

Chennai Unified Metropolitan Transport Authority

TERMS OF REFERENCE

Procurement Expert

I. Introduction

1. The Chennai Unified Metropolitan Transport Authority (CUMTA) was established by the Government of Tamil Nadu (GoTN) through a Statutory Act provision during November 2010, and the Rules for CUMTA were notified during January 2019. The Act has been further amended in September 2020 proposing the Hon'ble Chief Minister of Tamil Nadu as Chairman of the of the CUMTA.
2. The creation of CUMTA was a step towards integrated and sustainable urban mobility initiative for Chennai. CUMTA is better placed to manage the existing institutional gaps and overlaps amongst various agencies in tackling urban transport issues at an optimum utilization of resources. The jurisdiction of CUMTA extends over the whole of Chennai Metropolitan Planning Area.
3. Currently, CUMTA is functioning under Housing and Urban Development Department and a 'Special Officer' has been appointed to execute the duties of Member-Secretary, CUMTA (as well as the Chief Executive Officer). One of the key responsibilities of the Member Secretary is to carry out day-to-day functions undertaken by CUMTA and also to conduct meetings/ facilitating discussion for the authority to take multiple decisions under CUMTA. Hence, GoTN with the help of World Bank under Chennai City Partnership program is working towards strengthening the existing CUMTA to make it fully operational.
4. The organizational structure and staffing requirements for maturity-wise strengthening of CUMTA is worked out in detail in the adopted operations manual document of CUMTA. A preliminary staff strength consisting of 3 officers on deputation, 2 planners on contract, 4 non-technical staffs on working arrangement are deployed. To fully functionalize CUMTA's operation in the urban mobility sector, furthermore experts/professionals are required.

II. Name of the Post: Procurement Expert

III. Role:

- a. To ensure correct and standardized procurement procedures are followed in CUMTA.
- b. To perform assessment of current and future procurement requirements, cost estimation, planning and budgeting and advise CUMTA on correct procurement procedures.
- c. To create estimations, creating and maintaining specifications, creation of pre-qualification - technical/financial evaluation criteria etc.

IV. Key Responsibilities:

- a. To perform the procurement process including notice for bids, expression of interests, releasing notifications to newspapers and other channels, response to queries, bid submission, pre-qualification, technical, financial evaluation, bid management, pre-bid processes etc.
- b. To create the overall procurement documentation including getting the necessary approvals on files, should be able to create procurement documents and perform bid-management and other procurement activities for a diverse set of procurement requirements.
- c. To create standardized templates for various documents, agreements, contracts, summary of rules / norms and notifications
- d. To ensure procurements are aligned with the budgetary, government norms and requirements.

V. Qualifications and Experience

- a. Post graduate in business administration or any relevant field.
- b. Minimum of 8 years overall experience, with minimum 3 years in procurement for Government/ semi-Government/ PSU/ International organizations.
- c. Should be familiar with norms, timelines, rules e.g., GFR rules, various directives of Ministry of Finance / GoTN / GoI.
- d. Should be well-versed in creation of tender documents, notifications, RFPs, RFQs, RFEI, understand quotations, costing and tax / surcharge implications.
- e. Strong written and oral communication skills, demonstrated ability of creating effective procurement documents.

VI. Duty Headquarters

The duty headquarters of the Procurement Expert will be in Chennai Unified Metropolitan Transport Authority, Chennai. She / he may be required to travel frequently within and outside the city and occasionally outside the state for project purposes.

VII. Duration

Appointment to the post will be on contract basis initially for a period of two year and likely to be extended based on the performance.

VIII. Reporting Arrangements

The Procurement Expert will report to the Special officer / Member Secretary, CUMTA.