee in analysing and scoring technical proposals based on the defined parameters and weightage.
- Prepare comparative evaluation reports for technical bids.
- Clarification Management:
- Facilitate bidder clarifications, if needed, without deviating from the RFP terms.

## **4. Financial Evaluation Support**

- Financial Bid Opening:
  - Oversee the opening of financial bids and ensure the process complies with procurement rules.
- Bid Comparison and Analysis:
  - Analyse and compare financial bids to identify the lowest evaluated responsive bidder or determine value-for-money.
- Price Breakdowns:
  - Validate pricing details and identify any anomalies or potential issues (e.g., abnormally low bids).

## **5. Compliance and Documentation**

- Adherence to Regulations:
- Ensure all tender evaluation processes align with applicable government procurement rules, regulations, and policies.
- Documentation of the Process:
- Maintain comprehensive records of the tender evaluation process, including minutes of meetings, scoring sheets, and evaluation reports.
- Audit Readiness:
- Ensure all documentation is organized and auditable to meet regulatory or internal audit requirements.

## **6. Post-Evaluation Support**

- Evaluation Report Preparation:
- Draft and finalize the Tender Evaluation Report (Technical and Financial) with detailed justifications for recommendations.
- Bidder Notification Assistance:
- Support the organization in preparing letters to inform bidders of the outcomes (e.g., selection, rejection).
- Contract Negotiation Support:
- Provide guidance during negotiations with the selected bidder, if applicable.
- Preparation of Letter of Intent, Work order and Agreement for the selected bidder.

## **7. Conflict Resolution and Risk Mitigation**

- Resolution of Disputes:
- Address any queries, grievances, or disputes raised during the evaluation process.
- Risk Management:
- Identify potential risks in the evaluation process and propose measures to mitigate them.

## **8. Continuous Improvement**

- Recommendations for Future Tenders:
- Provide a post-evaluation review and recommendations to improve future tender processes.

9. Assessment of documents with reference to cases where payments are pending, confirmation with departments on the supplies made, price discounts in certain cases, etc.

10. Assist the Director in onboarding the vendors/partners and prepare/verify the agreements to be entered into.

11. Scouting for business opportunities within and outside the state, e.g., monitoring the tenders being floated by various State Government

12. Any other responsibility entrusted by the MD.