

# Annexure-I

## **TERMS OF REFERENCE OF CHIEF ENGINEER (CONTRACTS), PHPA-I**

The Chief Engineer (Contracts) shall be overall in charge of the Contracts and Procurement Circle of PHPA-I and shall be including but not limited to the following scope of work and key responsibilities:

### **A. Procurement and Contract Management**

- Serves as the overall in-charge of the Contracts and Procurement Circle of PHPA-I.
- Manage the entire procurement cycle, including needs identification, compliance to norms and contract management.
- Identify areas for improvement and strengthen procurement procedures and systems.
- Contribute to knowledge development and dissemination related to procurement management practices.
- Administer construction and supply contracts for the project.
- Review project proposals, estimates, and technical specifications, contract variations, and claims.
- Provide contractual guidance and advisory support to project management and stakeholders.
- Monitor and ensure proper contract implementation and performance of contractors.

### **C. Compliance & Dispute Resolution**

- Ensure adherence to governing law and norms in place
  - Handle arbitration proceedings and legal matters related to contractual disputes.
  - Represent PHPA-I in arbitration and contract dispute resolution processes.
  - Supervise contracts and procurement staff.
  - Serve as a member of various committees as nominated by the management.
  - Perform any other official duties assigned by the Project Management (Managing Director, Joint Managing Director, Director (Technical) and Director (Finance)) from time to time.
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## **4. Expected Outcome**

- Efficient and transparent procurement processes.
  - Effective contract administration.
  - Successful dispute resolution.
  - Strengthened procurement systems including SAP integration.
  - Compliance with procurement regulations and project governance requirements.
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## **5. Key Competencies and Qualifications**

### **A. Competencies**

- Strong leadership, team management and communication.
- Proficiency in procurement management and contract management
- Proficiency in contractual law and dispute resolution
- Strong analytical and problem-solving capabilities.

## **B. Qualifications & Experience**

- Bachelor's Degree in Civil/Electrical /Mechanical Engineering from a recognized University (preferably with Master's degree or equivalent in relevant field)
  - Minimum 15 years of experience in execution of large infrastructure projects, preferably in hydropower projects, of which at least 5 years of experience should be of Tendering and Contracts of civil works of such projects.
  - Proven experience in managing large-scale infrastructure projects.
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## **6. Reporting Arrangement**

The Chief Engineer (Contracts & Procurement) shall report to the Joint Managing Director of PHPA-I, or as designated by the Project Authority.

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## **7. Duration of Assignment**

The assignment shall be for a period of three years or dissolution of the Project Authority, whichever is earlier. The duration may be extended based on the performance and need.

## **Pay and Allowances**

The pay and allowances for Chief Engineer (Contracts) shall be as per the Service Rules of Punatsangchhu-I Hydroelectric Project Authority and any amendments thereof.

## **Amendment**

The above responsibilities and entitlements shall be reviewed and amended from time to time by PHPA-I.

*"End of Document – Terms of Reference"*