

# **Terms of Reference (TOR) for various post of Specialist**

## **(i) ENVIRONMENT SPECIALIST**

### **1.Overall Objectives**

The overall objective of hiring an Environment Specialist is to assist the PMU and State Project Implementation Units in:

- (a) Preparing and coordinating the preparation of environmental assessments and associated Environmental Management Plans (EMPs) for sub-projects,
- (b) Ensuring the integration of the findings from such assessments into the designs/Detailed Project Reports and incorporation of the EMPs into the Bidding Documents,
- (c) Organizing and leading the delivery of orientation/training/capacity building events,
- (d) Monitoring the implementation of the Environment Management Plans and coordination with the line departments/agencies in the management of the project in line with the Environment and Social Management Framework agreed for the project and,
- (e) Preparing monthly/quarterly reports and supporting the NDMA/PMU on documentation of environmental (including health and safety) aspects.

### **3. Duties and Responsibilities of the Environment Specialist**

The Environment Specialist needs to ensure that the preparation/design and implementation of all project activities are fully aligned with the country's regulations and project's Environment and Social Management Framework (ESMF) and that all systems, procedures, directions and guidance advocated therein are diligently applied/followed in the project as well as appropriately documented/reported. The specific role and responsibilities of the Environment Specialist will include (but not limited to):

- a) Assessment of the actions needed for environmental, health and safety management.
- b) Appropriate application of environmental, health and safety aspects of the ESMF to all the activities and works under the project (under execution and those to be prepared for the upcoming phase).
- c) Lead/prepare and work closely with other consultants/states/line departments to undertake the environment assessment for sub-projects, as required, and coordinate with the competent/regulatory authorities for obtaining the clearance/permits, as required for the various sub-projects/activities.
- d) Lead and support the preparation and implementation of sub-project specific Environment Management Plans (EMPs) for civil works and activities under the project.
- e) Prepare a Communications Strategy and the required materials about the environmental work/activities being/to be undertaken in the project.
- f) Liaise with the state PIUs and other implementing agencies/stakeholders and provide necessary advice on environmental, health and safety matters.
- g) Wherever departure from provisions of the ESMF/environmental regulations is spotted, ensure that appropriate corrective actions are taken promptly.
- h) Conduct periodic site visits to ensure that projects/activities being implemented are in line with the requirements laid out in the agreed environment and social

instruments/documents and in accordance with policy/regulatory/administrative requirements of GoI.

- i) Maintain appropriate records of environment management related information obtained from various states /sub-projects from time to time and generate analysis/reports to enable proper, informed decision-making in the environment management vertical. This would include assessing over-all progress of various sub-projects/project activities against environmental parameters, major environmental issues encountered/addressed, record of accidents/incidents, etc.
- j) Prepare timely quarterly progress report pertaining to Environment and Social Management aspects (within one week in the succeeding quarter).
- k) Review deliverables submitted by the states and other consultants and provide comments/suggestions on EHS aspects/issues within 5 to 7 working days (or earlier in case of time sensitive tasks).
- l) Prepare Terms of Reference for environment related activities or studies required and provide inputs for other assignments, as and when needed.
- m) Support hiring of external environment agencies/auditors/ and to coordinate the conduct of these assessments/audits, as needed for the project..
- n) Report to the PMU/Project Director on a regular basis and advice on environmental matters relevant to Environment and Social Management, including the actions needed under the Health and Safety Action Plans.
- o) Liaise with SPIUs for organizing capacity building and training/learning activities.
- p) Provide up to date training and lead capacity building events on environmental issues to support the state PIUs, line agencies and other entities involved in project execution.
- q) Monitor/support disclosure (in line with the World Bank's Policy) and dissemination of reports/documents in a timely manner.
- r) Keep Project Director informed and updated on the environmental performance of the project and give appropriate advice on the type of management decisions warranted in prevailing circumstances.
- s) Shall diligently perform/implement/execute other work/task assigned by the Project Director or his authorized nominee.

#### **4. Qualifications and Experience**

**ESSENTIAL:** Master's Degree in Environment/Environmental Science/ Ecology/ Environment Planning/Environment Engineering.

**DESIRABLE:** Persons with Ph.D., additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph.D. from reputed university shall be given additional weightage.

##### **Essential Post-Qualification Experience**

- (a) Should have 3-10 years post qualification experience in similar assignments.
- (b) The Specialist will need to demonstrate experience and expertise in:
  - 1) Environmental, health and safety policies/regulations of India.
  - 2) Conducting/assessing environmental impacts/vulnerabilities/risks of infrastructure projects.
  - 3) Preparation, budgeting and monitoring of Environment Management Plans for infrastructure projects.

- 4) Supervision/monitoring of projects during implementation to avoid/minimize/mitigate environmental impacts.
- 5) Sound knowledge of World Bank's Safeguards Policies, the Environment and Social Framework (that came into effect from October 1, 2018) and/or IFC Performance Standards.
- 6) Experience of working on externally aided/funded projects.
- 7) Experience and capability to conduct consultations and engage with diverse range of stakeholders.
- 8) A reasonably high level of written and verbal communication skills.
- 9) Working knowledge of MS Office (Excel/Word/Power point).

#### **Desirable Post-Qualification Experience**

- (i) Knowledge/proficiency to deal with GIS/Geo-spatial Tools would be an advantage.
- (ii) Understanding of contractual frameworks/documents is desirable.
- (iii) Skills to collaborate and network effectively across boundaries with a range of partners, including government officials, non-governmental organizations/civil society, consultancy firms, experts etc.
- (iv) Collaborative team member with high levels of self-motivation, who can lead/work as a member of a multi-disciplinary and multi-cultural team.
- (v) A drive for results while working under tight timelines.
- (vi) Willingness to travel across the country/participating states.

**(ii) FINANCIAL SPECIALIST**

**1. Overall Objective**

The Financial Specialist will be responsible for financial management and reporting for the NCRMP. He will be required to handle/provide support in all accounts & financial matters pertaining to the NCRMP being implemented by the Project Management Unit (PMU) constituted at the NDMA including financial sanctions, annual budget estimates, ensuring timely release of funds to implementing agencies, monitoring of expenditure and reimbursement for IDA.

**3. Duties and Responsibilities of the Financial Specialist:**

- (a) Ensure full knowledge and systematic application of the Project procedures and requirements for financial management.
- (b) Provide guidelines for planning, budgeting, fund flow, accounting, internal controls, reporting and audit aspects through facilitating preparation of Financial Management Manual.
- (c) Discharge of duties and responsibilities as per the Financial Management Manual.
- (d) Assist in the preparation and consolidation of annual and revised budget estimates for the project and ensuring that activities are budgeted under appropriate budget codes to facilitate generation of financial reports.
- (e) Guide/monitor and provide support on adherence to fiduciary guidelines and financial management arrangements by working in close coordination with the project implementing states.
- (f) Develop and monitor FM performance indicators to be complied by all project implanting agencies
- (g) Consolidation and preparation of Interim Unaudited Financial Reports (IUFRRs) both for internal reporting purposes and for submission to the World Bank & CAAA.
- (h) Prepare consolidated annual financial statements of the project.
- (i) Manage the periodic internal audit of the project by a firm of Chartered Accountants internal audit being of MHA and follow up compliance of audit observations.
- (j) Coordinate receipt of annual audit reports from the participating States (Goa, Gujarat, Karnataka, Kerala, Maharashtra, West Bengal and any other, as may be included under the project).
- (k) Lead the internal audit function under the project. Guide IAs in auditor appointment, ToR and establishing observations review and resolution system.
- (l) Monitor/Consolidate and Review Quarterly/Six-Monthly/Annual Reports (internal and statutory audit) of the participating States.
- (m) Attend the audit queries and take prompt action to settle the audit objections.
- (n) Monitor expenditure and receipt of reimbursement claims from the various implementing units and prepare consolidated reimbursement claims to be sent to the CAAA/World Bank.
- (o) Ensure timely compliance of audit observations by all the project implementing States, UTsand PMU; and coordinate timely response from all concerned on audit observations.

- (p) Review the capacity building requirements of FM staff at all levels on regular basis.
- (q) Prepare and implement plan for capacity building in financial management of the FM staff in the PIUs and,
- (r) Guide the Finance Officers in the PIUs through advice and operate as a clearing house for issues (problems and solutions) raised by States/UTs,
- (s) Act as a support and reference person for all project-related financial management tasks,
- (t) Impart comprehensive and theme specific training to project staff at various levels on Financial Management and manage those training programmes through preparation of training plan, including schedule of trainings/workshops/ seminars/orientation and monitoring and implementation of the same,
- (u) Participate in reviews and monitoring of States and CFIs,
- (v) Monitor and review monthly expenditure reports and advances/cash surpluses with the implementing agencies.
- (w) Shall diligently perform/implement/execute other work given by the Project Director or his authorized nominee.

#### **4. Qualifications and Experience:**

##### **(a) Essential:**

Qualified Chartered Accountant/ Cost Accountant/MBA (Finance)

##### **(b) Post-qualification experience:**

###### **(a) Essential**

- (i) 3-10 years post qualification experience in maintenance of accounts, implementing internal controls, monitoring of expenditure and forecasting of the budget requirements. Experience in Governments financial procedure and reporting,
- (ii) Proficient in MS Office (Excel/Word/Power Point)

##### **(b) Desirable:**

- (i) Familiarity with World Bank Procurement Guidelines/Regulations/Procurement Plan, Experience with Externally Aided Projects/ World Bank aided project and Experience in Procurement/ Contract Evaluation. Familiar with the use of off the shelf accounting packages

**(iii) PROCUREMENT SPECIALIST**

**1. Overall Objective**

The overall objective of hiring the Procurement Specialist is to ensure that the Project is implemented in accordance with the procedures agree with the World Bank on all issues connected with the procurement of goods, works, consultancy services and help the Project Management Unit in conducting sample reviews of procurement decisions and coordinate with state units and other implementing agencies in the implementation of the project.

**3. Duties and Responsibilities of the Procurement Specialist:**

The Consultant shall work closely with the Project Director and other Project staff to carry out all aspects of project procurement including but not limited to the following activities:

- (x) To assist PIU in procurement and contract management of works, goods, consulting and non-consulting services contracts under the Bank funding.
- (y) Guiding and assisting in general strengthening/setting up and development of the PMU, including procurement activities required for the strengthening of the PIU .
- (z) To carry out trainings in Procurement and contract management for various state agencies to build capacity on procurement and contract management aspects.
- (aa) Assis the PMU in drafting and issuing bidding documents (Terms of References, Request for Expressions of Interest, Requests for Proposals, bidding documents), specifications, cost estimates, work schedules etc;
- (bb) Assist in the organization of pre-bid meetings, preparing answers/clarifications/modifications; Receiving and examining bids/proposals; Organizing technical evaluation committees and participating where appropriate; Preparing evaluation reports as per the Bank procedures; Providing quality assurance in procurement and contract management by the PMU
- (cc) Assist in preparing and updating periodically the project procurement plan.
- (dd) Advise on optimal procurement methods under the Bank funding followed by all the required processes and procedures till contract award and contract management.
- (ee) Assist in preparing procurement documents as per agreed Bank processes and procedures which may be required for the procurement of works, goods, consulting, and non-consulting services.
- (ff) Maintaining procurement records and other documentation required for audit and progress reporting purposes;
- (j) To carry out periodic procurement post review to ensure compliance and consistency.
- (k) Coordinate with all states in regard to procurement and contract data for procurement post review by the Bank.
- (l) Disseminate important guidance, notes and reports, documents, orders etc., to all the participating States as per the instructions of NDMA.
- (m) Collate procurement information and complaint data on regular basis.
- (n) Advise in disputed issues emerged due to non-performance/non-fulfillment of contractual obligations in the contracts of PMU.
- (o) Advice appropriate and timely action against the defaulting contractors/consultants appointed/hired by PMU.

- (p) Prepare monthly progress reports and procurement MIS, project account and regular progress reports in acceptable format to the World Bank.
- (q) Assisting in any other related procurement and contract management activities of the PMU as requested.

The procurement consultant will be required to follow high standard of ethics and be restrained from the activities listed:

*The consultant will neither directly nor indirectly advise/work with the PIU on the matters where the conflict-of-interest situation exists/arises such as the bid/proposal/EOI evaluation, participation in pre-bid/pre-proposal conferences and related decision-making by the PIU for the contracts proposed to be funded by the Bank. The Consultant will not enter into discussion or correspondence with any bidder/consultant during the evaluation and review process of the procurement/selection of consultant, until award of the contract is published.*

#### **4. Qualifications and Experience**

##### **Education qualification:**

###### **Essential:**

- (a) Bachelor's degree in Engineering, Commerce/Business Management /law from a government recognized university.
- (b) Working knowledge of MS Office is required. (Excel/Word/Power point)

###### **Desirable:**

- (a) Master's degree preferably in Procurement and contract management related area,
- (b) Have received specialized training in World Bank Procurement

##### **Post Qualification Experience:**

###### **Essential:**

- (a) 3-10 years of professional experience in related field.

###### **Desirable:**

- (a) Prior experience in handling procurement in World Bank /Multilateral funded projects.
- (b) Familiarity with World Bank Procurement Guidelines/Regulations/Procurement Plan, Experience with Externally Aided Projects/World Bank aided Project.
- (c) Demonstrate skill to formulate concepts and strategies; Managing resources: Should be able to work in a team situation and engage with diverse stakeholders; Inter-personal and communication skills; Proactive engagement and dialogue; Strategic advice and communication
- (d) Fluency in written and spoken English is mandatory.

(iv) **PROJECT MANAGER/ TEAM LEADER**

**1. Overall Objective**

The Project Manager will include overall coordination from PMU-NDMA and completion of projects on time within budget and within scope. Key tasks will include setting targets, assigning responsibilities to the team at PMU and SPIUs, supervising/monitoring all activities of the project, coordinating and communicating with all stakeholders towards the implementation of project activities, summarizing the progress of the project at defined intervals, prepare reports for senior management and Project Director regarding the status of the project and update MIS regularly.

**2. Duties and Responsibilities of Project Manager:**

Project Manager is responsible for overseeing all aspects of the Project (NCRMP) and providing functional support for project implementation. He/She will also be responsible for liaising/co-ordination with States Project Implementation Units (PIUs), line ministries and departments, World Bank for providing inputs to the PMU and NDMA leadership after analyzing data points, reports etc.

Key responsibilities include:

- Assist all key stakeholders to broadly understand the project scope and objectives, and ensure technical feasibility as well as the implementation of all components and associated enabling requirements to deliver the project outputs. Delivers the work program under the overall guidance of Project Director and as required, with the advice from sector specialists.
- Develops project program in consultation with the PMU, SPIUs, internal and external stakeholders, and Bank Task Team.
- Develops and monitors the overall project finances and schedule and takes appropriate corrective action when needed to adhere to the pre-established budget and schedule; conducts and participates in all review meetings as identified in the project implementation cycle.
- Sets the overall implementation schedule for PMU led activities and leads the planning, design, and execution process, coordinating inputs from consultants, World Bank Task Team and other stakeholders on all aspects of the project activities from inception through final completion.
- Develop a detailed project plan to monitor and track progress through MIS, ensure that all project activities are tracked and delivered on-time; Develop spreadsheets, diagrams and process maps to document needs.
- Supports the selection of consultants for projects, and coordinate and directs all implementation activities and resources for PMU, SPIUs, and Implementing agencies (IAs).
- Create and maintain comprehensive project documentation by consolidating inputs from SPIUs.
- Meet with all project stakeholders to take detailed ordering briefs and clarify specific requirements of each project.
- Analyze needs, identifies potential issues, and develops optimal solutions considering user requirements, technical and field constraints, resource availability, applicable Bank policies, and standards for the project.



- Manages the preparation and updating of all documents/manuals related to the project.
- Perform risk management to minimize potential risks and involve senior management in decision-making as required.
- Track project performance, specifically to analyze the successful completion of short and long-term goals, update the project results matrix and target achievement of the Project Development Objective.
- Shall diligently perform/implement/execute other project-related duties as assigned by Project Director or authorized representative.

### **3. Qualification and Experience:**

#### **Essential:**

Masters' degree in Disaster Management/Architecture, Civil & Structural Engineering, Electrical Engineering, Mechanical Engineering, Engineering or Building Construction/Planning in a related field.

#### **Post-qualification experience:**

##### **Essential:**

- Minimum 10 years of Experience in working on projects in India or the region, provide references for such projects;
- Experience with project management software tools;
- Proven working experience in project management, familiar with a variety of project management concepts, practices and procedures;
- Have lead and direct the work of team members, direct stakeholders on execution/completion of tasks;
- Strong working knowledge of Microsoft Office.
- Solid organizational skills including attention to detail and multitasking skills

##### **Desirable:**

- Familiarity with Externally Aided Projects/ World Bank aided Project.
- Project Management Professional (PMP) / PRINCE II certification is a plus

(v) **SOCIAL MANAGEMENT SPECIALIST**

**1. Overall Objective**

The overall objective of appointing the Social Management Specialist is to assist the Project Management Unit in ensuring that all the actions needed for complying with the social safeguards in the ESMF are complied.

**2. Duties and Responsibilities of the Social Management Specialist:**

(i) Assist the Project Director in preparing various ESF documents required for the project

Assist the Project Director in the review and approval of various screening and social safeguard reports.

(ii) Responsible for overseeing and coordinating the implementation of social development activities such as land acquisition, resettlement, NGO coordination, gender and citizen engagement activities related to the project.

(iii) Responsible for ensuring compliance with ESMF with respect to preparation and implementation of plans related to social impacts.

(iv) Manage the Social Assessment studies including the benefit monitoring and evaluation and coordinate preparation of relevant action plans to implement the outcomes of Social Assessment process.

(v) Coordinate with PIUs of states for overseeing the implementation and monitoring of land acquisition and involuntary resettlement mitigation actions and other social development activities.

(vi) Preparation of periodical progress reports on social impacts for PMU's review and action.

(vii) Maintain and upgrade the computerized data base related to the delivery of land acquisition compensation as well as resettlement entitlements and generation of periodical progress reports.

(viii) Undertake field visits to impact areas as appropriate to monitor the implementation of social dimensions of the project and submit periodic reports.

(ix) Assist the PMU in the monitoring of the Grievance Redress System incorporated in the project as part of the Governance and Accountability Action Plan.

(x) Shall diligently perform/implement/execute other work given by the Project Director or his authorized nominee.

(xi) Capacity Building and training activities.

### **3. Qualifications and Experience:**

#### **(a) Essential:**

Master's Degree in Social sciences/ Social Work.

#### **(b) Desirable:**

Persons with Ph. D., additional qualifications, Research experience, published papers and post qualification experience in the relevant field would be preferred. Ph. D. from reputed university shall be given additional weightage.

#### **Post-Qualification Experience:**

##### **(a) Essential:**

(i) Should have 3-10 years of professional experience in the areas of land acquisition, involuntary resettlement, consultation and participation, socio-economic surveys, livelihoods/social capital restoration monitoring and evaluation of social development activities, and also preferably disaster management and experience in conducting capacity building/shelter level/community level training.

(ii) Experience of working in similar or related projects financed by the external/multilateral agencies is an added advantage.

(iii) Working knowledge of MS Office (Excel/Word/Power point)

##### **(b) Desirable:**

(i) Familiarity with World Bank's/other multi-lateral agencies Procurement Regulations, Familiarity with Environment and Social Framework of the Word Bank/multilateral agencies.

(ii) Experience in conducting ESIA.

## (vi) MIS SPECIALIST

### 1. Overall Objective

The MIS specialist is responsible for managing and updating the MIS system and database regularly related to the project.

### 2. Duties and Responsibilities of MIS Specialist:

Key responsibilities include:

- To coordinate NDMA's M&E specialist, IT consultant for designing and developing web-based MIS system for the project, in line with the NCRMP-II MIS managed by NDMA.
- To develop MIS reporting format and link procurement, grievance redressal mechanism and other project components.
- To ensure responsibilities for updating data on the MIS system are properly assigned and reflected in the operational manual.
- To design and undertake capacity building activities for MIS using staff at various levels.
- To coordinate with the IT/GIS specialist in the production of maps and other Geo referenced reports as needed by the project.
- To assess effectiveness of data collection and communication as well as undertake appropriate measures to improve the effectiveness.
- To carry out regular checks and maintain accurate, easily accessible and high quality data/information to relevant stakeholders at all times.
- To design and implement processes and systems that ensure data management reports are produced, shared for both internal and external stakeholders.
- Further development of the MIS system and its reporting capabilities as a tool for the DRM sector to ensure that data is accurate and triangulated across the MIS.
- Any other relevant activity designated by the Project Director to ensure proper implementation of the project components.
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### 3. Qualification and Experience:

#### Essential:

M.Tech. / B.Tech. in computer science/Engineering or in IT or M.Sc. in Statistics with sound knowledge of computer and IT or equivalent.

#### Post-qualification experience:

#### Essential:

- Minimum 5 years of Experience in similar profile and handling the project with environmental issue regarding restoration and reconstruction preferably externally funded projects.
- Proficiency in computer skills including experience of MS Word, Excel Power point and GIS.

**Desirable:**

- Fluency in both oral and written English, Hindi and state specific language.
- Priority will be given to candidates with experience in post-disaster reconstruction project and working in cyclone and flood prone areas.

## (vii) GIS SPECIALIST

### 1. Overall Objective

The GIS specialist is responsible for overseeing the development and maintenance of project IT systems including the project's website and providing GIS solutions for planning and monitoring.

### 2. Duties and Responsibilities of MIS Specialist:

Key responsibilities include:

- To coordinate with MIS specialist for designing and developing web-based MIS system for the project, in line with the NDMA's MIS for NCRMP-II.
- To provide GIS maps and related Geo location information for DRPs.
- Assisting in the creation of maps as necessary for project reports.
- To update PMU on new/emerging information and communication technology and recommend appropriate system upgrades at all levels.
- To design and undertake capacity building activities for staff at various levels on IT tools and systems.
- To allocate system storage, plan future storage requirements and to control and monitor user access to the database system.
- To coordinate with the national and state authorities with regards to policies regarding production, maintenance, sharing and use of GIS products.
- To ensure all relevant GIS products are made available to the public as and when necessary.
- To design and implement processes and systems that ensure data management reports are produced, shared for both internal and external stakeholders.
- Any other activity designated by the Project Director to ensure proper implementation of the project components.

### 3. Qualification and Experience:

#### Essential:

M.Tech. / B.Tech. in computer science/Engineering or in IT or M.Sc. in Statistics with sound knowledge of computer and IT or equivalent.

#### Post-qualification experience:

#### Essential:

- Minimum 3 years of Experience in similar profile particularly in information system management and GIS products and software.
- Proficiency in computer skills including experience of MS Word, Excel Power point and GIS.

#### Desirable:

- Fluency in both oral and written English, Hindi and state specific language.
  - Priority will be given to candidates with experience in post-disaster reconstruction project and working in cyclone and flood prone areas.
-