



Job Description: Tendering and BOQ Specialist

About WASH Institute

Water, Sanitation and Hygiene Institute (WASH Institute), established in 2008, is a non-profit organization, dedicated to providing practical solutions to tackle a wide range of water, sanitation, hygiene and environmental issues in India and the neighbouring countries. WASH Institute aims to build the capacities of the sector through programs that provide a) training and academic courses, b) technical advisory and consultancy services, and c) grass roots community WASH programs.

WASH Institute has been conducting extensive training programs for government functionaries, private sector professionals, NGOs, and other practitioners with the objective of effective WASH implementation across the country under its WASH Academy vertical. In addition, our academic campus offers Diploma and Master level courses in sanitation, under affiliation to a leading university.

As part of our WASH Advisory vertical, we provide technical support services to central, state, and local governments in both urban and rural areas to support implementation of Swachh Bharat Mission (SBM) and Jal Jeevan Mission (JJM). Our community WASH vertical is executing WASH infrastructure for underserved communities in 15 locations across 8 states and 1 Union Territory in India.

We are a multi-disciplinary team that tackle complex multi-faceted problems of behaviour change, quality of service, and sustainability of WASH interventions. We are looking for experienced professionals to work with us towards our vision of “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”. We are looking for experienced professionals to join our vibrant team.

About Project

WASH Institute has been providing technical assistance (TA) to Ministry of Housing and Urban Development (MoHUA) since 2015 for the implementation of Swachh Bharat Mission-Urban (SBM-U). With the funding support from Bill & Melinda Gates Foundation, in its third phase of the TA support, WASH Institute is assisting the ministry to implement SBM 2.0. The objective of SBM 2.0 is to enable 4000+ cities in India to become ODF++ through three key components: a) Toilet 2.0; b) Manhole to Machine hole; and c) Used Water Management. The SBM 2.0 seeks to take urban India to the next level of ‘Swachhta’.

In collaboration with MoHUA and the foundation, WASH Institute is executing a workplan for 2023-24 on the three components to accelerate implementation of SBM 2.0. The workplan will design and implement the three components in ten towns and lessons learnt will inform policy/strategy changes for the implementation of SBM 2.0 for 4000+ cities in India. The project will develop sets of documents (guidelines, tenders, etc.) to propel other cities in the path of safe and sustainable sanitation.

Position	Tendering and BOQ Specialist
Number of vacancies	01
Location	Delhi/ Flexible location with Willingness to travel across India
Desired Qualification and Experience	Degree in Civil Engineering / urban planning with 3-5 years of experience
Type of employment	Contract
Duration of contract	Project specific or one year, whichever is higher with possibility of extension

Key Roles and Responsibilities:

A. Tendering:

As a Tendering and BOQ Specialist, your primary responsibility will be to prepare tender documents. You shall be having the experience of preparing the tendering documents for EPC, DBOT, HAM etc. You will work closely with the project team, clients, to ensure timely and competitive tender submissions. Additionally, you will be responsible for analysing project requirements, estimating costs, and preparing comprehensive BOQs that align with project specifications.

S/he shall report to the Senior Project Manager and Director, WASH Institute and support the Project Team on project related activities and any other operations and development across the Institute's focus areas.

Tendering Process:

- Prepare tender documents, including drawings, specifications, and contract terms.
- Conduct site visits, if necessary, to gather relevant information for the tender submission.
- Identify project risks, opportunities, and constraints that may impact the tender.
- Collaborate with the project management team to develop a tender strategy and submission timeline.
- Prepare and compile all required documentation for tender submissions, such as technical bids, commercial bids, and compliance statements.
- Ensure compliance with tender submission deadlines and follow up with clients as needed.
- The candidate shall be having the experience of the calculation of price adjustments, cost escalation etc.
- The candidate shall be well versed all the clauses of the tender documents which safeguards the interests of both client and the contractor.

B. Bills of Quantities (BOQ) Preparation:

- Study project drawings, specifications, and other relevant documents to understand the scope of work.
- Estimation of materials, equipment, labour etc. for the execution of the project
- Liaise with subcontractors and suppliers to gather pricing information and incorporate it into the BOQ.
- Prepare detailed BOQs, including item descriptions, measurements, unit rates, and overall costs.
- Conduct cost analysis and value engineering exercises to optimize project costs and maximize profitability.
- Collaborate with the project team to review and finalize the BOQ, ensuring accuracy and alignment with project objectives.
- Provide support during the procurement process by assisting with bid evaluation and negotiations.

Preferred Qualification and Experience

- Bachelor's degree in civil engineering, Quantity Surveying, or a related field.
- Proven experience (typically 3-5 years in tendering and BOQ preparation for water and wastewater infrastructure
- In-depth knowledge of construction methodologies, materials, and cost estimation techniques.
- Proficiency in using relevant software applications such as Microsoft Excel, AutoCAD, and project management tools.
- Strong analytical and problem-solving skills, with attention to detail and accuracy.
- Ability to work under pressure and meet tight deadlines.
- Knowledge of local regulations, codes, and standards related to tendering and procurement is desirable.
- Fluency in written and spoken English and Hindi; knowledge of additional languages is an advantage.
- Willingness to travel to project sites and work in challenging environments.

How to Apply?

Please share your response to <https://forms.gle/oiEg1HX4ipZHntMg7> on or before June 18th, 2023. Only shortlisted candidates will be contacted.

WASH Institute is an equal opportunity employer and encourages women candidates to apply. WASH Institute does not discriminate candidates based on age, caste, class, sex, gender, religion, nationality, ethnicity, disability, and health.