

Assam State Disaster Management Authority

Application in prescribed form along with attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates, salary slips, etc. are invited for engagement on contractual basis under Assam State Disaster Management Authority (AIRBMP World Bank Project):

The applicants may have to appear for a written test / interview, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before appearing, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof.

Sl. No.	Name of the Post	No. of posts
1	Procurement Officer	1 (one) No.

Last date of submission of application is **30th August 2025, 5 PM**

Further details and prescribed application form may be seen/ downloaded at ASDMA website <http://asdma.gov.in/> or <https://asdma.assam.gov.in> Assam State Disaster Management Authority (ASDMA),

Application may be submitted at the below address:

**Assam State Disaster Management Authority (ASDMA)
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,
Dispur, Guwahati- 781 006, Assam.**

The intending candidate will have to prepare a presentation of 10 (Ten) minutes reflecting on a case study faced by the candidate during their work experience related to procurement followed by an interactive session of 10 minutes. The presentation should be brought along with the candidate in a pen-drive on the day of the interview. The date of the interview will be informed to the candidate in due course of time.

Any false declaration / submission of false documents and canvassing in any form will lead to disqualification. Mobile Phone will not be allowed in the Interview Hall. No application will be received through email/fax.

The applicant should mention the name of the post applied for on the top of the envelope containing the application.

**Digitally signed by
MEENAKSHI DAS NATH
Date: 13-08-2025
18:56:06**

Project Director, Additional CEO, ASDMA
Assam Integrated River Basin Management Program
Assam State Disaster Management Authority

**Assam Integrated River Basin Management Project
Terms of Reference for Procurement Officer**

A. Background of the Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

- B.** Therefore, the Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) under the Assam Water Resource Department.

- C.** The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

Component-1: Institutional Strengthening and Strategic Studies

Component-2: Integrated Water and Flood/River Erosion Risk Management-WRD

Component-3: Integrated Flood/River Erosion Risk Management-ASDMA.

Component-4: Contingent Emergency Response

- D.** The Component-4 of the project shall be implemented by the Assam State Disaster Management Authority (ASDMA) the implementing unit under the project. ASDMA now invites applications from eligible Indian citizens to provide the Services of **Procurement Officer**. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

E. Scope of the Services:

The Procurement Officer will carry out the following main activities under the command of the Head of the PIU, in conjunction/association with other PIU members, as needed:

- (i) Develop procurement plans and strategies for the project component to be implemented by the ASDMA and update the procurement plan periodically through the Systemic Tracking of Exchanges in Procurement (STEP) application of the World Bank;
- (ii) Conduct market research to identify potential suppliers and vendors and prepare/update Project Procurement Strategy for Development (PPSD) document for the project component to be implemented by the ASDMA taking into account the nature of the procurement activity, capacity of the procuring entities, prevailing market conditions, activity level risks etc. The PPCS document will spell out the detailed procurement arrangements (e.g., procurement packaging strategy, method, bid evaluation methodology of the major packages, timeline for the procurement activities, contracting arrangement etc.) for the respective project component to be implemented by the ASDMA including the risk mitigation measures.
- (iii) Work with sub-project managing officials and other concerned stakeholders to identify procurement needs and provide advice on procurement issues
- (iv) Manage procurement-related risks and issues, and develop contingency plans to mitigate them
- (v) Prepare the drafts of Invitation for Bids (IFB), Request for Expressions of Interest (REOI), Bidding Document (including specifications, terms & conditions), Prequalification Document, and Request for Proposals (RFP) including their Amendments, following the Standard Procurement Documents/Model Procurement Documents agreed by the World Bank;
- (vi) Manage bid opening meetings and evaluation of bids/proposals, applications for prequalification, Expressions of Interest, Technical Proposals, and Financial Proposals received from business entities/bidders competing for the contracts;
- (vii) Assist the Head of the PIU and the Project team in conducting negotiations with awardee(s) of contracts, as per World Bank procurement norms;
- (viii) Prepare draft negotiated contracts;
- (ix) Ensure effective contract management including monitoring of contractors' performance and ensure that they deliver goods, works or services, as applicable, as specified in their contracts
- (x) Assist the Head of the PIU and Project team in responding and taking necessary actions on procurement related complaints, if any;
- (xi) Provide advice and training to PIU members on procurement related matters on a need basis as part of the institutional capacity building;
- (xii) Maintain records and other documentations required for procurement audit and progress reporting purposes;
- (xiii) Prepare monthly progress reports of procurement activities according to formats provided by the PD and the World Bank;
- (xiv) Any other relevant activity assigned by the Chief Executive Officer (CEO), ASDMA.

F. Required Qualifications and Experience:

(i) Essential Qualifications:

- Bachelor's Degree in engineering (Degree in Civil Engineering is preferable) or Master's Degree from a Government of India/ Government of Assam recognized University in Procurement/Supply Chain Management/ Law/ Business Administration/ Finance/ Economics/ Accounting/ Commerce/ Planning & Development or other relevant subjects /sectors related to the project.

- Candidates having advanced academic/ professional qualification/ training in procurement will be an added advantage.
- (ii) **Essential Experience:** A minimum of **five (05) years** of experience in managing procurement in government dept/govt projects/reputed private sector organisation in a lead function.
- Experience in managing procurements following Procurement Guidelines/Regulations of Multilateral Development Banks' (such as World Bank, ADB, JICA, NDB, etc.) will be an added advantage.

G. Reporting Requirements:

The Procurement Officer will directly report to the Head of the PIU. He/She will submit monthly report on significant procurement activities undertaken as per the Procurement Plan approved by the World Bank and issues, if any. The achievements and performance of the Procurement Officer shall be reviewed by the Head of the PIU on a periodic basis.

H. Tenure / Duration:

The contract with the Procurement Officer shall be signed initially for a period of one year. The contract will be renewed based on performance of the Procurement Officer.

I. Procurement Officer's Responsibility

The Procurement Officer shall be fully responsible to manage his day to day works with highest level of dedication, integrity, honesty and ethical behavior. The Procurement Officer shall not have any conflict of interest in the procurement related activities and shall keep all the procurement related information confidential till award of contracts.

J. Travel Requirements:

The Procurement Officer shall be based at the ASDMA project office in Guwahati on full time basis . He/She must be willing to travel to other districts of Assam to different project sites as and when necessary, with prior approval of the Head of the PIU .

K. Facilities to be Provided by the Client (ASDMA):

ASDMA will provide the Procurement Officer with the following facilities and services:

- Office space including furniture and utilities, along with computer and peripherals (printer, UPS, internet facility, DSC to work on e Office, etc.) .
- Access to all project documents, reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Support staff as considered necessary by the Head of the PIU.
- All day-to-day office travel, transportation, and accommodation arrangements will lie entirely with the Procurement Officer. However, in case of necessary travel to field and/or outside the PIU office, the PIU will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities.

L. Remuneration:

The monthly fixed remuneration would be in the range of Rs.80,000/-1,10,000/- (inclusive of all taxes). TA/DA and other allowances, annual increment of remuneration, leave etc. will be admissible as per project norms/ HR policy of the ASDMA.

**Recent Passport Size
Photograph**

ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.

Procurement Officer

Please read the instructions given below carefully.

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board / University Examinations.
- Please enclose copies of work experience certificates, if any.
- Candidates are liable to be disqualified for furnishing false or wrong information.

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:

[illegible]

3. Date of Birth (as recorded in HSLC or equivalent certificate): _____

Date Month Year

5. Caste: Please specify _____ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

- [illegible]

- [illegible]

- [illegible]

9. Present Occupation, if any:

10. Educational Qualifications (HSLC / HS onwards):

Name of Examination	Name of School/ College with full Address	Board/ Council/ University	Year of Passing	Class/ Div./ Grade	% of Marks obtained
(Degree)					
(Post Graduate)					

11. Other Qualifications, If any:

12. Computer Proficiency (Yes/No):

13. Experience (Please give details thereof and use extra sheets, if necessary):

13. Experience (Please give details thereof and use extra sheets, if necessary).					
Name of Office / Organization	Designation	Period of service rendered			Pay drawn per month
		From	To	Total period (YY-MM-DD)	

14. Language(s) Known:

15. Employment Exchange Registration No., if any (Provide Photocopy of Registration Card, if any)

[illegible]

16. Address for Correspondence:

[illegible]

Pin Code:

[illegible][illegible][illegible][illegible]

separate sheet if required).

DECLARATION

1. I hereby declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications, computer proficiency etc. prescribed for admission to the recruitment.
2. I have enclosed photocopies of certificates in support of my claim for educational qualification, work experience and age.
3. I hereby further declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief.
4. I understand that in the event of any information being found suppressed / false or incorrect or ineligibility being detected before or after the recruitment, my candidature / appointment is liable to be cancelled forthwith.

Signature of the Applicant

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