

**PROJECT MANAGEMENT UNIT, SPFM**  
**31/62, Rajpur Road, Urban Development Directorate, 3<sup>th</sup> Floor,**  
**Dehradun- 248001, Uttarakhand**  
**Emil id pmu.spfm@gmail.com**

**REQUEST FOR EXPRESSION OF INTEREST**

The Government of Uttarakhand is expected to receive financing from The World Bank towards the cost of "**Strengthening Public Financial Management for Improved Service Delivery in Uttarakhand Project**" and intends to apply part of the proceeds for engagement of **02 Procurement & Contract Management Expert**.

The Terms of Reference (TOR) for this assignment can be found at website <https://ctrfa.org/tender>. Any query can be made in PMU from 10:30 to 16:30 hrs IST. EoI's must be delivered in a document form (Hard copy or electronic pdf) at the address or e-mail id given above (in person, by post or by e-mail). All documents must be self-attested. The last date for receiving of proposal in PMU is 27<sup>th</sup> Dec 2025 by 3:00 pm.

PROJECT DIRECTOR

  
Approved By

**PROJECT MANAGEMENT UNIT**

Strengthening Public Financial Management for Improved Service Delivery in Uttarakhand  
31/62 Rajpur Road, 3<sup>rd</sup> Floor, UDD, Dehradun-248001 Uttarakhand  
e-mail- [pmu.spfm@gmail.com](mailto:pmu.spfm@gmail.com)

Ref: Misc/PMS/IC/PMU/SPFM/2025

Date: 5/12/2025

To,

All Concerned Applicants

**Subject: Invitation to Submit Expression of Interest (EOI) for the Assignment of Individual Consultant – Procurement & Contract Management Expert (02 Positions) under Strengthening of Public Financial Management for Improved Service Delivery in Uttarakhand - SPFM (PPR ID-12509), Finance Department, Government of Uttarakhand**

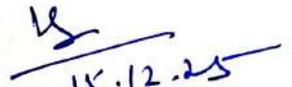
Dear Consultant,

1. The Finance Department, Government of Uttarakhand, has approached the World Bank for supporting the **Strengthening of Public Financial Management for Improved Service Delivery in Uttarakhand - SPFM (PPR ID-12509)**
2. In accordance with the “**Open Competitive Selection of Individual Consultants**” method, as specified under **Clause 7.36, Section VII – Approved Selection Methods: Consulting Services of The World Bank Procurement Regulations for IPF Borrowers, Seventh Edition, September 2025**, the Finance Department invites you to submit your **Expression of Interest (EOI)** to be considered for the position of **Procurement & Contract Management Expert (02 Positions) (Individual Consultant)** under the Project.
3. The detailed **Terms of Reference (ToR)** for the assignment are attached herewith for your kind perusal.
4. You are requested to submit the following documents along with your Expression of Interest on address/email given below at point no 7:
  - o A Cover Letter indicating your interest in the assignment;
  - o Detailed Curriculum Vitae (CV) highlighting relevant qualifications and experience;
  - o Copies of educational and professional certificates; and
  - o Any other supporting documents deemed relevant.

5. The Expression of Interest, along with the required documents, should be submitted to the undersigned by **27<sup>th</sup> December 2025 at 3.00 PM** in a sealed envelope/email clearly marked **“EOI for Individual Consultant – Procurement & Contract Management Expert under Strengthening of Public Financial Management for Improved Service Delivery in Uttarakhand - SPFM (PPR ID-12509).”**
6. The selection will be carried out in accordance with the procedures set forth in the World Bank’s Procurement Regulations for IPF Borrowers (Seventh Edition, September 2025).
7. For any further information or clarification, you may contact the SPFM Project Management Unit at:  
Project Management Unit (SPFM),  
31/62 Rajpur Road, 3<sup>rd</sup> Floor,  
Urban Development Directorate,  
Dehradun 248001.  
Email Id – pmu.spfm@gmail.com

We look forward to receive your Expression of Interest.

Yours faithfully,

  
15.12.25  
**(Ahmed Iqbal)**  
Project Director

**Encl.:** Terms of Reference (ToR)

## **Terms of References**

For

### **Procurement and Contract Management Expert**

**PMU, Strengthening Public Financial Management for improved service delivery**

<b>Job Title:</b>	Procurement & Contract Management Expert
<b>Location:</b>	PMU, Dehradun
<b>Number of Post:</b>	02
<b>Contract Term:</b>	Initially 1 Year, or upto recruitment of experts against sanctioned post under the project (whichever is earlier).
<b>Honorarium:</b>	INR 1,25,000/- to INR 200,000/- with provision of annual increment. (Initial appointment will be made on minimum of the above pay scale or with 10% increase over the last drawn salary, whichever is less)
<b>Start Date:</b>	1 <sup>st</sup> January 2026 (tentative)
<b>Reporting to:</b>	Project Manager, Finance Controller, Additional Project Director, Project Director, PMU

### **Background**

The government of Uttarakhand intends to implement reform in public financial management for better governance, efficiency in service delivery, making government more accountable and transparent and to get the value for money. For this, it has sought technical and financial assistance from World Bank upto the tune of Rs 680 crores to support the expansion and deepening of the ongoing PFM reform plan as to synchronize it with standard global PFM practices.

The World Bank has consented to finance the project titled "Strengthening Public Financial Management for improved service delivery". For this, various activities like consulting services, development of software, procurement of hardware, upgradation of manual processes to online and capacity building by providing exposure to imminent institutions are to be taken under the project.

### **Purpose of the Job**

The Procurement & Contract Management Expert will be responsible for providing professional advice, managing procurement processes, and ensuring effective contract management across project activities with handhold support. He will carry out the job of preparing RFP, evaluation of bid, contract negotiation, preparing & signing of contract after consultation with the allocated line department. He is also responsible for providing his recommendation and requisite documentation for processing payments.

### **Person Specification**

#### ***1. Qualification & Experience:***

B.E/B.Tech /MBA with minimum **10 years** of experience in procurement, including at least **5 years** of experience in contract management and experience of minimum 03 years in any externally aided projects. Strong understanding of World Bank Procurement Regulations (IPF Borrowers 2016, updated 2020/2023/2025), e-procurement, State Procurement Rule 2025 and Procurement through GeM. Procurement training on World Bank Procurement attended and any certificate of online course of World Bank Procurement would be an added advantage.

## **II. Scope of Work**

- Prepare, update, and monitor the **Project Procurement Strategy for Development (PPSD) and Procurement Plan.**
- Develop bidding documents, Requests for Proposals (RFPs), Terms of Reference (ToRs), and other solicitation documents as per World Bank standard templates.
- Manage the full procurement cycle for goods, works, and consulting/non-consulting services, including advertisement, pre-bid meetings, evaluation, and contract award.
- Ensure all procurement actions are carried out in the **World Bank's Systematic Tracking of Exchanges in Procurement (STEP)** system.
- Liaison with the World Bank and line department for obtaining clearances, no-objections, and for responding to procurement-related queries.
- Build capacity of project and departmental staff on contract management and compliance requirements.
- Provide hands-on training to procurement officers and staff on World Bank procurement regulations, contract management practices, and use of the STEP system.
- Support implementing agencies in strengthening internal procurement and contract management systems.
- Coordinate with technical, financial, and IT experts for integrated project implementation.
- Maintain complete and accurate procurement documentation and records.
- Support audit reviews and respond to audit queries related to procurement.
- Provide recommendation for making payments as per the provisions of the contract of line department.
- Support the PMU and implementing departments in contract negotiation, finalization, and signing.
- Provide input to develop and maintain a **Contract Management System** to monitor key milestones, deliverables, payments, and completion timelines.
- Track contract performance, deliverables, and ensure adherence to contractual obligations.

- Review and process contract variations, extensions, and amendments in compliance with World Bank and GoUK procedures.
- Facilitate resolution of contractual disputes and claims, in coordination with the PMU
- Support contract closure and ensure proper documentation and record-keeping.

### **III. Deliverables**

<b>Deliverable</b>	<b>Timelines/ Frequency</b>
Updated Procurement Plan in STEP	Weekly or immediately as and when the activity is being done
Procurement and Contract Status Reports	Monthly
Bid Evaluation Reports and Award Recommendations	With in 10 days of opening
Finalisation of Bidding/RFP Documents	As and when required
Contract Management Dashboard and Reports	As and when required
Capacity Building Reports / Training Materials	As scheduled
Final Assignment Completion Report	End of Contract
Provide recommendation and documents for making payments as per the provisions of the contract.	Within 2 working days

### **IV. Facilities to be provided by the Client**

- Furniture Office space, laptop/desktop, printer.
- Travel as per project's approved norms.
- No vehicle will be provided for pvt/personal use.

### **V. Confidentiality**

All the information, documents, and data obtained during the course of assignment shall be treated as confidential and shall not be shared or used for any purpose other than for execution of assignment.

### **VI. Performance evaluation and contract extension**

Performance will be reviewed based on:

- Timely procurement,
- Quality of outputs,
- Responsiveness to project needs,
- Adherence to World Bank & GoUK procedures,
- Team work and tendency to initiate job at its own within given time frame.
- Professional efficiency.

Approved By  
  
 PD -