Maharashtra Institution for Transformation (MITRA)

Government of Maharashtra

TERMS OF REFERENCE

Engagement of an Individual Professional:
Senior Specialist - Procurement, IT & Contract Management

October 2026

Assignment	Senior Specialist - Procurement, IT & Contract Management
Client	MITRA, Government of Maharashtra
Type of engagement	Individual Professional, full-time
Approved remuneration	Rs. 3,00,000 per month, consolidated
Duty station	MITRA office, Mumbai (with travel within Maharashtra as needed)
Reports to	MS MJP, DMA and, Joint CEO MITRA

1. Background

The Maharashtra Institution for Transformation (MITRA) is the State Government's think-tank and transformation institution, set up to drive policy reform, programme design and delivery for the State's development goals, including the Viksit Maharashtra 2047 vision. MITRA anchors a growing portfolio of externally aided and State-funded programmes, including World Bank-financed operations such as the Maharashtra Urban Water Supply and Sanitation & Reuse Program (MUWREP).

MUWREP involves a high and rising volume of procurement of goods, works, non-consulting and consulting services. Each procurement must follow the applicable Government of Maharashtra rules, Government Resolutions and delegated approval requirements, together with the arrangements agreed with the World Bank for MUWREP. IPF-financed procurement shall follow the applicable World Bank Procurement Regulations for IPF Borrowers and agreed Procurement Plan; PforR-supported procurement shall follow the agreed Program systems and fiduciary arrangements. GFR 2017 and CVC guidelines shall apply where adopted or otherwise applicable. Contracts must then be actively managed to deliver value, enforce service levels and remain audit-ready.

MITRA currently lacks dedicated in-house capacity that combines procurement expertise, legal and contract-drafting skill, and an understanding of technology and data law. MITRA therefore intends to engage a senior individual professional to fill this gap.

2. Objectives of the Assignment

The professional will strengthen MITRA's capacity to plan, run and manage procurements and contracts that are compliant, defensible and value-for-money. Specifically, the professional will:

- Plan and support procurement for MUWREP, in line with applicable GoI, GoM and World Bank frameworks; support other MITRA programmes where specifically assigned and compatible with MUWREP priorities;
- Lead the design, drafting and review of bid documents and contracts for MUWREP, including IT, digital and data-related procurements;
- Set up a contract management system that tracks obligations, deliverables, SLAs, payments and risks for MUWREP contracts;
- Embed data protection (DPDP Act 2023), cybersecurity and responsible-AI requirements in technology procurements and contracts; and
- Build procurement and contract-management capacity within MITRA staff.

3. Scope of Work

The specialist shall lead procurement and contractual support in coordination with the relevant teams. Implementing agencies shall provide technical inputs, performance reports and procurement records, with administrative support for routine processing and record maintenance. Specialist technical, legal and financial advice shall be sought where required, including for complex IT procurements, PPP structuring and disputes. Approval and certification powers shall remain with the competent authorities.

3.1 Procurement planning and strategy

- Support preparation and updating of procurement plans for MUWREP and advise on procurement sequencing and documentation.
- Advise on the procurement method, market approach, packaging and contract type for each requirement, including GeM versus open tender, and QCBS, QBS, FBS or LCS for consulting firms, as permitted under the applicable framework and agreed Procurement Plan.
- Carry out market analysis and support cost estimation in coordination with the relevant technical and finance teams.

3.2 Bid documents and evaluation

- Draft, review and restructure RFPs, RFQs, EOIs, bid documents, eligibility and qualification criteria, GCC/SCC, SLA and penalty matrices, and performance security clauses.
- Use the applicable standard procurement documents (World Bank, GoI/GoM or other development partners, as applicable) and obtain required approvals for deviations.
- Design technical and financial evaluation methods and scoring criteria that can withstand bid challenges.
- Support pre-bid meetings, responses to queries, corrigenda, bid opening and evaluation; prepare and review evaluation reports.
- Advise on complaints and bid challenges and help prepare responses.

3.3 IT, digital and data procurement

- Work with technical teams to turn functional needs into clear technical specifications and output-based requirements for software, SaaS, cloud, data platforms, AI solutions and managed services.
- Draft and review technology contracts: SaaS, software licensing, cloud services, system integration, AMC, data sharing and data processing agreements.
- Build data protection, information security, IP ownership, source-code escrow, exit and transition, and vendor lock-in protections into IT contracts.
- Advise on responsible-AI clauses (transparency, human oversight, audit rights, risk assessment) for AI-related procurements, including those under MITRA's AI and data monetization initiatives.

3.4 Contract management

- Establish contract registers, obligation matrices and a contract management framework for MUWREP and other specifically assigned MITRA activities, covering milestones, deliverables, SLAs, payments, bank guarantees and expiry dates.
- Review contractor performance against SLAs and KPIs using reports and records supplied by implementing agencies and supervision teams, and advise on penalties, liquidated damages, variations and change control, subject to the applicable contract and approval requirements. Technical verification and certification shall remain with the responsible engineers and authorised officials.
- Draft contract amendments, extensions, notices and closure documents.
- Advise on disputes, claims, termination and step-in, and support amicable resolution.
- Keep procurement and contract records complete and audit-ready, and support responses to audit observations and development-partner post-reviews.

3.5 PPP and advisory support (as required)

- Provide contractual and commercial advisory support for PPP, concession and availability-payment arrangements, including review of risk allocation and payment-security provisions, in coordination with technical and financial advisers.
- Provide legal and commercial review of MoUs, partnership agreements and grant agreements entered into by MITRA.

3.6 Capacity building

- Prepare procurement and contract management guidance, templates and checklists for MITRA, consistent with the applicable MUWREP arrangements.
- Train MITRA staff and implementing departments on procurement rules, bid evaluation and contract management.

4. Qualifications and Experience

4.1 Education

- Bachelor's degree in Law (LL.B.) from a recognised university. (Essential)
- Post-graduate degree in management (MBA or equivalent), or a degree in computer science, IT or engineering. (Desirable)
- Certification in public procurement (e.g. CPPP) or PPP, and in data protection, GRC or technology law. (Desirable)

4.2 Experience

- At least 12 years of overall professional experience in procurement, commercial contracts, legal advisory, adjudication of contractual or commercial disputes, or related fields. (Essential)
- At least 5 years of hands-on experience in procurement advisory, commercial contract drafting and review, or contract management, including demonstrable experience preparing RFPs or bid documents, designing evaluation criteria and supporting procurement assignments for government or public sector clients. (Essential)
- Experience advising the Government of Maharashtra or other State or Central Government departments on high-value procurements. (Essential)
- Experience drafting and negotiating technology contracts: SaaS, software licensing, cloud, data processing and vendor agreements. (Essential)

- Working knowledge of Government of Maharashtra procurement rules and approval procedures, and of GFR 2017, CVC guidelines, DoE procurement manuals and GeM where applicable. Familiarity with World Bank procurement frameworks and the ability to apply the procurement arrangements agreed for MUWREP, including the distinction between IPF procurement and PforR Program systems. (Essential)
- Experience in contract lifecycle management, SLA and KPI frameworks, performance security and dispute resolution. (Essential)
- Experience in procurement or contract advisory for infrastructure, utilities, PPP or concession projects.
- A background in IT systems, data analysis or IT project management. (Desirable)
- Experience with PPP and concession structuring, and with data protection law (DPDP Act, GDPR) and AI governance. (Desirable)
- Experience in adjudicating or litigating contractual, commercial, property or land-related disputes. (Desirable)

4.3 Skills

- Excellent drafting skills in English; working knowledge of Hindi.
- Ability to coordinate with multiple departments, professionals and vendors under tight timelines.
- Proficiency with e-procurement portals (GeM, Mahatenders) and standard office and analytics tools.

5. Reporting Arrangements

The professional will report to MS MJP DMA and Joint CEO MITRA, and work closely with programme teams, the finance and accounts team and the procurement cells of implementing departments. Monthly progress reports will be submitted by the 5th of the following month. Performance will be reviewed quarterly.

6. Contract Terms and Remuneration

The engagement shall be contractual for an initial period of three (3) years and may be extended based on satisfactory performance, program requirements, availability of funds, and approval of the competent authority. It shall be governed by terms issued by MITRA / Government of Maharashtra under MUWREP.

Leave: the professional will be entitled to leave as per MITRA's policy for individual professionals. Termination: either party may terminate the contract with 30 days' written notice. MITRA may terminate without notice for misconduct or non-performance.

The professional will be paid a fixed monthly remuneration of Rs. 3,00,000 on submission of the monthly progress report and the timesheet, certified by the reporting officer. The approved remuneration is consolidated and inclusive of all routine allowances unless otherwise specifically approved. Travel outside Mumbai will be reimbursed at actuals, as per MITRA rules and with prior approval.

7. Conditions of Engagement

The engagement is purely contractual and shall not confer any right to regular appointment in MITRA or the Government of Maharashtra. It will be subject to the applicable Government of Maharashtra requirements and MUWREP procurement arrangements. Detailed provisions on conflict of interest, confidentiality, ownership of outputs, leave and termination shall be set out in the contract.

Conflicting engagements: any existing engagement with a GoM department or entity shall be concluded, or a written conflict-management arrangement agreed with MITRA, before the start of this assignment. During the assignment, the professional shall not take up any work, or advise any bidder or potential bidder, that conflicts with this engagement, and shall promptly disclose any new potential conflict as it arises.
Remedy: failure to disclose a conflict, or breach of these provisions, is grounds for termination for misconduct and recovery of fees paid for the affected period.
Confidentiality: all information, documents and data received or produced in the assignment are the property of MITRA and shall be kept confidential during and after the engagement.
Intellectual property: all reports, templates, documents and other outputs shall be the property of MITRA.