

### About the National Institute of Urban Affairs (NIUA)

Established in 1976, NIUA, is a premier Institute of the Ministry of Housing and Urban Affairs, Government of India for research and capacity building for urban sector in India. NIUA's broad objective is to bridge the gap between research and practice on issues related to urbanization. For more than 40 years now, NIUA has been the vanguard for contributing to and building the urban narrative for a fast-evolving Urban India. The Institution has been actively working on bringing forth key areas of concern for urban India in order to build the urban discourse at various urban scales. It has utilized its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and continuously striving to develop sustainable, inclusive, and productive urban ecosystems in the country. It has emerged as a thought leader and knowledge hub for urban development in India and is sought out by both Indian and International organizations for collaborations and partnerships in India's urban transforming journey. NIUA is committed towards aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programs.

### About NIUA's Water and Environment Vertical

The Water and Environment vertical at NIUA focuses on creating frameworks, mechanisms, and pathways that enable Indian cities to manage their water and environmental sectors sustainably. Aligned with India's Ministry of Housing and Urban Affairs, our efforts are geared towards driving tangible, on-ground change. We collaborate with the Ministry to implement various national Urban Missions and initiatives that impact urban water and environmental management. Additionally, we partner with a wide array of national and international resource organizations with similar goals and mandates.

Our work in urban water and environmental management typically includes:

- Developing national-level strategic frameworks, guidance documents, and advisories to facilitate actionable outcomes across all cities.
- Creating digital tools and instruments to help cities advance their capabilities.
- Conducting action-oriented research on emerging, underexplored topics.
- Supporting the piloting of innovative concepts and technologies through demonstration projects.
- Designing specialized capacity-building modules and certification programs.

### About the Project

**Developing Urban River Management Plans for cities in the Ganga Basin (Code: U60):** Since 2020, the National Mission for Clean Ganga (NMCG) and NIUA have been working on a programme to improve the state of urban rivers in India. One of the notable outputs of this programme is a national framework for managing urban rivers that river cities in the Ganga Basin and beyond can adopt for developing city-specific river management plans. The framework called Urban River Management Plan (URMP) framework requires cities to take concrete actions against a ten-point agenda. The URMP framework goes beyond mere pollution control to also include aspects related to river economy and connecting citizens with the river. The actions that cities need to take against the 10-point agenda of the URMP framework include tangible projects, regulatory measures, planning interventions, and citizen engagement programmes. This objective of this project is to support sixty cities from Uttarakhand, Uttar Pradesh, Bihar, Jharkhand, and West Bengal in preparing their URMPs.

**Title:** (Senior) Procurement Specialist (1 position)

**Project Code:** U60

**Reports to:** Track Lead

**Core Responsibilities:**

1. Develop and implement procurement plans aligned with the project's timelines, budget, and institutional procurement rules.
2. Prepare bidding documents (RFPs, contracts), bid evaluation criteria, and contract award recommendations.
3. Coordinate with technical teams to ensure procurement packages meet program needs and technical specifications.
4. Maintain procurement records and documentation in line with audit and compliance requirements.
5. Ensure timely procurement of consulting services (environmental, engineering, social, and communication experts), equipment, and other project-related materials.
6. Liaise with agencies, vendors, service providers, and stakeholders to ensure performance, deliverables, and contract compliance.
7. Support financial management by tracking procurement-related expenditures and commitments.
8. Provide regular procurement progress reports to project management and funding agencies.

**Education Qualifications & Experience**

1. Bachelor's/Masters degree in Supply Chain Management, Business Administration, Finance, or a related field.
2. 7-10 years of proven experience in procurement or supply chain roles.
3. Demonstrated experience with procurement guidelines of the government (GFR), or large donor-funded projects.
4. Familiarity with e-procurement platforms (e.g., GeM, CPPP) and procurement software/systems.
5. Strong negotiation, communication, and analytical skills.
6. Knowledge of sourcing and procurement techniques as well as understanding of market dynamics.
7. Understanding of contract law and vendor compliance standards.
8. Excellent organisational and time management skills.
9. Experience working in a public procurement environment or international development projects.
10. Ability to work in a multi-disciplinary team.

**Application Process –**

- Interested candidates are required to submit a detailed CV that highlights relevant experience via the NIUA portal. The application deadline is 28 August 2025.
- Because of the urgency of the assignment, applications will be reviewed on a weekly basis and interviews conducted periodically.
- Candidates are encouraged to provide at least two professional references to verify their professional credentials.

- Only shortlisted candidates will be contacted for an interview. Shortlisted candidates may choose to attend the interview online. A link for the interview will be provided by the recruitment team in advance.
- If necessary, the selection committee may invite candidates for a second round of in-person interviews.
- No TA/DA will be provided for attending the interview.