



RAIPUR MUNICIPAL CORPORATION (RMC)

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Ref No.:

Raipur Dated : -05-10

Raipur Municipal Corporation (RMC) invites eligible Individual / Consultants / Agencies to bid for Providing specific skilled manpower listed as followings, for Programme Implementing Unit(PIU) under JNNURM and City Level Technical Cell(CLTC) under Rajiv Awas Yojna(RAY)

Urban Development

1. Municipal Finance Officer
2. Public Health Engineer
3. Social and Community Development Officer
4. Urban Planning Officer
5. Procurement Officer
6. Human Resource Development officer
7. Environment Officer

BSUP Project

1. Project Coordinator (Housing & Slum Development)
2. Social Development Officer
3. Livelihoods Development Specialist
4. Research Officer
5. Research & Training Coordinator

RAY Project

1. MIS Specialist
2. GIS Specialist
3. Town Planning Specialist
4. Social Development Specialist
5. Project/Engineering Specialist
6. Capacity Building/Training Specialist

For details of every post like qualification, experience and nature of work visit website

www.nagarnigamraipur.com. Last date of submission of proposal by speed post/registered post only is 25th May 2010 by 3 pm.

Commissioner
Municipal Corporation
Raipur, (C.G.)

RAIPUR MUNICIPAL CORPORATION

Expression of interest for hiring Professional Services for Programme Implementation Unit of JNNURM for Raipur City

1. City profile

- a) Raipur, the present capital city of the State of Chhattisgarh, is a fast developing important, Industrial, Commercial and Administrative centre. The population of the city is 7.58 Lacs (As per census 2001). The new Capital Town is being development in the neighborhood of the present Raipur City. A PURA Scheme is also being taken up in the neighborhood of the new Capital town.
- b) Raipur is located on National Highway No.-6 and National Highway No.-43. The Mumbai Howrah Railway Line, one of the busiest railway line in term of goods and passengers, passes through the city.
- c) Rajnandgaon, Durg, Bhilai, Charoda and Kumhari Towns are also located on National Highway No.-6 between Rajnandgoan and Raipur and Mumbai Howrah Railway Line, in close proximity . These towns along with Raipur city, and Naya Raipur Special Area are emerging as a fast growing urban agglomeration.
- d) Raipur traditionally, has been a centre of trade and commerce catering to the needs of Chhattisgarh, Orissa, a part of Jharkhand and Andhra Pradesh.
- e) Raipur has been selected under Jawahar Lal Nehru National Urban Renewal Mission for implementation of project under its two sub-missions, namely (a) urban Infrastructure and Governance and (b) Basic services for Urban poor.
- f) A City Development Plan, (CDP), as required by the JNNURM, has been Prepared for the Town of Raipur, Development Plan and Draft Naya Rajdhani Development Plan, under the C.G. Town and Country Planning Act, 1973 have also been published.

1.2 Institutional set up at city level :

1.3 Profile of ULB :

(i) Organization Structure of the ULB :-

- a) Commissioner -

01 No

b)	Deputy Commissioner	03 Nos
c)	Superintending Engineer	02 Nos
d)	Executive Engineer	10 Nos
e)	Health Officer	01 No
f)	Deputy Director, Horticulture	01 No

AND 3041 nos others Class-II, Class-III, Class-IV regular officers and employees headed by **Commissioner, Municipal Corporation, Raipur.**

(ii) Class-wise staffing pattern :-

Municipal Corporation comprises of 18 Nos Class-I officers, 63 nos Class-II officers, 1009 nos Class-III and 1969 nos Class-IV employees as per Government Order No. F-4-192/2003/18 Raipur dated 21 August 2006. Municipal Corporation Raipur. Total no. of officers and employees of Municipal Corporation Raipur sanctioned as per above order are **3059.**

2. STATUS OF JNNURM :

2.1 Capital Investment Plan of the city as recorded in the CDP :

Capital Investment Plan as recorded in the City Development Plan is described as under :-

Sector	Investment required (Rs. in Crores)	% to total
Water Supply	374.83	30.89
Sewerage and Sanitation	132.07	10.88
Storm Water Drainage	110.37	9.09
Solid Waste Management	60.66	5.00
Roads and Transport	275.00	22.66
Others (Shifting of Dairies from Inner areas to Outer Areas)	28.69	2.36
Slum Rehabilitation	232.00	19.12
Total :	1213.62	100.00

2.2 Programme Status – JNNURM Projects and Reforms :

A. JNNURM Projects :

i. **Water Supply** :- Work is executed by Public Health Engineering Department and the Technical Bid of the Tenders are likely to receive on 04th & 5th October 2007.

ii. **Slum Rehabilitation** :- Tripartite Agreement among SLNA -SUDA, Executing Agency - M/s Hindustan Prefeb Limited and Implementing Agency- Nagar Nigam Raipur. 17 working sites are handed over to Implementing Agency for commencement of the work.

iii. **Road and Transport** :- Request for Proposal for preparation of Long Term Traffic and Transport Plan has been published. Offers from interested consultants are likely to receive on 09th October 2007.

B. JNNURM Reforms :

2.3 Projects planned to be implemented by the ULB:-

	<u>Cost</u>
i. Storm Water Drainage :-	Rs.110.37 Crores
ii. Solid Waste Management :	Rs.60.66 Crores
iii- Road and Transport :	Rs.275.00 Crores
iv. Others :	Rs.28.69 Crores

(Shifting of Dairies from Inner area to Outer area)

Water Supply project is implemented by Public Health Engineering Department as per the policy framed by State Government and Slum Rehabilitation (BSUP) is implemented by M/s Hindustan Prefeb Limited as Project Management Consultant as per decision taken by the Government.

URBAN DEVELOPMENT

3. PROJECT IMPLEMENTATION UNIT :-

3.1 Need for Establishing PIU :-

The post formation of Municipal Corporation Raipur is such that no expertise in the ULB is appointed as IT Officer who may be engaged on e-Governance reforms under JNNURM.

3.2 Role of PIU :

The purpose of EOI is to procure consultancy services as Information Technology Officer till completion of JNNURM to enable the implementation of reform agenda with respect to the time frame as agreed. The PIU is meant to an operations unit supplementing and enhancing the existing skill mix of the ULB, rather than supervisory body. It is expected to work in tandem with the existing staff to strengthen the implementation of JNNURM. The focus of PIU is to enhance the pace and quality of implementation of the mission activities.

The PIU are only suggestive the ULB will assess their requirement and composition of staffing pattern and the work load. The professional will be hired from the open market on the contractual basis. The PIU will be headed by Commissioner, Municipal Corporation Raipur and work as close team in coordination with the ULB staff, sharing work programs, implementation issues, outcomes, area of attention etc.

3.3 COMPOSITION OF PIU :-

In general a project Implementation unit shall consist of following professionals :-

- B. Municipal Finance Officer
- C. Public Health Engineer
- D. Social and Community Development Officer
- E. Urban Planning Officer
- F. Procurement Officer1
- G. Environment Officer
- H. Human Resource Development Officer

The PIU will be headed by Commissioner, Municipal Corporation Raipur and work as a close team, in coordination with the RMC staff, sharing work programs, implementation issues, outcomes, areas of attention etc.

MUNICIPAL FINANCE OFFICER in Programme

1. SCOPE OF WORK :

The Municipal Finance Officer shall play a key role in the accounting reforms initiatives. He / she shall work with the Accounts Officer and the existing accounting team of the ULB to undertake all preparatory work, data migration, training initiatives, piloting, implementation, trial runs, etc. of the reforms. The ToR shall include but not limited to the services indicated below:

- _ Assistance to the ULB in preparatory work for implementation of the ULB reforms.

- _ Implementation of reforms related to Double entry based accrual accounting.
- _ Reporting on the following reforms:-
 - o Enactment of Public Disclosure law
 - o Internal earmarking budgets for basic services to the urban poor
 - o Property tax reforms to improve coverage and collection efficiency
 - o Levy of User charges
 - o Stamp duty rationalisation
 - o Rent control
- _ Feedback to ULB leadership on constraints being faced in implementation in line with agreed work plans
- _ Facilitate credit rating exercise as and when undertaken

The Municipal Finance Officer shall also work with the current Finance Officer and play an important role in revenue potential assessment, financial analysis of revenue and expenditure, explore potential for raising debt capital for projects, assess financial viability of investment plans, preparation of financial projections and revenue mobilization plans of the ULB. More Specifically: -

- _ Render advice on all financial matters. Coordinate with all Government and funding agencies on all financial matters
- _ Undertake detailed revenue potential assessments together with Revenue Department staff, contribute to cost reduction analysis in the utility departments of the ULB
- _ Facilitate Public Private Partnership in new projects and assist in bid process management, negotiations, contract management and other financial aspects of the project
- _ Manage fund flows from funding agencies, SLNAs and private sector for projects
- _ Develop innovative approach towards capital financing Sub Mission for Urban Infrastructure and Governance Jawaharlal Nehru National Urban Renewal Mission
- _ Timely preparation of reports and reporting for project purposes, to funding agencies and state and central government

2. QUALIFICATIONS AND EXPERIENCE :

- (i) The incumbent should be from a finance/ commerce background. She/He should be a Chartered Accountant or Cost Accountant or MBA with specialization in Finance.
- (ii) Thorough knowledge of Accounting Standards, and other pronouncements of the ICAI
- (iii) The person should have 5-10 years experience in handling financial matters of Government Agency/ Development Authority/ Public Sector and should be

conversant with accounting on an accrual basis. Experience in working of municipal environment would be an added advantage

- (iv) Exposure to handling loans for project purposes is desirable
- (v) Ability to work in a team and train staff on the job to use the systems and assist in addressing day to day issues.

3. DELIVERABLES AND REPORTING :

The following are some of the expected deliverables:-

- (i) Within three months of joining, produce a road map for implementation of reforms in accounting, property tax, recovery of user charges, and related issues.
- (ii) Monthly progress report on activities, issues and recommendations and work plan for following month.

The officer shall report directly to a senior level designated supervisor and discuss progress achieved under the Mission on regular basis to ensure that objectives identified are met in an efficient manner.

PUBLIC HEALTH ENGINEER

1. SCOPE OF WORK :

The ToR is not limited to the services indicated below; the incumbent shall incorporate more activities in the related field that are relevant to the job as required from time to time.

- Assist the RMC in formulation and implementation of Water supply, Sewerage, Drainage and Solid Waste Management projects
- Assist in preconstruction, construction and post construction activities of Sewerage, Water supply, Drainage and Solid waste Projects
- Provide technical advice in tendering process of the projects
- Review the Detailed Projects Report (DPR) and give suggestion for the improvement of the Reports
- Support RMC officials in formulating and implementing projects and provide handholding support as required
- Facilitate implementation of reforms related to levy of reasonable user charges and byelaws on reuse of recycled water.

2. QUALIFICATIONS AND EXPERIENCE :

- (i) BE/B.Tech/ME/M Tech Civil Engineering, Mechanical Engineering
- (ii) BE/B.Tech /ME/ (M.Tech) Environmental Engineering
- (iii) Experience of design and implementation of STP/WTP/SWP
- (iv) Experience in usage of computers, will be preferred.

- (v) Ability to work in a team and train staff on the job to use the systems and assist in day to day issues
- (vi) Minimum 5 years of experience would be preferred.

3.. DELIVERABLES AND REPORTING :

The following are some of the expected deliverables:

- (i) Report on the review of DPRs within two weeks of receipt of the same, with recommendations.
- (ii) Inputs to the monitoring and evaluation reports as necessary in water, sewerage, and sanitation projects.
- (iii) Report of review of tendering and bidding procedures and documents as necessary. Each review should be completed and reported within a week of receiving the relevant document.
- (iv) Report on implementation of projects to Mission Directorate, MoUD on monthly basis.

SOCIAL AND COMMUNITY DEVELOPMENT OFFICER

1.. SCOPE OF WORK :

The Terms of Reference of the incumbent shall include, but not be restricted to the following activities:

- _ Provide necessary inputs for enactment of the Community Participation Law to institutionalize citizen participation and introducing the concept of Area Sabha in urban areas
- _ Help set up City level Voluntary Corps for enhancing community participation.
- _ Identify and address concerns related to gender and urban poor.
- _ Network with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/ leverage their schemes with projects under UIG.
- _ Render advice on all matters pertaining to social development, community participation, urban poverty alleviation, on demand.

2. QUALIFICATIONS AND EXPERIENCE :-

- (i) The incumbent should be a qualified sociologist/ social worker from an Institution of repute, preferably with some hands-on training with development communication.
- (ii) The person should have at least 5 years experience in programme delivery in services, particularly to underserved sections of the society, preferably in urban areas, with adequate experience in social audit.

- (iii) Experience of having dealt with Government Agencies and familiarity with government procedures of financing, implementation etc.
- (iv) Ability to work in a team and train staff on the job and assist in day to day issues related to social concerns.
- (v) Experience in usage of computers and internet will be preferred. If not computer literate, the incumbent shall upgrade the skills within three months of joining.

3. DELIVERABLES AND REPORTING:

The following are some of the expected deliverables. Sub Mission for Urban Infrastructure and Governance Jawaharlal Nehru National Urban Renewal Mission :-

- (i) Assist the city in setting up City Level Voluntary Corps
- (ii) Within six months of joining, produce a road map for Monitoring & Evaluation, along with formats for assessment of social impacts, to become part of the ULB's monitoring system in the long run
- (iii) Monthly progress report on activities, issues and recommendations and work plan for following month. This may include but no be limited to pre-project consultations when preparing DPRs for the RMC, social audit, impact assessments, networking programme and communication activities. The officer shall report directly to the Commissioner and discuss the progress issues proactively with her/his designated supervisor.

URBAN PLANNING OFFICER in Programme

1.. SCOPE OF WORK :

The role of the Urban Planner is central to effective planning and implementation of infrastructure activities. She/he will play an extremely critical role in coordinating all activities defined in the CDP and ensure timely, quality implementation of projects and reforms. The TOR is not limited to the services indicated below.

- _ Evaluate, assure quality and check DPRs to ensure adequate linkage of projects with the CDP.
- _ Ensure formulation, implementation, and revision of CDPs on periodic basis, in an endeavour to make it a living document.

- _ Provide technical support to the ULB in implementing the following mandatory and obligatory reforms:
 - o Implementation of 74th Constitutional Amendment Act
 - o Rent control
 - o Land tenure
 - o Building bye laws
 - o Water conservation
 - o Simplification of legal and procedural framework for conversion of agricultural land for non-agricultural purpose
 - o Streamlining the approval process for construction
 - o Provision of basic services to the urban poor
 - o Earmarking of 20-25% developed land in housing projects for poor
 - o Repeal of ULCRA etc.
- _ Assist integration of projects at sectoral level.
- _ Help collation of Social Impact Assessment and Environmental Impact Assessment studies for JNNURM projects, wherever required.
- _ Be responsible to develop, update and store database on service delivery indicators of ULB.
- _ Assist ULB in formulation and revision of building bye-laws in line with the JNNURM reforms.
- _ Assist Procurement Specialist in all procurement activities for preparation of bid documents for various development packages.
- _ Assist Municipal Finance Officer in implementation of property tax reforms to achieve 90 % coverage and 85% collection efficiency during the Mission period.
- _ Ensure updation of base maps, including GIS maps for the ULB on periodic basis.

2. QUALIFICATIONS AND EXPERIENCE :-

- (i) Master's degree in Planning with specialization in Urban and Regional Planning, or Infrastructure Planning with 3-4 years experience. Or Bachelors' Degree in planning with at least seven years experience.
- (ii) Adequate planning and implementation experience of various infrastructure development projects
- (iii) Experience of working as planning specialist (in key personnel position) in at least 2 / 3 large infrastructure development projects.
- (iv) Adequate exposure of working in similar reform oriented projects in Key position
- (v) Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.

3. DELIVERABLES AND REPORTING :

The following are some of the suggested deliverables:

- a. Work plan for implementation activities of the ULB specially related to JNNURM
- b. Annual reporting on Development Status based on pre determined indicators.
- c. Quarterly reporting on performance of various sectors admissible under JNNURM.
- d. Reporting on linkage between CDP/ Master Plan and revision of CDP. The officer shall report directly to a senior level designated supervisor and discuss progress achieved under the Mission on regular basis.

PROCUREMENT OFFICER in Programme

1.. SCOPE OF WORK :

A Procurement Officer (PO) is required to take on the procurement functions on behalf of ULB and other authorized service delivery agencies. The main objective of the PO will be to procure, contract, administer and financially account for outsourced contractual services² required for the implementation of JNNURM. The Terms of Reference of the incumbent shall include, but not be restricted to the following activities:-

- _ Procurement, contracting, administration and financial management of outsourced contracts, in accordance with the procurement rules and regulations.
- _ Assist in building procurement expertise in the ULB and key partner organizations.
- _ Assist in preparation of standard documentation and detailed operating procedures: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates. These procedures must reflect modern procurement practices, suitably adjusted for the JNNURM context and the existing Government practices.
- _ Support the ULB with the preparation of an Annual Procurement Plan based on the annual work plans and budget availability; undertaking quarterly monitoring of progress with its implementation. As required, the Procurement Officer will advise Municipality on preparation of technical specifications
- _ Advise Municipality in short listing the potential range of suppliers:
 - a. Advise Municipality on the selection criteria to be used in evaluating suppliers' responses
 - b. Record all responses from interested suppliers both at the expression of interest, pre-qualification and bidding stages
 - c. Complete an initial screening and short-listing of suppliers' submissions with recommendations to concerned head of office.
 - d. Act as Secretary to Short-listing Committee, Evaluation Committee & Procurement Committee and support the committee's functioning.

2. CONTRACT ADMINISTRATION:

The services to be contracted may include, engineering services, advice on technical and management issues, other required services such as capacity building, training and organization of workshops etc. Sub Mission for Urban Infrastructure and Governance Jawaharlal Nehru National Urban Renewal Mission :-

- a. Monitor contract performance to ensure that all non-technical requirements are being met by the supplier
- b. Advise municipality and/or concerned agencies in the event of any contract dispute with the supplier and suggest remedial actions
- c. Ensure that any contract variations are properly negotiated and documented in line with the rules and regulations.
- d. Obtain duly authorized payment certificates from the respective contract supervisors within municipality
- e. Initiate payment procedures through municipality's Finance Officer.
- f. Maintain a record of all payments made to suppliers
- g. Maintain a database of all suppliers contracted.

3. EXCLUSIONS :-

Roles and responsibilities of the Procurement Officer will exclude the following :

- _ The PO will not be responsible for monitoring the technical or professional quality of the work of the suppliers. Responsibility for monitoring the delivery against specification rests with municipality. Authority for payment will rest with municipality
- _ Contracts will be signed by concerned head of office and payments to suppliers will also be made by him / her.
- _ The PO will not be permitted to bid for any of the contracts. A signed undertaking to comply with this exclusion will be given by the PO, along with the Contract for recruitment.

4. QUALIFICATIONS AND EXPERIENCE:-

In addition to demonstrating the capacity to complete all of the tasks listed above, the successful bidder must be able to meet the following standards:

- i. Professional expertise in establishing and operating systems for procurement, contracting and accounting which will be subject to external audit and CAG audit.

- ii. Minimum 5 years experience in the financial and administrative management, monitoring and reporting of multiple consultancy projects.
- iii. Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.
- iv. Experience in usage of computers and internet will be preferred. If not computer literate, the incumbent shall upgrade the skills within three months of joining.
- v. The PO must be able to demonstrate its independence from potential and actual suppliers of services to the JNNURM programme.

5. DELIVERABLES AND REPORTING:

The PO shall work under the guidance of, and be responsible to, the Commissioner or any officer nominated by him and submit a monthly progress report detailing:

- _ Progress on procurement of services for JNNURM
- _ Analysis of progress at each stage of the procurement process
- _ Assessment of overall progress against Procurement Plan
- _ Details of any contract under dispute with action plan and timetable for resolution

HUMAN RESOURCE DEVELOPMENT OFFICER

1.. SCOPE OF WORK :

The TOR is not limited to the services indicated below; the incumbent shall incorporate more activities in the related field that are relevant to the job as required from time to time.

a. Personnel Management :

Recruit staff, as necessary, from the open market including developing job descriptions, preparing advertisements, checking application forms, short listing, organizing interviews and processing placement of selected candidates.

b. Capacity Building :

- _ Assess ULB/Parastatal institutions' specific training needs & organize training programs as per the HRD Plan. On the basis of the assessment, work with sector heads to develop HR planning strategies, which consider immediate and long-term staff requirements in terms of numbers and skill levels.

- _ Develop annual training and development programmes that assist in implementation of JNNURM projects and reforms;
- _ Develop and continually implement as necessary an effective induction programmes, including orientation on the JNNURM.
- _ Establish HR information system in coordination with the IT Officer and use it for planning and monitoring, updating information continually. Assess manpower requirement periodically, using the database.

2. Qualification and Experience :

- _ Ideally she/he shall possess a post graduate qualification in Personnel Management / HR from a reputed academic institution.
- _ About 5 years of experience in the above-mentioned areas.
- _ Ability to work in a team with other professionals to gain insights to training needs on a continuous and sustained basis. Encourage staff to be open and willing to discuss individual problems and needs and assist in addressing day to day human resource management issues.
- _ Implementation support, facilitation and coordination skills
- _ Dealing with other Govt. bodies / agencies, communities / local bodies/NGOs.
- _ Experience in usage of computers and internet will be preferred. If not computer literate, the incumbent shall upgrade the skills within three months of joining.
- _ Preferably functional in English and local language.

3. DELIVERABLES AND REPORTING:

The following are some of the expected deliverables:

- i. Comprehensive database of personnel information, within three months of joining
- ii. Annual/six monthly/ quarterly training calendars
- iii. Monthly report on human resource issues and suggestions for enhancing productivity and effectiveness

The Officer shall report directly to the Commissioner and discuss the progress issues proactively with her/his designated supervisor.

ENVIRONMENT OFFICER

1.. SCOPE OF WORK :

The TOR is not limited to the services indicated below; the incumbent shall incorporate more activities in the related field that are relevant to the job as required from time to time.

- _ Assist ULB in all activities related to improving environmental quality of the city.
- _ Assist in preparation and implementation of Environmental Management Plan (EMP) for various infrastructure projects.
- _ Assist the ULBs in implementing the norms/guidelines of the State Pollution Control Board, Centre Pollution Control Board and Ministry of Environment and Forest and other relevant state level departments.
- _ Responsible for the preparations of periodical environmental status report and circulation to the ULB and other agencies
- _ Support preparation and implementation of Solid Waste Management plans
- _ Monitor the operation and management of STPs to ensure they meet required water quality norms
- _ Help identification and development of surface and ground water conservation projects, etc
- _ Provide technical support to the ULB in implementing following reforms:
 - Mandatory rainwater harvesting in all buildings
 - Bye laws on reuse of recycled water
 - 100% cost recovery of solid waste
- _ Assist in environmental and energy auditing activities of the ULB

2. QUALIFICATIONS AND EXPERIENCE :

- i. BE/BTech/Me/M Tech Civil Engineering, Chemical engineering with certification courses in Environmental Engineering/Environmental Management
- ii. Bachelors/Masters degree in other fields with post graduation in Environmental Management
- iii. Experience in design and operation of STP/WTP/SWP
- iv. Experience in usage of computers, will be preferred. If not computer literate the incumbent will need to upgrade skills within three months.
- v. Minimum of 5 years experience.
- vi. Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.

3. DELIVERABLES AND REPORTING :-

The following are some of the expected deliverables.

- a. Quarterly report on implementation of Solid Waste management Projects
- b. Report on implementation of environmental and energy audit activities of the ULB

The Officer shall report directly to the Commissioner and discuss the progress issues proactively with her/his designated supervisor

BSUP

4. PROJECT IMPLEMENTATION UNIT :-

4.1 Need for Establishing PIU :-

There is an imperative need for enhancing the capacity of ULBs in Mission cities to implement projects and reforms envisaged under JNNURM. Most cities find it difficult to meet these challenges due to limited professional capacity. It is therefore proposed to assist the ULBs to meet the challenges of implementation of the Sub-Mission BSUP and IHSDP by augmenting the capacity of PIUs. Under the scheme, to be supported by Ministry of HUPA, ULBs may engage upto five additional Specialists in the PIA/PIU for meeting the special requirements of designing and implementing BSUP/ IHSDP projects. These five experts include two experts to strengthen Research & Training activity at city/ULB level.

4.2 Roles and Responsibilities of PIU :

The PIU is meant to be an operations unit supplementing and enhancing the existing skills of the ULB, rather than a supervisory body. It is expected to work in tandem with the existing staff with focus on strengthening implementation of JNNURM. The focus of PIU is to enhance the pace and quality of implementation of the Mission activities. The additional Specialists engaged will work in close co-ordination with the other members of the PIU to ensure that the needs of the urban poor are catered to and that the urban poor are not overlooked in project formulation / implementation.

The Specialists shall assist the PIU/ ULB in carrying out the following activities, ensuring that the needs of the urban poor are not overlooked:

- Project management, co-ordination and technical support for implementation of JNNURM Reforms and Projects
- Ensuring optimal technical quality in project implementation and service delivery
- Monitoring project progress in co-ordination with other departments including parastatals.
- Monitoring project progress and co-ordination with departments (eg. Revenue, Accounts, Engineering, Health etc.) for projects being implemented by the ULB
- Preparation of reports (including QPRs and Utilisation Certificates) for SLNA and MoHUPA on progress of implementation of JNNURM projects and reforms. Facilitate implementation of JNNURM MIS (Management Information System)
- Engaging and managing service providers and external experts for implementation of JNNURM projects and reforms
- Staying abreast with latest developments in the area of expertise and facilitate transfer of relevant information and best practices, especially in areas relating to

urban poor, to staff for use in ULB functioning . Coordinate all capacity building programmes in the context of JNNURM / Urban Poverty Alleviation

- Monitoring of the three key reforms relating to urban poor

Internal earmarking within local body budgets for basic services to the urban poor (in proportion to the share in total city/ town population)

Implementation of 7 Point Charter i.e. provision of basic services to the urban poor including security of tenure at affordable prices, improved housing, water supply, sanitation and ensuring delivery of already existing universal services of the Government for education, health and social security within the mission period as per agreed timelines.

Earmarking at least 20-25% of developed land in all housing projects (both public and private agencies) for EWS/ LIG category with a system of cross-subsidization.

These experts shall pay special attention to the programmes under BSUP, IHSDP, SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives. The PIU experts shall report to designated senior officers and discuss day-to-day issues proactively. PIU team shall liaise with Mission Directorate, MoHUPA, state government and SLNA regularly through emails and other means.

4.3 Composition of PIU

1. Project Coordinator (Housing & Slum Development)
2. Social Development Officer
3. Livelihoods Development Specialist
4. Research Officer
5. Research & Training Coordinator

The PIU will be headed by Commissioner, Municipal Corporation Raipur and work as a close team, in coordination with the RMC staff, sharing work programs, implementation issues, outcomes, areas of attention etc.

1. Project Coordinator (Housing & Slum Development)

Scope of Work

The incumbent has a broad based role in improving quality of project design, implementation and reporting by providing intellectual leadership and inputs on social needs of the urban poor. This includes but is not limited to:

- Support in Project Planning: Supervision of preparation of DPR keeping in view the specific requirements of (a) the area being developed and (b) the intended beneficiaries;
- Ensuring that the designs of houses, lay outs etc are of acceptable standards

- Identification of beneficiaries and their needs through socio economic surveys.
- Operationalising the DPR- ensuring connectivity with city wide infrastructure facilities especially in areas of water supply, sanitation and drainage
- Activity Planning and Scheduling to avoid time & cost over runs
- Monitoring physical progress.
- To implement infrastructure projects in slums and urban reforms
- Design & monitor implementation of City Development Plan, Detailed Project Reports etc. with focus on housing for urban poor, slum development, and provision of infrastructural facilities to urban poor. etc
- Advice on Construction Management : Assistance to SLNA in obtaining requisite clearances; detailed planning of implementation; material & supply chain management; quality assurance and benchmarking
- Advice on Financial Aspects of Project Management: Fund flow management; monitoring and managing leakages, cost overruns etc; work completion certificates and Payment certificates; preparation of utilization certificates, financial closure of project account etc.
- Issues of sustainability of created assets, and other social and institutional risks at ULB level
- Look after works related to SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives

Qualifications

Senior engineer (B.E or M.E – Civil) / town planner (degree in town planning) with at least 5-10 years experience in a managerial position in a large State Government/ PSU in the area of township planning, lay-out designing etc.

_ Experience in slum development and local infrastructure, including in-situ slum development

– Strong communication and computer skills

– Any earlier involvement with JNNURM will be an added advantage.

2. Social Development Officer

Scope of Work

The Social Development Officer plays a key role in taking forward the core principles of JNNURM with regard to appreciation and implementation of the reforms, internalizing stakeholder consultations into the operating procedures and practices of infrastructure development and optimizing the community participation in urban governance. He shall render Advisory Support in the following areas, with focus on urban poor:

- Assess barriers and constraints, demand problems, institutional weaknesses, absorptive capacity constraints
- Render advice on all matters pertaining to social development, community participation and urban poverty alleviation
- Guide and support implementation of mechanisms for pre-project community consultations, design & develop socio-economic surveys for beneficiary

identification and need assessment. Streamlining their inputs into evolving versions of the CDP and DPR preparation for the purpose of inclusion of socioeconomic infrastructure by ULBs in the State.

- Guide and support effective and transparent use of the Community Participation Fund (CPF) by user groups in the select cities and to ensure that the urban poor also derive the benefits from the Fund

- Assist ULBs to identify and address gender gaps in coverage of basic services, access to training and opportunities for economic activities with focus on urban poor women.

- Oversee the timely preparation and periodic updating of city's poverty profile, in tandem with the Basic Services for Urban Poor (BSUP) and other poverty focused programs of the State.

- Establish Networks with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/ leverage their schemes with projects under BSUP/IHSDP

- Look after SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives

- Monitor, Evaluate and facilitate Systematic Learning - Most infrastructure project monitoring and evaluation systems (PMES) measure strictly quantifiable, technology-dependent variables, such as the number of systems installed, number of household water or sewerage connections etc. They typically are not designed to measure social development impacts, often resulting in the masking of consumer choices and perceptions of the level of service, tariffs, etc. of the users, particularly the under served. The Specialist will need to:

- Ensure that information related to social development indicators/elements are adequately captured in data bases, analyzed and the emerging findings applied in practice;

- Design and implement consumer satisfaction surveys periodically;

- Monitor the expenditure on improvement of urban services to the poor and overall social impact of projects implemented under JNNURM;

- Monitor and report to the Mission Directorate on the progress of pro-poor reforms listed above;

- Organize studies, surveys etc. to document lessons and disseminate good practices across the state.

Qualifications

- Masters or doctoral degree in Social Sciences, with practical experience of working in areas related to urban poor

- **7-10 years experience** in a responsible position in issues relating to urban poor / slum dwellers.

- Experience in designing & conducting socio economic surveys/ social development projects in the field of education, health, community mobilization, poverty alleviation etc.

- Training in organizational behaviour and management of change processes

- Any earlier involvement with JNNURM will be an added advantage.

3. Livelihoods Development Specialist

Scope of Work

The incumbent has a broad based role in improving quality of project design, implementation and reporting by providing intellectual leadership and inputs on social needs of the urban poor. This includes but is not limited to ensuring that the development plans are tailor made for each slum keeping in view the occupation pattern

and socio-economic milieu of the incumbents. In case of relocation, the Specialist will ensure that the livelihoods of the displaced persons are not affected.

In addition will render Advisory Support relating to:

- Devising communication strategies to make the communities aware of their responsibilities in keeping cities/ colonies clean, preserving and helping in making the investments secure and complying with requirement of the reforms.
- Assist ULBs to identify and address gender gaps in coverage of services, access to training and opportunities for economic activities with focus on urban poor women.
- In the wake of decentralization effective interface among staff of ULB and associated parastatal institutions is critical. The Consultant shall help establish mechanisms for dialogue between elected representatives, staff and clients.
- Oversee the timely preparation and periodic updating of city's poverty profile, in tandem with the BSUP/IHSDP and other poverty focused programs of the State.
- Oversee preparation & implementation of projects related to Community Development Network (CDN) to access Community Participation Fund (CPF)
- Establish Networks with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/ leverage their schemes with projects under BSUP/IHSDP
- Look after SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives
- Coordinating vocational training to youth , women etc. under various schemes of Government of India and State Government

Qualifications

- Degree in Sociology/ Social Work/ Communication/Entrepreneurship development
- 5-7 years experience in a responsible position in issues relating to urban poor / slum dwellers/Micro finance/ Micro enterprise.
- Experience in designing & conducting socio economic surveys/ social development projects in the field of education, health, community mobilization, poverty alleviation, monitoring & evaluation etc.
- Any earlier involvement with JNNURM will be an added advantage

4. Research Officer

Scope of Work

The incumbent has a broad based role in strengthening the capacity of personnel at State & ULB levels in the context of BSUP/IHSDP and Urban Poverty. The expert will undertake studies of Best Practices in the field of Urban Poverty, Housing for poor , provision of Basic Services to the Urban poor, Urban reforms & Inclusive city planning. The expert will facilitate preparation of livelihoods improvement plans, roadmaps for pro-poor reform, and internalizing new approaches (“best practices”) at State and ULB levels.

The expert will support in improving quality of Socio-economic surveys of the Urban Poor, preparing urban poverty profile of the state & cities, integration of employment generation, skill development and programmes related to Health, Education & Social

Security with the BSUP & IHSDP projects. The expert will identify challenges for policy & implementation of Urban Poverty Alleviation programmes including provision of basic amenities to the poor at the State/ULB level and suggest tools / e-tools for meeting those challenges.

Qualifications

- Masters or doctoral degree in Social Sciences/ Economics, with practical experience of working in areas related to urban poor
- 3-7 years experience in area of research relating to urban poor / slum dwellers.

5. Research & Training Coordinator

Scope of Work

The incumbent has a role in putting in place core research, advocacy and coordination capacity , build database in the areas of urban poverty, slums, skill development, housing and construction , develop concept notes and undertake research and guidance tasks in areas of urban poverty. The Specialist will constantly assess the training needs at the ULB level. The expert will coordinate all training & capacity building programmes for the ULB staff in the areas of Urban poverty including JNNURM projects & livelihood programmes and assist ULBs to access quality training on site or at recognized centres of excellence.

The expert will develop & coordinate Annual Training Programs in the area of implementation of JNNURM, Urban Reforms, Livelihood programmes & other poverty alleviation schemes. He will also continually implement effective induction programmes including orientation on JNNURM . The expert will closely work with MIS expert in SLNA to develop a data base on assessment of skill requirement of staff at local level and update it regularly.

Qualifications

Masters or doctoral degree in Social Sciences/ Economics/Statistics/ management , with experience of research in areas related to urban poor Coordination skills ,

Ability to work in a team with other professionals Experience in dealing with State Government/ Local Bodies/ Resource Centres / NGOs / Communities.
Any experience in computers will be added advantage

5. PROCUREMENT PROCESS :-

PIU will be procured on the basis of applications received against the advertisement published for selection of expertise professionals having the desired qualification and experience in their respective fields. It is the sole discretion of Commissioner Municipal Corporation Raipur to select the professionals and his decision will be fully binding to all the applicants.

6. DETAILS OF OFFICE INFRASTRUCTURE FOR PIU TO BE PROVIDED BY THE RMC :-

Raipur Municipal Corporation has its head office in front of GPO and near to Jai Stambh Chowk on Malviya Road Raipur (C.G.). Each member of PIU will have independence sitting space along with basic office infrastructure facilities including furniture, PC, Stationary etc.
