National Rural Livelihood Promotion Society  
National Rural Livelihoods Mission  
Ministry of Rural Development  
7th Floor, NDCC-II, Jai Singh Road, New Delhi-01

**Vacancy in National Rural Livelihood Promotion Society**

The Government of India has launched Aajeevika-National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihoods and improved access to financial and public services. To implement the mission, GoI has constituted National Rural Livelihood Promotion Society (NRLPS) to provide Technical Assistance to all states. A multidisciplinary professional team, has been constituted in NRLPS. This team consists of senior development professionals, experienced consultants and young professionals. The details about NRLM and its structure can be seen at [www.aajeevika.gov.in](http://www.aajeevika.gov.in)

The mission’s portfolio is growing gradually. In this light, NRLPS is identifying and placing a suitable professional in various thematic units. Applications are invited from suitable candidates for the positions at NRLPS, New Delhi.

Higher Level Consultants-Fees in the range of Rs. 1,75,000/- per month to Rs. 3,00,000/-plus travel related reimbursables as per NRLPS norms

Educational qualifications and desired skillset required are provided below.

**Position: Senior Procurement Specialist**

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<th>1.</th>
<th>Job Profile and key qualifications</th>
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<td>• Post Graduate Degree in any Discipline from any Indian University. Training / diploma in Public Procurement from a recognized institution would be preferred.</td>
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<td>• He / She should have worked in livelihoods project and experience in the Procurement Functions.</td>
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<td>• He / She should have minimum 15 years of experience in the relevant area of specialization</td>
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**Experience in Procurement**

- He / She should have proven record in procurement of consulting services involving diversified activities/ themes for Government/ Government funded projects;
- The person should have acknowledged capabilities in undertaking prior review of procurement proposals for goods, small works and consulting services;
- The person should also be conversant with World Bank Procurement Guidelines/ Regulations; provisions of GFR -2017; Manual for Procurement of Consulting and Other Services; and Manual for
Procurement Goods issued by Ministry of Finance, Government of India;
- Good in preparation of manuals and risk assessment, undertaking prior and post review of procurement.

| 2. | Broad Terms of Reference | - Lead Procurement Team
- Manage Procurement operations of the National Mission and NRLPS;
- Procurement of goods, services and works required for NRLPS/NRLM
- Handhold State Missions in procurement planning, procurement of goods, works and services and contract management
- Undertake capacity building of procurement teams of SRLMs
- Prepare bidding documents, ToRs, EOIs, Request for Proposal, contract formulation, manage procurement process as per GOI guidelines and World bank guidelines
- Undertake prior review of proposal received from State Missions for procurement.
- Liaise with other thematic units in the matters relating to procurement
- Coordinate with the World Bank on Procurement issues relating to NRLP
- Monitor Procurements undertaken by State Missions
- Institution of systems for post-procurement review
- Provide inputs for the standardization and improvement of guidelines, policies and procedures relating to procurement and consulting services and review procurement manual as and when required and initiate necessary steps for revision;
- provide advisory services to State Missions in the areas of Technical Evaluation Reports, Bid Evaluation reports, combined reports, contract award notice, technical negotiations, draft contracts and guide the state missions
- Review procurement proposals for hiring various services by State Missions following Government/World Bank guidelines;
- Participate in the contract negotiations with consultants to provide services to NRLM.
- Undertake capacity development initiative in procurement and consulting services.
- Assist in the coordination with other development agencies for harmonization of policies relating to procurement and consulting services;
- Deliver tailored training to SRLM staff to develop skills in procurement, consulting services in accordance with NRLM Procurement Guidelines.

| 3. | Deliverables | - Prepare an action plan for the Procurement of various services required for National Mission and National Rural Livelihood Promotion Society with timelines for completion of procurement and submit the same to Mission Director, DAY-RNLM; the Action Plan should inter alia covers the following:

1. Gather the requirements of various thematic units for procurement of technical support agencies/Consulting firms;
2. Prepare Procurement plan for FY 2020-21 with key time-lines, method of procurement etc.,
3. Provide inputs for preparation of Terms of Reference, prepare bid documents;
4. Run procurement of goods, works and services required for National Mission and National Rural Livelihoods Promotion Society following NRLM Procurement Guidelines;
5. Undertake prior review of procurement proposals received from State Mission;
6. Undertake review of NRLM Procurement Manual as and when required;
7. Facilitate Post procurement review of contract;
8. Initiate steps for e-procurement in the National Mission and NRLPS and use of GeM for procurement;
9. Support state missions to use e-procurement and provide technical assistance to run the procurement using e-procurement platform;
10. Provide inputs, prepare procurement plan for 18 months for the proposed World Bank funded NRETP project;
11. Submit a quarterly status report on the agreed action plans.
12. Discharge the functions of State Anchor

Please note the position will be a contractual basis and based on performance and requirement of NRLPS, the contract may further be extended. Interested candidates, who are meeting the desired qualification and skillset, may please apply by sending filled application in the prescribed format along with an updated CV. The applications should be emailed to nrlm.advt@gmail.com The last date of submission of filled application along with the CVs is 22nd May, 2020, 1700 hrs (IST).
Application form

National Rural Livelihood Mission

Position Applied For: _____________________________________________________________

1. Name : ____________________________________________________________
2. Father’s Name: ________________________________________________________
3. Date Of Birth: __________________________________________________________
4. Permanent Address: ______________________________________________________
5. Address For Correspondence: ____________________________________________
6. E-Mail : _________________________________________________________________
7. Tel/Mobile No. : _________________________________________________________
8. Educational Qualification:

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<th>Degree/Diploma Certificate</th>
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9. Experience:

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Total Experience in years

10. Language
11. Computer Proficiency:
12. Any Other Relevant Information that Applicant may like to add:
13. References:

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Place:                                                                                                        Signature: