

TERMS OF REFERENCE (TOR)

Project Development and Management Consultant (PDMC)- AMRUT

Scope of work

The person selected for these positions will assist the State Mission Director, AMRUT in implementing the respective components of AMRUT at the State level. The position is a contractual engagement upto 31.03.2020. The incumbent will directly report to the State Mission Director. AMRUT. The person will need to travel to the ULBs of the state as and when required. The person should have good command on writing and speaking both Hindi and English language.

Competencies/Preference for Experts

The person should:-

- Proficient with MS office
- Have acknowledged capabilities in partnership management.
- Have strong analytical, conceptual and strategic thinking skills; ability to handle large scale planning
- Possess good and consistent academic records.
- Experience of working with Government institutions especially in Urban Development Department will be given preference.

KEY RESPONSIBILITY AREAS

Water Supply Expert

- Design of water supply works.
- Appraisal of subprojects for Water Supply.
- Preparing Water Supply master plans for cities.
- Assist in Procurement.
- Oversee contract management and performance monitoring of the contractors.
- Ensuring the construction activities are implemented as per design in field
- Provide technical backup support as necessary to the AMRUT ULBs/Implementing Agency in design and implementation of water supply project.
- Review the Detailed Project Report (DPR) for precision and detail and provide feedback as necessary. A first level through review, before submission to SLTC will ensure that time is not lost in clearing the DPR's.
- Provide technical advises in tendering process of the water supply projects.
- Assist in conflict resolution as necessary.
- Develop and disseminate guidelines on project preparation, procurement and other related activities.
- Advice on implementation of reforms related to levy of reasonable user charges and byelaws on reuse of recycled water.
- Assist State Mission Director to prepare minutes for recording and circulation.
- Assist State Mission Director in third stage consultation during construction of projects, as applicable with Implementing Agency (U.P. Jal Nigam) to discuss the detailed design report and specified parameters of drinking water as per CPHEEO Manual duly followed with site visit.
- Assist State Mission Director in quality control of on-going Water Supply project at site.

- Assist in preparation of Project Completion Report.
- Any other related activities as directed by the State Mission Director (AMRUT) and Additional State Mission Director (AMRUT).
- The ToR may be amended time to time as per requirement.

Waste Water Expert

- Design of waste water works.
- Appraisal of subprojects for Waste Water.
- Preparing Waste Water/ Sewerage master plans for cities.
- Assist in Procurement.
- Oversee contract management and performance monitoring of the contractors.
- Ensuring the construction activities are implemented as per design in field.
- Provide technical backup support as necessary to the AMRUTULBs/ Implementing Agency in design and implementation of waste water projects.
- Review the Detailed Project Report (DPR) for precision and detail and provide feedback as necessary. A first level thorough review, before submission to SLTC will ensure that time is not lost in clearing the DPR's.
- Provide technical advises in tendering process of the waste water (sewage) projects.
- Assist in conflict resolution as necessary.
- Develop and disseminate guidelines on project preparation, procurement and other related activities.
- Advice on implementation of reforms related to levy of reasonable user charges and byelaws on reuse of recycled water.
- Assist State Mission Director to prepare minutes for recording and circulation.
- Assist State Mission Director in third stage consultation during construction of projects, as applicable with Implementing Agency (U.P. Jal Nigam) to discuss the detailed design report and specified parameters of waste water (sewage) as per CPHEEO Manual duly followed with site visit.
- Assist State Mission Director in quality control of on-going waste water (sewage) project at site.
- Assist in preparation of Project Completion Report.
- Any other related activities as directed by the State Mission Director (AMRUT) and Additional State Mission Director (AMRUT).
- The ToR may be amended time to time as per requirement.

IT Expert

- Provide Support in IT related / e-Gov sector initiatives.
- Monitor project/programme using IT techniques/ cyber tools
- Support IT related smart solutions in the urban areas.
- IT related support for the above components of e-governance reforms
- Reporting to MoUD and State mission Director AMRUT on progress of e- governance reforms.
- Coordination of data entry and file uploads into systems used by the ULB/ Parastatal agency on a regular basis.
- Coordinate management of electronic data pertaining to the ULB/Parastatal agency, including soft copies of letters, reports and numerical data.
- Assist ULB officials/Parastatal agencies in operating IT systems on a daily basis, provide handholding support when required.
- Quarterly Progress Reports related AMRUT Project.

- Maintain consolidated data base of projects under AMRUT Mission in Uttar Pradesh.
- Any other related activities as directed by the State Mission Director (AMRUT) and Additional State Mission Director (AMRUT).
- The ToR may be amended time to time as per requirement.

Project Performance and Management Specialists (PPMS)

- Design and implement suitable PPMS and ensure establishing and proper functioning.
- Select a set of performance indicators relating to physical infrastructure development (water, sewerage/ sanitation, urban roads/transport, solid waste management, slum improvement, park development).
- Select a set of performance indicators relating to social (resettlement, gender, and indigenous people) and environmental, institutional capacity development including the urban governance, finance and service delivery improvements.
- Establish baseline data for each of the selected indicators by conducting baseline surveys of all indicators, to understand the initial conditions and conduct annual surveys to update the baseline values.
- Track project and project implementation activities, target dates, expected inputs, impacts, outcomes and outputs against each indicator to monitor and evaluate the performance of the project and the subprojects under each tranche.
- Standardization of formats and reports for dissemination to various stakeholders of the project
- Based on the findings, provide an independent monitoring and feedback mechanism to State Government, to ensure that the primary objectives of the project are being met, and recommend ways to modify the project design and implementation mechanisms to meet the primary objectives of the project.
- Design a project website and effectively use for PPMS and public information.
- Design and implementation of suitable system for E-Governance and E- Procurement.
- Design and implementation of Management Information System (MIS) for the project.
- Assist in preparation of Quarterly Project Report (QPR), annual reports and other mandatory deliverables.
- Coordinate between State Mission Management Unit (SMMU) and City Mission Management Unit (CMMU).
- Ensure timely delivery of the deliverables
- Coordination within field and office activities
- Any other related activities as directed by the State Mission Director (AMRUT) and Additional State Mission Director (AMRUT).
- The ToR may be amended time to time as per requirement.

Project Finance Specialist

- Set up systems and procedures for financial management of the project
- Assist PDMC in managing and handling all financial and accounting matters of the project, monitoring the fund disbursement.
- Submission to the State Government/ULBs impediments to the quality and progress of the works and remedial actions.
- Assist the State Mission Management Unit (SMMU) and City Mission Management Unit (CMMU) in preparing periodic budgets including equipment budgets and establishing financial accounting and control systems ensuring funds flow from the GOI and onwards to the implementing agencies.
- Preparing periodic financing requests on behalf of SMMU.

- Prepare Accounts, Operation & Maintenance Manual and to assist in preparation of other mandatory deliverables.
- Prepare specialized training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management;
- Support ULBs to identify finance options available for financing urban infrastructure and leveraging AMRUT funds.
- Develop innovative approach towards capital financing including Municipal Bonds.
- Review financial viability of DPRs/estimates.
- Check the DPR, Utilization Certificates, Progress Reports, Completion certificates etc in financial manner of projects under AMRUT Mission in Uttar Pradesh.
- Prepare and maintain the fund transfer statements to ULBs/Jal Nigams under the AMRUT Mission.
- To assist timely release of funds to ULBs/Jal Nigams under the AMRUT Mission.
- Prepare Financial Data base of all the projects under the AMRUT Mission.
- Any other related activities as directed by the State Mission Director (AMRUT) and Additional State Mission Director (AMRUT).
- The ToR may be amended time to time as per requirement.

S. NO.	EXPERT	QUALIFICATION	EXPERIENCE	MAXIMUM REMUNERATION (RS. / MONTH/ PERSON)
1.	Water Supply Expert	B.Tech/BE/B.Sc (Engg.) in Civil Engineering/Public Health Engineering / Environmental Engineering or M.Tech in Environmental Engineering/ Science/Public Health Engineering	5 Years' experience in engineering/ Designing / appraisal / implementation of drinking water supply project	Rs. 1,00,000/-
2.	Waste Water Expert	B.Tech/BE/BSc (Engg) in Civil/ Public Health Engineering/Environmental Engineering/Chemical Engineering or M.Tech in Environmental Engineering/ Science/Public Health Engineering	5 years' Experience in Engineering/ Design/ appraisal/ Implementation of Waste Water/Sewerage Project	Rs. 1,00,000/-
3.	IT Expert	B.Tech/B.E. in I.T./C.S./MCA/MBA (IT)	5 years' experience in MIS management	Rs. 80,000/-
4.	Project Performance and Management Specialist	B.Tech/BE/BSc (Engg) / MBA (infrastructure) MBA (Utility Management) / MBA (Urban Management) / MBA (Information System)	5 years' experience of designing and implementing a suitable PPMS for projects preferably related to urban sector	Rs. 80,000/-
5.	Project Finance Specialist	CA/MBA Finance	5 year experience of Financial appraisal of Drinking water / Sewerage /Public transport /Infrastructure Projects	Rs. 1,00,000/-

Annexure 1 – CoveringLetter

To

The Administrative Officer

Regional Centre for Urban & Environmental Studies

Ministry of Housing & Urban Affairs, Government of India Adjacent Registrar's Office, University of Lucknow Campus Lucknow-226007 (Uttar Pradesh)

Sub: Application for the post of _____ on Contractual basis to assist the State Mission Directorate of AMRUT in Project Management Consultant for implementation of AMRUT."

Dear Sir,

1. With reference to your Advertisement No. _____, and having examined the TOR Document and understood their contents, I hereby submit this application for the said post. My application is unconditional and unqualified.
2. I acknowledge that the RCUES / Department will be relying on the information provided in the application for selection and certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this application are true copies of their respective originals.
3. I shall make available to the RCUES/Department any additional information it may find necessary or require to supplement or authenticate the application.
4. I acknowledge the right of the RCUES / Department to reject the application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by the RCUES/Department.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

E-mail ID:

Annexure2 - Format for the Details of the Applicant

Name of Expert					
Sex (Male/ Female)					
Address for Correspondence					
Telephone No./MobNo./Fax No. :					
Email ID:					
Date of Birth					
PAN Number and ADHAAR Number					
Address for Communication					
Key Qualifications					
Total Experience					
Statement of Professional experiences–Key expertise					
S.No.	Client/Organization	Designation	Project Name	Key Task performed	Duration
A	Working Experience in the field applied				
1					
2					
3					

I _____, son / daughter of _____
 hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Signature:

Dated:

Place:

Annexure 3 -Curriculum Vitae of the Applicant

Proposed Position	
Name of Expert	
Date of Birth	
Citizenship	
Education	Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained
Membership in Professional Associations	
Other Training	
Countries of Work Experience	
Languages	Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.
Employment Record Starting with present position, list in reverse order every employment held. For experience in last 15 years, also give types of activities performed and client references, where <i>appropriate</i> .	From: Date to Date Employer: Position Held:
Work Undertaken that Best illustrates Capability to Handle the Tasks Assigned	
Certification	
<p>(signature with date)</p> <p>I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes my qualifications and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Department.</p>	