

Advertisement and Terms of Reference (TOR) For Individual Consultant Selection of “Procurement Officer” Under “Competitiveness Improvement of Agriculture and Allied Sector Projects In Jammu & Kashmir (JKCIP)

Project Director, JKCIP, working under the Agriculture Production Department, Government of Jammu & Kashmir, invites applications for the position of “**Procurement Officer**” under JKCIP. The engagement will be on a contractual basis, initially for one year, with the possibility of extension based on performance and project requirements. Details to apply and critical information is given hereunder.

Implementing Agency: Mission Directorate, JKCIP; Agriculture Production Department, J&K

Funding Agency: International Fund for Agricultural Development (IFAD)

Project Period: 7 years

Location: J&K

Contract Type: Individual Consultant Selection (ICS)

Duration: The initial engagement will be for one year, with the possibility of extension annually based on performance and project requirements.

Background

The “Competitiveness Improvement of the Agriculture and Allied Sector Projects in Jammu & Kashmir (JKCIP)s, an IFAD funded project’s main objective is to increase farmer incomes by improving the competitiveness of their agriculture and horticulture economy keeping in mind the sensitivity of environmental and natural resources in the project area and adaptation practices that strengthen the climate resilience of all beneficiaries involved. The Project’s primary focus is to address the production and productivity constraints of high value niche crops and horticultural crop value chains through climate resilient technologies, and value addition, through grading, packing, storing and processing with market linkages for improved price realization. JKCIP supplements and complements HADP by addressing thematic and financing gaps to address the value chain constraints. JKCIP will have four inter-linked components:

- (i) Climate-smart and market-led production;
- (ii) Agri-business ecosystem development support;
- (iii) Support to vulnerable communities; and
- (iv) Project Management.

Job description

- Coordinate with concerned subject matter specialists on procurement matters, especially preparation of TOR, technical specification etc.
- Assist in preparation of bidding documents, and other documentation.
- Manage the receipt and safe storage of quotations/bids/proposals.
- Coordinate with project team, organize and support evaluation committees for prompt evaluation.
- Update of Contract Management details in IFAD ICP-CMT and prepare amendment letters to the contracts. As part of the contract management, in coordination with the concerned officials monitor the contractual provisions for compliance.
- Monitor the MPA Procurement progress and inform Senior Procurement Specialist on the challenges and delays.
- Review the compliance of the community institutions to the Community Participation Procurement Guidelines and ensure all required documents are correctly maintained.
- Keep progress of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any.
- Ensure correct maintenance of procurement correspondence and documentation required in hard copy files or electronic copy.
- Provide documentations and data to IFAD fielded Supervision Mission and Implementation Support Missions.
- Perform any other relevant work related to the project procurement assigned by the Procurement Specialist or the Project Director.

Deliverables/Assignments

Project Director JKCIP shall assign monthly/quarterly deliverables/assignments to the consultant after prior discussion with him/her and these shall be reviewed on a monthly basis and adjustments/ amendments/ revisions made from time to time. Performance of the consultant shall be evaluated based on these deliverables.

Qualification & Experience

Qualification

- Graduate in commerce, business, finance or management

Relevant Training: Purchasing management and procurement systems.

Desirable Qualification:

- a) Post Graduate Diploma in Material/Supply Management
- b) Completion of Procurement training from a national-level institute or completion of procurement training conducted by an IFI.

Experience

- Post qualification, minimum 5 years of demonstrated managerial experience in procurement in the organization with complete understanding and experience on national procurement procedure.
- Preferable experience of one year in handling project procurement in an externally aided project.

Selection Criteria & Evaluation

Candidates will be evaluated based on the following criteria:

| Criteria | Marks |
|---------------------|--|
| Qualification | 20 marks (Minimum Qualification) |
| | 5 marks for Post Graduate Diploma in Material/Supply Management |
| | 5 marks for Completion of Procurement training from a national-level institute or completion of procurement training conducted by an IFI. |
| Relevant Experience | 20 marks for 5 years' managerial experience in procurement in the organization with complete understanding and experience on national procurement procedure |
| | 5 additional marks per additional year of experience with a maximum of 10 marks for 2 additional years |
| | 10 Marks (Minimum one year of experience of working with Externally Aided Projects like WB, ADB, IFAD etc.) |
| | 10 Marks (Minimum one year of experience of working with Project Management/ Monitoring/ Support/ Implementation unit of Central/State/UT Governments for implementation of CSS/State/UT Projects/Mission/Schemes) |

| | |
|---|------------------|
| Interview, understanding & presentation | 20 marks |
| Total | 100 marks |

- i. The candidate with the highest total weighted score is ranked first.
- ii. If multiple candidates score similarly, a tie-breaker can be based on interview scores
- iii. Only shortlisted candidates meeting minimum eligibility criteria will be contacted for further evaluation, including interviews and presentations.
- iv. The top-scoring candidate will be offered the contract. If they do not accept or join, the opportunity will be extended to the next highest-ranked candidate, following the same process sequentially.
- v. Minimum Qualifying Marks: A minimum score of 55 out of 100 is required to ensure selection of quality consultants. If no candidates meet this threshold, the positions shall be re-advertised.
- vi. The candidate must be physically fit, motivated, and dynamic and result oriented and willing to join immediately after selection.
- vii. No TA & DA will be paid for appearing in the interview.
- viii. Date of interview shall be conveyed to the shortlisted candidates by telephone/email.
- ix. At the time of interview, candidates shall bring Original Certificates of qualifications and experience along with the Passport size photographs, Affidavits, NOC and self-attested photocopies of certificates; failing to do so may lead to rejection of candidature.
- x. The documents claimed by the candidate shall be verified for correctness. In case, it is found that any certificate is incorrect and/or is not as per the requirement, the Project Director, JKCIP shall be at liberty to reject/disqualify/disengage the candidate at any point of time when the discrepancy is brought to the notice of the Project Director.

Remuneration & Payment Terms

- i. The consultant will be paid upto ₹0.80 lac per month (Negotiable)
- ii. Payments shall be made monthly on submission of attendance and actual deployment on pro rata basis.
- iii. The Tax Deduction at Source (T.D.S.) for the payments shall be deducted as per the provisions of the Income Tax Department, as amended from time to time and a certificate to this effect shall be provided.

Application Process

Interested candidates must submit the following:

- i. Cover letter

- ii. Application form (attached herewith)
- iii. Updated CV
- iv. Self-attested Copies of educational & experience certificates
- v. Declaration of no prior convictions or sanctions.

Applications should be submitted both in hard copies in sealed envelopes with the subject line: Application for **Procurement Officer**, JKCIP and email should also be sent with the subject line: Application for **Procurement Officer**.

Postal address:

**Project Director
HADP/JKCIP
Kisan Ghar, Narwal Jammu 180006/Rajbagh, Srinagar 190008**

Email address:

md.hadp.jkcip@gmail.com

Enquiries:

Telephone: 01913147840

Last date for submission of applications is 03.04.2025

Note: Applications must be submitted in both hard copy and via email as per the specified instructions before the given deadline. Any deviation from the prescribed submission process will lead to disqualification, and such applications will not be considered for evaluation under any circumstances.

Key engagement terms:

- i. Working hours and leaves: Consultant should follow APD's working hours. Consultants will be entitled to 22 days Leave during one year (including 6 sick leaves) in addition to the Holidays observed by APD. Leave and tour of professionals deployed shall be approved by the Project Director.
- ii. The working month will be 30 days, and the working days will be at par with the working of APD.
- iii. Performance of the consultant will be subject to review by the PD, JKCIP on a quarterly basis. If the performance of the consultant, is found to be unsatisfactory, the contract is liable for termination.
- iv. Notwithstanding above, the contract may be terminated at any point of time by the PD, JKCIP owing to, but not limited to, deficiency of service, sub-standard quality of work, breach of contract, reduction, or cessation of the requirements of work with no liability to the consultant.
- v. PD JKCIP shall provide office space, computers, office internet connectivity to the consultant.

- vi. Consultant would be eligible for travel allowance for official travel and for field visits as per actuals/norms.
- vii. The contract is purely temporary and does not guarantee future employment.
- viii. IFAD & JKCIP reserve the right to reject applications without assigning reasons.
- ix. The candidate's services can be terminated with one month notice or with remittance of one month pay in lieu thereof. If a candidate wishes to leave the services, he/she shall have to give one month notice or remittance of one month salary in lieu thereof.

General Terms & Conditions

Prohibited practices

The Fund requires that all beneficiaries of IFAD funding, including the client and any consultants, implementing partners, service providers, suppliers, sub-suppliers, contractors, sub-contractors, consultants, sub-consultants, and any of their agents (whether declared or not) and personnel observe the highest standards of ethics during the procurement and execution of such contracts, and comply with IFAD's Policy on Preventing Fraud and Corruption in its Activities and Operations, revised on 12 December 2018 (Refer IFAD website for details)

For the purposes of these provisions, and consistent with IFAD's Anticorruption Policy, the terms set forth below are defined as follows, and referred to collectively as "Prohibited Practices":

- a. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value in order to improperly influence the actions of another party;
- b. "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party in order to obtain a financial or other benefit or to avoid an obligation;
- c. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including improperly influencing the actions of another party;
- d. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of any party, to improperly influence the actions of that or another party;
- e. "obstructive practice" is (i) deliberately destroying, falsifying, altering or concealing evidence that may be material to an investigation by the Fund or making false statements to investigators in order to materially impede an investigation by the Fund; (ii) threatening, harassing or intimidating any party in order to prevent that party from disclosing its knowledge of

matters relevant to an investigation by the Fund or from pursuing such an investigation; and/or (iii) the commission of any act intended to materially impede the exercise of the Fund's contractual rights of audit, inspection and access to information.

The Fund will deny financing of a proposed contract award if it determines that the firm or individual recommended for award, or any of

- a. its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices in connection with an IFAD-financed and/or IFAD-managed activity or operation, including in competing for the contract.

In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. This may include ineligibility to: (i) be awarded or otherwise benefit from any IFAD- financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD- financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund.

The Fund also has the right to unilaterally recognize debarments by any of the International Financial Institutions that are members to the Agreement for Mutual Enforcement of Debarment Decisions if such debarments meet the requirements for mutual recognition under the Agreement for Mutual Enforcement of Debarment Decisions.

In addition, the Fund has the right to, at any time, declare a misprocurement and/or the ineligibility of any expenditures associated with a procurement process or contract if it determines that prohibited practices occurred in connection with this procurement process or contract and that the borrower/recipient has not taken timely and appropriate action, satisfactory to the Fund, to address such practices when they occur.

Bidders, consultants, contractors, and their sub-contractors, sub- consultants, service providers, suppliers, agents and personnel, are required to fully cooperate with any investigation conducted by the Fund into possible prohibited practices, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to the relevant IFAD-financed and/or IFAD-

managed operation or activity and to have such accounts, premises, records and documents audited and/or inspected² by auditors and/or investigators appointed by the Fund.

The consultant is obliged to disclose relevant prior sanctions and criminal convictions and any commissions or fees paid or are to be paid to any agents or other party in connection with this procurement process or the execution of the contract.

The consultant shall keep all records and documents, including electronic records, relating to this procurement process available for a minimum of three (3) years after notification of completion of the competition process or, in case the consultant who is awarded the contract, execution of the contract.

SECAP

Performance Standards

The resulting contract will be implemented in a manner consistent with SECAP, available on <https://www.ifad.org/secap>.

Sexual Harassment, Sexual Exploitation and Abuse

The Fund requires that all beneficiaries of IFAD Funding, including the client and any consultants, implementing partners, service providers, suppliers, sub-suppliers, contractors, sub-contractors, sub-consultants, and any of their agents (whether declared or not) and personnel comply with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. For the purpose of this provision, and consistent with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse as it may be amended from time to time, the terms set forth below are defined as follows:

Sexual harassment means "any unwelcome sexual advance, request for sexual favour or other verbal, non-verbal or physical conduct of a sexual nature that unreasonably interferes with work, alters or is made a condition of employment, or creates an intimidating, hostile or offensive work environment.

Sexual exploitation and abuse means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of others (sexual exploitation); the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (sexual abuse).

Clients and consultants shall take all appropriate measures to prevent and prohibit SH and SEA on the part of their personnel and subcontractors or anyone

else directly or indirectly employed by them or any of subcontractors in the performance of the contract. Clients and consultants shall immediately report to the client or IFAD any incidents of SH and SEA arising out of or in connection with the performance of the contract or prior to its execution, including convictions, disciplinary measures, sanctions or investigations. The client may take appropriate measures, including the termination of the contract, on the basis of proven acts of SH, SEA arising out of or in connection with the performance of the contract.

The consultant is required to disclose any relevant prior sanctions, convictions, disciplinary measures or criminal records.

Application for Procurement Officer, JKCIIP

1. Personal Details

Full Name: _____

Date of Birth (DD/MM/YYYY): _____

Gender: _____

Address: _____

Phone Number: _____

Email: _____

2. Educational Qualifications (Attach self-attested copies of certificates)

| Qualification | Degree Name | Institution | Year of Passing |
|--|-------------|-------------|-----------------|
| Details of Minimum Qualification as per Advertisement | | | |
| | | | |
| Details of Additional Qualification as per Advertisement | | | |
| | | | |

3. Work Experience (Attach certificates)

| Organization | Position Held | Years of Experience | Key Responsibilities |
|---|---------------|---------------------|----------------------|
| Details of Minimum Experience as per Advertisement | | | |
| | | | |
| Details of Additional Experience as per Advertisement | | | |

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| | | | |
| Details of Experience with Externally Aided Projects | | | |
| | | | |
| Details of Experience with Project Management/ Monitoring/ Support/ Implementation unit of Central/ State/ UT Government schemes/ project/ Mission | | | |
| | | | |

Total Years of Experience: _____

4. Declaration

I hereby declare that the information provided is true and correct to the best of my knowledge. I understand that any false information may lead to my disqualification or termination of contract if selected.

Signature: _____ Date: __/__/__