



Jharkhand State Water and Sanitation Mission Society
(Under the aegis of Drinking Water and Sanitation Department, Govt. of Jharkhand)
4th Floor, Citadel Tower, Mahatma Gandhi Marg, Ranchi, PIN- 834001



Advertisement No.: 02/2017

Date : 17.10.2017

Recruitment Notice

Advertisement for Recruitment on contract basis under Neer Nirmal Pariyojna (Rural Water Supply and Sanitation Project for Low Income State)

Drinking Water and Sanitation Department, Govt. of Jharkhand, is implementing The World Bank and MoDWS supported Neer Nirmal Pariyojna (Rural Water Supply and Sanitation Project for Low Income States) in the six selected districts of Jharkhand. District Project Management Unit (DPMU) is established in 5 of these districts (except Palamu) to implement the project. CVs (in prescribed format) are invited from the desired candidates for the following vacant positions under DPMU. However, the place of posting will be the sole discretion of JSWSMS as per the requirement of project.

S.No.	Position	Vacant Positions	Expected Per Month Professional Fee (Negotiable) in Rs.
1.	Project Manager & HRD	One each for DPMU Saraikela, E.Singhbhum and Dumka	50,000/-
2.	Community and Communication Development Specialist	One each for DPMU Saraikela and Garhwa	40,000/-
3.	Environment and Water Quality Specialist	One for DPMU Dumka	40,000/-
4.	M&E & MIS Specialist	One for DPMU E. Singhbhum	40,000/-
5.	Procurement Specialist	One each for DPMU Khunti, Dumka and Saraikela	40,000/-
6.	Technical Specialist- Water and Sanitation	One each in DPMU Khunti, Saraikela, E. Singhbhum, Dumka and Garhwa	40,000/-
7.	Finance Specialist	One each in E. Singhbhum, Dumka and Garhwa	40,000/-

The details of TOR, essential qualifications, experience and prescribed format of Application with procedure of applying for the position are available under **Notice Section** in the project website: <http://jswsm.org>.

Last date of application submission is 10th November'2017 before 5:00 PM. These professionals will be selected in accordance with method set out in the Guidelines: Selection and Employment of Consultants [Under IBRD Loans and IDA Credits and Grants] by World Bank Borrowers, January 2011.

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(Dinesh Kumar Singh)
Joint Secretary cum Director
Rural Water Supply and Sanitation Project
Drinking Water and Sanitation Department
Jharkhand, Ranchi

JHARKHAND STATE WATER AND SANITATION MISSION SOCIETY
(Under the aegis of Drinking Water and Sanitation Department, Govt. of Jharkhand)

TERMS OF REFERENCE
OF
SPECIALISTS TO BE RECRUITED UNDER DISTRICT PROJECT MANAGEMENT UNIT
(DPMU) FOR “NEER NIRMAL PARIYOJNA”
(RURAL WATER SUPPLY AND SANITATION PROJECT FOR LOW INCOME STATES)

A. Background:

The Ministry of Drinking Water and Sanitation (MoDWS) and The World Bank have jointly developed Neer Nirmal Pariyojna (Rural Water Supply and Sanitation Project for Low Income States) with an objective to improve piped water supply and sanitation services for selected rural communities in the target states through decentralized delivery systems. The Project is being implemented in identified districts of the four project states namely Assam, Bihar, Jharkhand, and Uttar Pradesh through a district wide approach.

The **Drinking Water and Sanitation Department, Government of Jharkhand** is implementing this Project in six districts of Jharkhand namely **East Singhbhum, Saraikela-Kharsawan, Dumka, Garhwa, Khunti and Palamu**. In order to execute the implementation of the Project in Jharkhand, the **State Project Management Unit** has been established at the State level located within **Jharkhand State Water and Sanitation Mission Society (JSWSMS)**. Similarly, **District Project Management Unit (DPMU)** under Executive Engineer (DWSD) is established in each district to implement the project. **The DPMU is located within District Water Sanitation Mission (DWSM) and District Water Sanitation Committee (DWSC) and functions within overall guidance of DWSM/DWSC**. DPMU works closely under the supervision and direction of the **JSWSMS/SPMU** and provides necessary support to the **DWSM/DWSC** for project planning, implementation and supervision.

B. Scope of Work

The DPMU is responsible for planning, implementation and monitoring of the project in the district. DPMU provides requisite technical and managerial support to Gram Panchayats (GPs), and Village Water and Sanitation Committee (VWSC), District, Block and Village Officials related to project, and co-ordinate with them to ensure effective implementation of the project. Functions of DPMU:

- Support the implementation of project including program policies, communications and capacity building, infrastructure programs, institutional and implementation arrangements, governance and accountability measures, safeguard compliance including social and environment, monitoring and evaluation programs, technical and social audits, procurement and financial management functions.
- Develop annual work plans, capacity and communication strategies, systems and norms of implementation as per project design.
- Coordinate with SPMU to seek necessary inputs as well as provide regular and timely reports
- Provide support to GPs and Village Water and Sanitation Committees.
- Receive technical and managerial guidance from nodal department through the Executive Engineers at District level.
- Advise the various implementing agencies for project management so as to maximize efficiency of implementation.
- Provide assistance in identification of GPs/Projects/Schemes based on the criteria of the JSWSMS and facilitate agreements between GPs and DWSCs as per the scheme cycle

- Coordinate with various departments at the district level and the implementing agencies at District/ PRI levels to effectively implement projects, disbursement of funds and reporting on project monitoring
- Supervise the schemes and contracts awarded.
- Any other relevant assignment given by DWSM/DWSC/JSWSMS/SPMU.

C. Personnel Required at DPMU

The DPMUs have 7 key staff in the areas of Community Mobilization, Technical Support in Water and Sanitation, Social and Environmental aspects, Communications, Financial Management, Procurement and M&E along with Project Manager who provides necessary coordination support.

S/ No.	POSITIONS	DESIRED QUALIFICATION	PREFERRED EXPERIENCE	Expected consolidat ed profession al fees Per Month (Negotiabl e)
I.	Project Manager & HRD	Graduate/ Post Graduate Degree in Social Science/ Social welfare/ HR/ Rural Development	<ul style="list-style-type: none"> • 8 years of relevant experience in the water and sanitation sector (with at least 2 years as Project Manager); • Task/ Project management skills; • Strong communication skills in presenting, discussing and resolving difficult issues, both orally and in writing, and excellent listening skills; • Experience of designing and implementing capacity building activities • Experiences of govt Sectors/programs • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material; • Strong language skills in English, Hindi and local language • Must be computer literate 	50,000
II.	Community and Communication Development Specialist	Graduate/ Post Graduate Degree in Social Science/ Social welfare/ Rural Development	<ul style="list-style-type: none"> • 5 years of relevant experience in the water and sanitation sector particularly with multi sectoral development agencies/ NGOs / Consultants / Government Organizations in participatory development approaches; • Prior exposure to development communications essential • Understanding of decentralization 	40,000

			<p>principles and community engagement process</p> <ul style="list-style-type: none"> • Understanding of sector institutions at district, block and village levels • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material; • Strong communication skills in English, Hindi and Local Language • Must be computer literate 	
III.	Technical Specialist- Water and Sanitation	Degree in water supply engineering/ sanitation engineering or related technical fields	<ul style="list-style-type: none"> • 5 years of relevant experience in the water and sanitation sector • Experience in designing, supervising, and/or implementing water supply and sanitation schemes. • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material; • Strong communication skills in English, Hindi and Local Language • Must be computer literate 	40,000
IV.	Environment and Water Quality Specialist	Post-Graduation in Science/ Environment science/ Graduate Engineer in Environment	<ul style="list-style-type: none"> • 5 years of relevant experience in the water and sanitation sector • Experience of working in community based rural water supply and sanitation sector • In-depth understanding of environment and water quality issues • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material; • Strong communication skills in English, Hindi and Local Language • Must be computer literate 	40,000
V.	M&E & MIS Specialist	Degree in Management/ Rural Development/ IT	<ul style="list-style-type: none"> • 5 years of relevant experience in the water and sanitation sector • Experience in establishing frameworks/ systems for MIS/ monitoring and evaluating projects or programs, preferably in the rural space; • Experience of working in Government programs. 	40,000

			<ul style="list-style-type: none"> • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material; • Strong communication skills in English, Hindi and Local Language • Must be computer literate and should have knowledge of SPSS, Excel, Access and other relevant software 	
VI.	Finance Specialist	Master's Degree in Finance/ Preferably CA	<ul style="list-style-type: none"> • 5 year of relevant working experience • Experience in budgeting, financial management for large scale programs, and financial analysis in water sector projects • Experience of working in Government programs • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material; • Strong communication skills in English, Hindi and Local Language • Must be computer literate, knowledge of tally software • Must be computer literate 	40,000
VII.	Procurement Specialist	Master Degree in any Field or preferably in Material Management	<ul style="list-style-type: none"> • At least 5 years of work experience with 3 years in procurement field or alternatively, having had responsibilities with a substantial content of his/her position in the procurement area; • Good knowledge of all concepts and principles of and approaches to procurement, and of public procurement systems followed by the state Government, Government of India and preferably International agencies like World Bank; • Knowledge and understanding of technical, commercial and legal aspects of procurement at all phases; • Demonstrated analytical clarity, problem-solving skills and negotiating skills with ability to balance project objectives and procurement requirements; • Knowledge and experience in e-procurement and procurement MIS 	40,000

			<p>will be an added advantage.</p> <ul style="list-style-type: none"> • Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material; • Strong communication skills in English, Hindi and Local Language • Must be computer literate 	
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D. Roles and Responsibility of the DPMU's Staff

1. Project Manager and HRD

- Lead and provide technical and managerial support to DPMU team.
- Lead in developing work plan and ensuring successful implementation of activities as per Project Implementation Plan (PIP).
- Develop annual capacity building plans and implement them.
- Provide technical and managerial support to procurement and financial management activities.
- Supervise the monitoring and evaluation activities with focus on governance and accountability issues.
- Providing handholding support to other team members as and when required.
- Timely submission of all relevant project progress reports, budget and utilization certificates.
- Support in other relevant tasks as assigned.

2. Community and Communication Development Specialist

- Assistance to GPs and GPWSCs in implementing the water supply and sanitation schemes in the project villages. Support them in shortlisting of the consultants; completing procurement processes; initiating, guiding, supervising as well as reviewing work progress; and completion reports.
- Support in social safeguard compliance as per the project design in each scheme and project villages.
- Support in preparing and implementing a comprehensive capacity building strategy and action plan for the District.
- Support in preparing and implementing communication strategy and action plan. Prepare IEC materials for different project phases based on best practice examples and readily available IEC materials.
- Contribute towards execution of institutional and implementation arrangements
- Contributing to detailing out of the Project Implementation Plan for implementation at district and downstream, development of contracts and service agreements required under the Project.
- Support in undertaking workshops at various levels on the implementation of various reform initiatives envisaged as a part of the Project.
- Timely submission of all relevant project progress reports, budget and utilization certificates.
- Support in other relevant tasks as assigned.

3. Technical Specialist -Water and Sanitation

- Provide technical hand-holding support to the District level agencies, PRI Institutions and any other government agency designated for effectively designing, planning and implementing the schemes under the Project
- Provide technical/ engineering inputs in water and sanitation to the project design and implementation, as may be required for developing and finalizing frameworks and plans for effective implementation and measures for performance monitoring
- Coordinate and review the cost estimates for: (a) replacing and rehabilitating the existing RWSS infrastructure; (b) construction of new systems, mainly for expanding coverage to new villages; (c) O&M requirements and responsibilities.
- Review and finalize the Detail Project Reports of the schemes.
- Review and finalize indicative costs for assessing the Capex and Opex requirements for Single Village schemes (SVS) and Multi Village Schemes.
- Provide technical inputs in designing, implementing and monitoring of sanitation and environmental sanitation schemes. Review and finalize indicative costs for assessing the Capex and Opex requirements of environmental sanitation schemes.
- Provide support in empanelment of agencies, development of standard documents for procurement, technical inputs to procurement documents and processes, etc. for effective implementation of the project
- Adopt related benchmarks and indicators given by National/ State PMU and assess progress of projects against these.
- Assist in ensuring quality and monitoring compliance of schemes/projects during implementation
- Timely submission of all relevant project progress reports, budget and utilization certificates
- Support in other relevant tasks as assigned

4. Environment and Water Quality Specialist

- Ensure that all legal and regulatory provisions relevant to the environmental safeguards and World Bank safeguards policies are satisfactorily met through the project processes in each scheme and project villages.
- Ensure that environmental assessment is an integral part of planning and preparation of the proposed schemes of water supply and sanitation.
- Report to the SPMU and the World Bank on Environment Management Framework/Plan (EMF/EMP) compliance progress as part of regular program reporting requirements. Support in the implementation of EMF/EMP for the projects.
- Support in environmental sanitation activities as per the project design.
- Support in implementing communication and capacity building activities relevant to environmental safeguards.
- Support water quality program of project in terms of planning, capacity building, implementation, surveillance, monitoring and data analysis
- Timely submission of all relevant project progress reports, budget and utilization certificates
- Support in other relevant tasks as assigned

5. M&E & MIS Specialist

- Report on progress of the project (reforms, financial disbursements and other relevant indicators and formats) and flag issues to the DWSM/DWSC, SWSM, SPMU, NPMU from time to time.

- Monitor schemes sanctioned under the project and progress in terms of physical, financial targets and against overall monitoring parameters.
- Support in implementing capacity building activities relevant to monitoring and evaluation and social audits.
- Ensure that data and information in the MIS System is maintained and up-to-date.
- Support the development of annual work plans and budgets, including annual milestones.
- Ensure that village officials are inputting accurate and timely data in the MIS and provide regular analysis of the project implementation.
- Supervise the MIS, M&E, and Social Audit systems of the project.
- Prepare performance reports of various components of project for external and internal review.
- Identify and formulate lessons learned to be integrated into broader project improvement plan.
- Conduct regular review meeting with related stakeholders.
- Support in other relevant tasks as assigned.

6. **Financial Management Specialist:**

- Prepare realistic budgets of DPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.
- Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of DPMU and analyze such variances; keep the head of the DPMU/SPMU informed of such variances.
- Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
- Support in implementing capacity building activities for village level institutions relevant to financial management and audits.
- Maintain accounts of DPMU on Tally and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the DPMU/SPMU. Ensure monthly consolidation of the DPMU accounts.
- Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
- Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
- Ensure that any major internal control lapses, if any, pointed out by internal auditors of DPMU are addressed in a timely manner.
- Timely escalation of issues pertaining to financial management, which She/he perceives to be a potential bottleneck in project implementation to the head of the DPMU/SPMU.
- Support in other relevant tasks as assigned

7. **Procurement Specialist :**

- Provide procurement support during implementation as per the project agreement.
- Provide support in the empanelment of agencies, development of standard bid documents for procurement, etc. for effective implementation of the project.
- Assist in the procurement related capacity building activities including during procurement assessment and the procurement system development process including preparation of various manuals, bid and other documents, etc.
- Work on procurement matters across sectors in the performance of the project's fiduciary and service functions, seeking guidance on complex projects/issues from SPMU and NPMU.

- Review and handle the technical, commercial and legal aspects of procurement as per the World Bank Procurement Guidelines. Provide operational advice on concepts, policies and procedures for procurement.
- Participate in supervisory functions at all levels; assess procurement implications of project design, evaluate institutional capacity of implementing entities and develop suitable procurement plans; conduct prior and post reviews of contracts.
- Negotiate and resolve difficult procurement issues with agencies and handle questions/complaints from senior officials and contractors on bidding and award issues.
- Design and conduct workshops to educate procurement professionals in implementing agencies at district and sub district levels on approach to procurement, as well as on specialized procurement topics.
- Prepare a range of procurement-related documents and reports; and provide guidance and training to junior procurement staff.
- Monitor the procurement related activities and report
- Support in other relevant tasks as assigned

D. Selection Process and Criteria:

1. Candidates will be shortlisted on the basis of relevant working experience and educational qualification.
2. Shortlisted candidates will be required to appear in detailed selection process.
3. Date, time and venue of selection process will be informed through e-mail.
4. The consultants will be selected in accordance with method set out in the Guidelines: Selection and Employment of Consultants [Under IBRD Loans and IDA Credits and Grants] by World Bank Borrowers, January 2011.

E. Terms and Condition

1. Professional fees will be paid on monthly basis in lump sum inclusive of all allowances. Travel and related expenses will be settled on actual basis. TA/DA entitlements shall be according to the admissibility adjudged by the JSWSMS.
2. No other entitlements e.g. P.F., ESI, Medical Facilities, Pension etc. will be extended.
3. There will be extensive travels to project area.
4. Any dispute arising out during the service period, the decision of JSWSMS will be binding and final to the assignee.

F. How to Apply

1. Neatly typed application in the following prescribed format and complete in all respects containing duly signed application with enclosures such as self-attested copy of educational qualification and work experience should reach to the below mentioned address through speed/registered post latest by 5:00 PM on **10th November'2017**. Application sent through email or any other mode will not be accepted.

Address:

The Joint Secretary cum Director,
 Rural Water Supply and Sanitation Project
 Drinking Water and Sanitation Department, Govt. of Jharkhand,
 4th Floor, Citadel Tower, Mahatma Gandhi Marg, Ranchi-834001
 Tel: 0651-2330334, Fax: 0651-2330334

2. “**Application for the post of (name of the position applied for) under DPMU**” must be mentioned at the top of the envelope.
3. The applications received in format other than the prescribed Application format would not be considered valid and shall be liable for rejection.

Application Format

Position Applied For:

1. Name: Mr/Ms
2. Father's Name:
3. Date of Birth:
4. Permanent Address:
5. Address For Correspondence:
6. E-Mail Id:
7. Contact No.:
8. Category (Gen/ST/SC/OBC):

(Please affix PP
Size
Photograph)

9. Educational Qualification:

Name of Degree/ Diploma/ Certificate	Year of passing	College/Institute	Board/University/ Institution	Subjects	Division/Marks

* Attach self attested proof of Educational Qualification

10. Additional Qualification

Name of Degree/ Diploma/ Certificate	Year of passing	College/Institute	Board/University/ Institution	Subjects	Division/Marks

* Attach self attested proof of Additional Qualification

11. Experience (reverse chronological order – latest first):

Sl. No.	Name Of Organization	Designation	Tenure		Total years of Experience	Responsibility/Assignment *	Achievement *
			From	To			

* Attach self attested proof of experience. Details of responsibility and achievement must be provided in this table only. Any annexure or separate CV will not be considered for evaluation.

- a. Total Years of Experience:
- b. Total Years of relevant experience (As per the criteria specified for the position):

12. Language:

Language	Read	Write	Understand

13. Computer Proficiency:

14. References (At least two):

Name & Designation of Referee	Telephone No.	E-Mail ID.

Declaration:

Hereby I declare that all the information provided by me in this application is correct and true in best of my knowledge. If any above mentioned information is found to be incorrect or false, then I shall be declared disqualified and shall be eligible for disciplinary action and punishment.

Signature:

Date & Place: