

Government of Bihar
Department of Agriculture
Directorate of Horticulture, Bihar

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RECRUITMENT OF PROFESSIONAL FOR PROJECT MANAGEMENT
UNIT (AGRICULTURAL MARKETING)

To facilitate implementation of AIDIP (Agribusiness Infrastructure Development Investment Programme) for Agricultural marketing activities in Bihar, a Project Management Unit has been established under the department of Agriculture. Under this scheme, several modern agriculture markets are going to be established at different location in different districts.

Presently applications are invited for the positions mentioned below.

- i) Procurement Specialist.
 - ii) Infrastructure Specialist
2. The above posts and appointments will be temporary and effective till 31.03.2016 or the project period whichever is earlier.
 3. It is clarified that the selected candidates will have no claim of extension or absorption in government services.
 4. Interested candidates are requested to read the TOR and background of the project carefully on www.horticulture.bih.nic.in before submitting their Application.
 5. All applicants must write the name of the posts on the top of sealed envelope for which application is to be submitted.
 6. Applicants for these contractual posts must submit necessary documents/certificates and resume in support of their statement along with application.
 7. The applications must reach the undersigned during office hours at the address mentioned above on or before 16.06.2014 at 03.00 P.M.
 8. Application received after due date and time will not be considered for evaluation.
 9. The undersigned reserves the right to accept or reject or alter the recruitment process at any time without assigning reason thereof.
 10. Canvassing in any form will make candidature liable to be rejected as soon as it comes to the knowledge of the undersigned.

Director Horticulture
Directorate of Horticulture,
Bihar, Patna

PROJECT MANAGEMENT UNIT

Background:

The Government of Bihar through Government of India has applied for a loan from Asian Development Bank (ADB) for reconstruction and development of agri-marketing infrastructure. The project development objective is to fill the vacuum created by repeal of APMC act in the state in the field of agri-marketing. The objectives will be achieved through (i) Intensification and diversification of market led production; (ii) Improving Farmers access to Markets by promoting alternative Markets and upgrading market yards. (iii) Project coordination and management. The components of the project are briefly stated below;

1. Diversification and intensification of production will include market led extension by making extension and adaptive research more relevant and accessible to farmers, with capacity building of extension machinery of the line department's viz. Agriculture, Animal Husbandry, Cooperative etc and the farmers through trainings, demonstration and exposure visits.
2. Expanding market infrastructure and market opportunities by improving market and associated infrastructure and making market management more responsive to farmers needs. Private sector investment in infrastructure will be encouraged, including introduction of risk mitigation systems, especially for small producers.
3. Project management would help to ensure effective project management at the state and the district levels, and support information and logistics, communications, project related consultancies and monitoring and evaluation.

The Project Management Unit, has been proposed to be set-up in the state headquarters with the objective that it will render professional help required for proposed programmes of the main loan component. The PMU is expected to liaison and coordinate the entire programme.

GOI has decided to invest \$212 million for pioneering investment program incorporating an agricultural value chain approach. This is being partly financed by ADB, which has approved a loan of \$170 million in September 2010 to fund eligible agribusiness infrastructure projects in Bihar and Maharashtra. Bihar has received 67.6 million US Dollar for the said purpose.

Term of Reference for Procurement Specialist.

Required Knowledge, Skills and Abilities:

- MBA (Finance)/B.E/B.Tech./ Chartered Accountant/ICWAI or Post graduate in Economics with minimum of five years of relevant experience. Should have worked in externally aided Project (Preferably ADB/World Bank funded)
- High level of analytical skills and scientific thinking. The ability to make sound business judgment.
- Experience in contract management, performance assessment, dispute resolution, and problem solving.
- Interpersonal and communication skills.
- Fluency in Hindi and English languages is must.
- Knowledge in using Personal Computer and running MS Office applications such as Word, Excel and E-mails.

Duties and Responsibilities:

- Review transactions for adequate specifications and scope of work, proper descriptions and completeness of information.
- Determine appropriate procurement contract type and solicitation model.
- Prepare the right solicitation document such as invitations for bids, requests for proposals, request for information and prequalification, creating purchase orders, evaluating bids and making awards.
- Conduct pre bid conferences.
- Conduct a review of bids and proposals.
- Review the technical evaluation process to ensure consistency, accuracy, compliance with the solicitation.
- Conduct a cost and price analysis for the received offers/proposals.
- Prepare the contract award packages and secure the necessary approvals and consent depending on the procurement type and threshold.
- Prepare a thorough and comprehensive award file with all supporting documents.
- Conduct in-depth research, benchmarking and trend analysis regarding changes that occur in marketplace of the assigned portfolio.
- Proactively work to develop procurement plans in accordance with the procedures for the procurement of commodities and/or services.
- Contact vendors to resolve contractual problems and to gain knowledge of the products, sources, prices, marketing practices.
- Any other tasks assigned by the department head.

Salary: Rs. 65000=00 per month and other field expenses based on actual.

Term of Reference for Infrastructure specialist:

Qualification and Experience:

- Candidate should possess a BE/B.Tech. degree.
- Three years experience in project management specially infrastructure Management.
- Specific Skills / Attributes related to knowledge of MS Office as Word, Excel and Email's would be preferred.
- Good knowledge of Hindi and English is a must.
- Interpersonal and communication skills.

Duties and Responsibilities:

- Preparation of conceptual plans and master plans, project reports, implementation plans of industrial infrastructure projects.
- Tendering, preparation of tender documents, bid evaluation reports.
- Monitor progress of projects.
- Make site visits, as and when required.
- Coordination with design consultants, contractors and clients.
- Prepare & review progress reports, maintain progress records.
- Review/prepare drawings and estimates.
- Should be able to coordinate and monitor multiple projects and interact with clients, consultants and implementing agencies.
- Any other assignment as assigned by the PMU.

Salary:

Rs. 45000=00 per month. (Consolidated) and other field expenses based on actual.