



ODISHA SKILL DEVELOPMENT AUTHORITY (OSDA)

**Niyojan Bhawan, Kharvela Nagar, Sriya Square
Bhubaneswar-751001.**

(E-mail-ID: osdpadbosda@gmail.com)

EXPRESSION OF INTEREST –

ENGAGEMENT OF PROCUREMENT SPECIALIST

Expression of Interest (Eoi) is being invited from individual consultants by Director of Employment-cum-Chief Executive Officer, Odisha Skill Development Authority for engagement as Procurement Specialist for World Skill Center on time based contract. The details relating to the eligibility criteria, terms and conditions and other information relating of this Eoi can be downloaded from the tender section from [http:// empmissionodisha.gov.in](http://empmissionodisha.gov.in) or on request to email – osdpadbosda@gmail.com

Eoi may be submitted to the Director of Employment –cum- CEO on the above mentioned address in a sealed envelope or through email.

The last date and time for submission of the Eoi is **12th Oct 2018 up to 5.00 P.M**


Director of Employment –cum-
Chief Executive Officer, OSDA

Procurement Specialist –

World Skill Center, Bhubaneswar

Objective and Purpose of the Assignment

To provide support to the Odisha Skill Development Authority (OSDA) on priority procurement activities related to Odisha Skill Development Project.

Scope of Work

The consultant will provide support to OSDA on procurement-related activities pertaining to civil works, equipment, management contract, etc. to ensure high project readiness under the proposed Odisha Skill Development Project

Detailed Tasks and/or Expected Output: The consultant will support the OSDA in the following procurement activities.

- (i) Prepare bid document for advertising various equipment procurement packages;
- (ii) Prepare bid document for advertising retrofitting works pertaining to World Skill Center;
- (iii) Prepare a draft management contract for operationalizing World Skill Center;
- (iv) Support the procurement process for the above works end to end including preparation of bid documents, invitation for bid, support pre-bid meetings, drafting of corrigendum, technical bid evaluation report, price bid evaluation report, draft contracts, award of contract, etc.; and
- (v) Any other work related to procurement under Odisha Skill Development Project.

Minimum Qualification Requirements

The consultant would have 10 years of experience in procurement and a post graduate degree. Experience in handling procurement in the Government sector and MDB funded projects is desirable. Knowledge of ADB or World Bank procurement guidelines is an asset.

Contract Type. Time Based contract. Payment will be based on monthly time sheets.

Duration: 60 person days of intermittent input spread across 5 months (October 2018 to Feb 2019)

Reporting Requirements: The specialist will report to CEO, OSDA

CURRICULUM VITAE (CV) FOR INTERNATIONAL OR NATIONAL EXPERTS

1. **Proposed Position:** [TOR Expertise]

 2. **Name of Firm** [*Insert name of firm proposing the expert, if applicable*]: _____

 3. **Name of Expert:** [*Consultant Name*]

 4. **Current Residential Address:** _____
Telephone No.: _____
Fax No.: _____
E-Mail Address: _____

 5. **Date of Birth:** _____ **Citizenship:** _____

 6. **Education** [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

 7. **Membership in Professional Associations:** _____

 8. **Other Trainings** [*Indicate significant training since degrees under 5 - Education were obtained*]: _____

 9. **Countries of Work Experience:** [*List countries where expert has worked in the last ten years*]: _____

 10. **Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: _____

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11. Employment Record [*Starting with present position, list in reverse order every employment held by expert since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

NOTE: Maximum of 5 pages.

<p>12. Detailed Tasks Assigned <i>[List all tasks to be performed under this assignment]</i></p>	<p>13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned <i>[Among the assignments in which the expert has been involved, indicate the following information for those assignments that best illustrate the expert's capability to handle the tasks listed in line 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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14. Certification:

	Yes	No
I, the undersigned, certify to the best of my knowledge and belief–		
(i) this CV correctly describes my qualifications and my experience	<input type="checkbox"/>	<input type="checkbox"/>
(ii) I am employed by the Executing or the Implementing Agency	<input type="checkbox"/>	<input type="checkbox"/>
(iii) I am a close relative of a current ADB staff member	<input type="checkbox"/>	<input type="checkbox"/>
(iv) I am the spouse of a current ADB staff member	<input type="checkbox"/>	<input type="checkbox"/>
(v) I am former ADB staff member.	<input type="checkbox"/>	<input type="checkbox"/>
• If yes, I retired from ADB over 12 months ago	<input type="checkbox"/>	<input type="checkbox"/>
(vi) I am part of the team who wrote the terms of reference for this consulting services assignment.	<input type="checkbox"/>	<input type="checkbox"/>

(vii) I am sanctioned (not eligible for engagement) by ADB.

I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

Signature of expert

(Day/Month/Year)