

**Institutional Strengthening of Gram Panchayats (ISGP) Project**  
**Panchayats & Rural Development Department**  
**Government of West Bengal**

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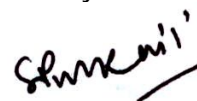
No.61/ISGPP/20E-2(Proc)/88

Dated:17.01.2014

**Hiring of Senior Procurement Consultant (individual) under ISGP Project**

- A. Institutional Strengthening of Gram Panchayats (ISGP) Project under Panchayats & Rural Development Department, Government of West Bengal, intends to hire a **Senior Procurement Consultant** for supporting the project management in the management of procurement activities for the ISGP Project.
- B. This position requires a dynamic, experienced and analytical professional with required educational qualification and demonstrated experience of managing procurement activities following World Bank procurement guidelines and Government of West Bengal rules. Potential candidates having significant experience in similar assignments may submit their detailed CV following standard World Bank format with a cover letter addressed to the Project Manager ISGPP stating her/his suitability for this position. The CV should be based on the facts which the candidate will have to substantiate subsequently showing the originals during the selection process, failing which their candidature will be summarily rejected.
- B. Incomplete applications will be summarily rejected.
- C. For details related to required qualifications, experience etc. please refer to the **Terms of Reference** (ToR) enclosed as **Annexure-1**.
- D. Application in sealed cover must reach The Project Manager, Institutional Strengthening of Gram Panchayats (ISGP) Project, Panchayats & Rural Development Department, Government of West Bengal, Joint Administrative Building, Sector – III, Block HC-7, 8th Floor, Wing – B, Bidhan Nagar, Kolkata-700106 within **31<sup>st</sup> January, 2014 (before 5-30 PM)** positively. Applications reaching the above address after the stipulated date and time will not be considered for selection. "Application for Senior Procurement Consultant (individual) under ISGP Project" should be written on the envelope containing the application.
- E. Candidates having required qualification and experience should only apply. Only shortlisted candidates will be called during selection. Selection will be done on competitive basis.
- F. Decision of the competent authorities in ISGP Project shall be final in the matter of selection of eligible candidates. Canvassing in any manner shall lead to disqualification of candidature.

By order



Project Manager, ISGP Project and  
Joint Secretary to the Government of West Bengal  
Panchayats & Rural Development Department

**Annexure: 1**  
**Institutional Strengthening of Gram Panchayats Project (Credit No.-4758-IN)**  
**TERMS OF REFERENCE (ToR)**

**SENIOR PROCUREMENT CONSULTANT**

Implementing Agency: ISGP Project, WBSRDA, Panchayats & Rural Development Department,  
Government of West Bengal  
Period of Contract: March 2014 to Feb 2015 (twelve months)  
Type: Individual  
Location: ISGP Project, State Coordination Unit office, Kolkata

**1. INTRODUCTION TO POSITION**

The Institutional Strengthening of Gram Panchayat Project (ISGPP) under the West Bengal State Rural Development Agency (WBSRDA) of Panchayats & Rural Development Department intends to hire a **Senior Procurement Consultant**, for supporting the project management, in the management of procurement activities for the ISGPP.

The incumbent shall initially be responsible for carrying out the procurement activities already charted out in the revised procurement plan for the period from November 01 2013 to March 31, 2014. The incumbent will be also responsible for the preparation of the subsequent Annual Procurement Plans and their implementation, with adequate quality, for the period till the end of the project in December 2015. Some of the events listed in the current plan have been initiated and are in the various stages of due process. The incumbent is expected to assume responsibility for the management of these procurement events, under the guidance of the project. All procurement activities in the project will be carried out in accordance with the project agreement between the IDA and the state of West Bengal.

The position is based in the Project offices, and reports to the Project Manager at the State Coordination Unit in Kolkata. The position shall be based in Kolkata but will involve travel to project districts as required.

The contract shall commence on March 2014 and shall remain valid until February 2015.

**2. ABOUT ISGP PROJECT**

West Bengal has been a frontrunner in installing decentralised local governance system in India. Over the years the state has demonstrated strategic vision backed up by strong commitment towards rural decentralisation by ensuring regular elections for three tier Panchayati Raj Institutions (PRIs), entrusting them with responsibility of implementing various rural development programmes and bringing on board need based institutional reforms to create an enabling environment for PRIs to evolve as robust institutions in the context of effective local governance and decentralised service delivery and financial autonomy. Panchayats & Rural Development Department, Government of West Bengal, in concurrence with the Government of India, is currently implementing a project for Institutional Strengthening of Gram Panchayats (ISGP Project) in West Bengal with credit support from the World Bank. The World Bank is providing a credit support of US\$200 million through IDA. The project became legally effective from 03.09.2010 and the scheduled closure of the project is on 31.12.2015. The project mainly focuses on:

- Untied performance based fiscal transfer to GPs for creation of public goods and services and establishing a robust system for performance based grant transfer to GPs;
- Enhancing capacity of GPs to become strong as institution and effectively manage and utilize enhanced resources for effective service delivery as per local needs;
- Strengthening PRI performance monitoring system and citizen involvement to ensure transparency and accountability;

**Project Development Objective (PDO):** To develop institutionally strengthened Gram Panchayats.

Achievement of the PDO will be measured in terms of following key Project Outcomes:

- 80% of selected 1,000 GPs have well-functioning fiduciary and planning systems as measured through the annual performance assessments;
- A performance-based grant transfer system is well established to roll out to other GPs.

**Project Area:** The project was being implemented in 1000 GPs spread across 9 districts of West Bengal, selected on the basis of better overall performance as per district-wise monthly performance report (2008). The project in the post-midterm (MTR) phase will continue work in the 1,000 GPs that were selected as the project universe at start of the project, and will provide capacity building initiatives in an additional 1,211 GPs (including 684 remainder GPs in the nine districts) as indicated in Table (1) below:

<b>TABLE (1): DETAILS OF GRAM PANCHAYATS IN ISGPP DISTRICTS AND PROPOSED INCLUSION IN POST-MTR PHASE</b>			
<b>District</b>	<b>Total Number of Gram Panchayats</b>	<b>No. of existing GPs under the Current ISGP Project</b>	<b>No. of New GPs to be included in March 2014</b>
Bankura	190	113	77
Birbhum	167	99	68
Burdwan	277	165	112
Coochbehar	128	76	52
Dakshin Dinajpur	65	39	26
Howrah	157	93	64
Nadia	187	111	76
Paschim Medinipur	290	172	118
Purba Mednipur	223	132	91
Hoogly	207		207
North 24 Parganas	200		150
South 24 Parganas	310		170
<b>Total in Project Districts</b>	<b>2,211</b>	<b>1,000</b>	<b>1,211</b>

**Project Cost:** The total cost of the ISGP Project is US\$235 million. Out of this, US\$200 million will be funded by the World Bank through its International Development Association (IDA). This will be matched by a State funded untied grant of US\$35 million as counterpart financing (The existing State Finance Commission grant to be given to the selected 1000 Gram Panchayats during 2010-11 to 2014-15 will be considered as the State share for this Project).

**Core Project Components:**

The ISGP Project consists of 4 major components as follows:-

*Component 1 – Grants to Gram Panchayats:* This component consists of two sub-components:

- a) Block Grants to Gram Panchayats: An untied performance based annual Block Grant (to be increased in a phased manner over five years) is being provided by the State Government to the eligible GPs for creation of public goods and services. The block grant is untied in nature. However, there is a negative list of activities attached to it in accordance with GPs' prescribed functional responsibilities and environmental cum social safeguard issues.

Annual Block grant allocations are made on per capita basis following an agreed formula (grant simulation) based model. In order to become eligible to access this annual block grant, GPs within the universe of 1000 GPs are required to pass a score based annual performance assessment exercise conducted on the basis of institutional performance benchmarks (on planning and budgeting; project execution and service delivery; accounting, financial reporting and audit; participation, transparency and accountability) every year. For the first two years (2010-11 & 2011-12), performance based block grants were released to eligible GPs that fulfilled following four Mandatory Minimum Conditions (MMCs):

- i. Preparation and approval of GP Plan and budget (form 36) within 31st January
- ii. Minimum 60% expenditure performance (first three quarters; available discretionary funds i.e. Own source revenue, State Finance Commission grant, Central Finance Commission grant and ISGP block grant)
- iii. Gram Panchayat Management System (GPMS) is operational and classified as 'excellent'
- iv. 'Clean' external audit (by AG/ELA) (not adverse or disclaimed)

2012-13 onwards, full score based external Annual Performance Assessment (APA) of GPs conducted by an independent agency followed by a Quality Assurance (QA) exercise validating the quality of annual assessment process is operative and eligible GPs need to achieve a set of score in addition to fulfilling all 4 MMCs in order to become eligible for block grant. One round of such APA and QA took place in 2012. On the basis of this exercise, the Department publishes/published the list of GPs eligible for block grant along with allocated amount every year during the month of October. The grant is released in favour of eligible GPs during the month of May.

- b) State-funded Untied Grants to Gram Panchayats: (US\$35 million)

This component consists of the third State Finance Commission grant allocated to the selected 1000 GPs as per existing norms and arrangements of Government of West Bengal.

*Component 2: Capacity Building for GPs:* This component caters to the need of strengthening institutional capacity of GPs to deliver basic services and to specifically meet the objectives and performance indicators associated with this project. The following key initiatives are going on under this component:

- Formal training of GPs on institutional issues [implemented by STARPARD (Society for Training & Research on Panchayats & Rural Development) –another agency under P&RD Department.
- Mentoring and handholding support to GPs through mentoring teams (on planning & governance, financial management & procurement and rural engineering) at the GP level (A team of 3 mentors/17 GPs on an average; currently a total of 62 teams are in place)
- Systems development (through Technical assistance from consulting agencies) on issues like planning, Gram Panchayat Management System (GPMS), social audit, grievance mechanisms, revenue mobilization, computer aided project design etc.
- Demand-led trainings to GPs.

- Exposure visits for GPs to well performing GPs.
- Strengthening of Internal Audit system at the GP level

*Component 3: State Oversight and Monitoring of PRIs:* The key objective of this component is to strengthen P&RDD's existing systems for monitoring performance of PRIs including annual performance assessment of selected GPs and overall monitoring and evaluation of the ISGP project. Key initiatives taken up or to be taken up under this component are:

- Annual performance assessments and quality assurance assessment of targeted GPs
- Strengthening GP external audit procedures (For this, support will be provided to the office of the Accountant General/ELA for strengthening GP external audit component)
- Improvement of internal monitoring and reporting systems of P&RDD
- ISGP Project progress monitoring
- Various evaluations of the project (Baseline, mid-term, end-line and other evaluation studies)

*Component 4: Programme Management and Implementation:* This component supports overall management and implementation of the ISGP project. It includes

- Overall Project management and implementation
- Project Information, education and communication (IEC) activities & Citizens Communication activities
- Project reporting

**Implementation and Monitoring Arrangements:** The ISGP Project is implemented by the Panchayats & Rural Development Department, Government of West Bengal through ISGPP Cell of West Bengal State Rural Development Agency (WBSRDA) an agency under P&RDD. ISGP Project SCU was created under WBSRDA for implementation, supervision and reporting of the ISGP Project.

District level implementation of ISGP project is facilitated by District Coordination Units (DCU) set up in project districts. The three additional districts being taken up will have teams in place by March 2013. Mentoring teams for providing handholding support to GPs are managed through DCUs. Additional Executive Officer, Zilla Parishad / ADM(Panchayat) is the nodal officer for ISGP in the district. For this purpose, AEO ZP has been given an ex-officio designation of Additional District Executive Officer of WBSRDA.

Another agency under Panchayats & Rural Development Department named STARPARD (Society for Training & Research on Panchayats & Rural Development) is responsible for implementing formal training (of GPs) component of the project through District Training Centres and Extension Training Centres located in different districts. District Panchayats & Rural Development Officer (DP&RDO) looks after progress of formal training of GPs in the district. District Panchayats & Rural Development Officers have also been given an ex-officio designation of Deputy District Executive Officer (DDEO) of WBSRDA. A MoU was signed between WBSRDA and STARPARD for this purpose.

### **3. ROLES AND RESPONSIBILITIES**

The Procurement consultant shall work under the guidance of the Project Manager/Procurement Manager, and in accordance with the guidelines and rules in operation in the project, carry out the procurement activities listed out for the project during the remainder period, with adequate emphasis on quality and results, and in conformity with the systems and guidelines of IDA and GoWB.

The Procurement Consultant will:

- a) Carry out the procurement function and oversee all aspects of procurements including the management of invitations to bid through different methods agreed, selection process, negotiations, physical and process implementation for procurement related to goods and services, in consultation with component managers, Procurement Manager and the Project Manager;
- b) Prepare the periodic Procurement Plans, manage the procurement/contract management for goods, works and services at state level with due diligence;
- c) Prepare Expression of Interest, ToRs, Request for proposals, provide support in evaluation, drafting of contracts etc. related to hiring of consultancies following World Bank Guidelines;
- d) Review and prepare bid documents and bid evaluation reports for all goods/works and services procurement planned as per delegated valued thresholds and type of procurement method adopted following World Bank guidelines;
- e) Liaison with and support partner institutions of the project like STARPARD and the computerisation cell, P&RDD for management of their procurement requirements to be met through the ISGPP;
- f) Prepare and maintain unit cost data base and item banks detailing names of respective manufacturers, indicative range of machinery / equipment / services etc.;
- g) Assist in preparation of reviews of the procurement function at the project level and GP-level to inform during world bank missions;
- h) Follow up with the component managers and selected vendors to ensure satisfactory results for the project.

#### **4. REPORTING AND REVIEW**

The incumbent shall be subject to the normal review and operational systems followed by the project. The Procurement consultant will report to the Project Manager.

#### **5. APPLICANT's QUALIFICATIONS AND EXPERIENCE**

This position requires a dynamic, experienced and analytical professional with demonstrated experience of managing procurement activities. The Consultant shall:

- i. Have a Post-graduate qualification in management, finance, accounting, law or relevant disciplines or equivalent combination of education and experience;
- ii. Demonstrated experience (at least 5 years) in planning and delivering on procurement functions, etc. for govt. or large private/non-government sector organizations or projects;
- iii. Prior experience with World Bank procurement guidelines and GoWB rules will be essential;
- iv. Skills in project management and good skills in writing and communication;
- v. Familiarity with India in general and East India will be preferred, and prior exposure to work in West Bengal will be an advantage;

- vi. Fluency in spoken and written English is a must, while written and spoken skills in Bangla shall be preferred.

**The consultant selected on the basis of the qualification and suitability to the assignment will be required to quote rates on monthly basis which can be negotiable, and the consultant will be required to place himself in the ISGPP State Head Quarter office in Kolkata during the course of the contracted period.**