

No A-12017/6/2015-Admin
Government of India
Ministry of Drinking Water & Sanitation

8th floor, Paryavaran Bhawan
CGO Complex Lodhi Road
New Delhi-110003

Dated, 12th January, 2016

CIRCULAR

Subject:- Engagement of Specialist in National Project Management Unit of the Ministry of Drinking Water & Sanitation.

The Ministry of Drinking Water & Sanitation requires the services of **Senior Consultant (Technical Specialist)** from expert/retired Government servants for engagement as Consultant.

Essential

Qualifications: Degree in Civil Engineering

Experience:

- (i) At least 15 years of relevant experience in designing, supervising, implementing water supply and sanitation schemes in State Govt.
- (ii) Working experience in community based rural water supply and sanitation sectors with external agencies like World Bank.

Capability: Strong communication skills in English and Hindi.

Age: Born on or after 1.1.1951.

Job description: As per Terms of Reference at **Annexure-I**

Interested persons may send their Curriculum Vitae along with supporting documents in the format at **Annexure-II** by e-mail/post to the following address:

Under Secretary (Administration)
Ministry of Drinking Water & Sanitation
8th floor, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi- 110003.
Email: ddws_usadm@nic.in

Last date for receipt of the application will be the 21st day from the date of publication of the advertisement in the newspapers.


(Sudhir Kumar Sinha)
Under Secretary (Administration)

**Rural Water Supply and Sanitation Project for Low Income States
Terms of Reference for Technical Specialist – Water, Sanitation, Environment**

Background

The Ministry of Drinking Water & Sanitation (MDWS) is executing World Bank assisted Project 'Rural Water Supply and Sanitation Project for Low Income States (RWSSP- LIS)', costing 1 billion USD through State Governments of Assam, Bihar, Jharkhand and Uttar Pradesh. The key objective of the proposed project is to improve piped water supply and sanitation coverage through decentralized service delivery systems. This project is being implemented through a special window under the National Rural Drinking Water Program (NRDWP) of the Ministry. The National Project Management Unit (NPMU) within MDWS, with a mandate to support the preparation and implementation of the RWSSP-LIS has been set up. This Consultancy will help in enhancing the capacity of the MDWS and NPMU for planning, designing and implementing the RWSSP-LIS.

Objective of the Assignment

The Specialist will contribute in preparing and finalizing the technical design, and implementation of the RWSS Project for Low Income States, with a focus on the technical / engineering aspects of the programme.

Specialist's Scope of Work and Key responsibilities:

- Provide technical/engineering inputs for effective designing, planning and implementation of the schemes of drinking water and sanitation under the project;
- Coordinate and finalize the cost estimates with the State departments 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 SingleVillage schemes (SVS) and Multi Village Schemes and the annual programmes for each State;
- Support in developing and implementing capacity building plans for MDWS and participating States;
- Support in monitoring and review schemes sanctioned under the project and report progress interms of physical, financial targets and against overall monitoring parameters;
- Support in other relevant tasks as assigned.

Qualification :

- Degree in Civil Engineering.
- At least 15 years of relevant experience in designing, supervising, implementing water supply and sanitation schemes in State Govt.
- Experience of working in community based Rural Water supply and Sanitation Sector with external agencies like World Bank
- Strong communication skills in English and Hindi



Additional responsibilities as Environment Specialist:

- Provide technical/engineering inputs for effective designing, planning and implementation of the schemes of drinking water and sanitation under the project;
- Coordinate and finalize the cost estimates with the State departments 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 and the annual programs for each State;
- Provide technical inputs in designing, implementing and monitoring of environmental sanitation program. Review and finalize indicative costs for assessing the Capex and Opex requirements of environmental sanitation schemes and the annual programs for each State;
- Ensure that all legal and regulatory provisions relevant to the environmental safeguards and World Bank safeguards policies are satisfactorily met through the program processes;
- Ensure that environmental assessment is an integral part of planning, preparation and Implementation of the proposed project;
- Provide oversight to the consultants responsible for the EA/EMF; conduct field visits to the states, participate in discussions and meetings and workshops and facilitate the data collection where required;
- Ensure that staffing requirements for EMF implementation at state and district levels (as specified in the institutional arrangements in the EMF) are met as agreed;
- Report to the World Bank on EMF preparation progress as part of regular project reporting requirements;
- Support water quality program of proposed project in terms of related planning, capacity building, implementation, surveillance, monitoring and data analysis;
- Support in monitoring and review schemes sanctioned under the project and progress in terms of physical, financial targets and against overall monitoring parameters;
- Support in other relevant tasks as assigned.

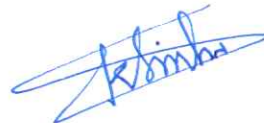
Period of appointment:

The appointment will be on contract basis for an initial period of one year. This term can be extended up to a maximum of three years depending on the performance of the candidate and need of the Ministry. This can be further extended for up to another three years again subject to satisfactory performance and need of the Ministry. The engagement is liable to be terminated by the Ministry without any prior notice and without assigning any reason. However, incumbent is required to give notice of 30 days for terminating the engagement with the Ministry.



General Requirements / Conditions:

- **Age : Born on or after 1.1.1951.**
- **Rules / Instructions applicable for appointment:** The appointment will be as a Specialist on contract basis under GFR 2005.
- **Headquarter:** The Headquarter will be New Delhi. The office will be located in the Ministry of Drinking Water & Sanitation, Paryavaran Bhawan, CGO Complex, New Delhi. However, the services of the Technical Specialist may be required at any other station also.
- **Fee:** The Specialist will be entitled to a consolidated monthly fee of Rs. 1,00,000 + 10,000 as local conveyance allowance per month. No DA, HRA or any other relief or allowance will be admissible on the consolidated fee.
- **Leave:** The Specialist will be eligible for 8 days of leave in a calendar year on prorata basis. Therefore, the Specialist will not draw any remuneration in case of absence beyond 8 days(calculated on a prorata basis). Also unavailed leave in a year shall not be carried forward to next calendar year.
- **Other private assignment during the period of consultancy with this Ministry:** The Specialist will not be allowed to take up any other private assignment during the period of consultancy with this Ministry.
- **TA/DA:** TA/DA will be admissible as per normal rules applicable to any serving officer of rank of Under Secretary in the Ministry of Drinking Water and Sanitation while he is on tour.
- **Telephone:** The Specialist will not be entitled to any separate allowance for use of Landline / Mobile phone.
- **Staff Car Facility:** The Specialist will not be allowed to use Staff Car for private purpose and also for journeys between residence and office.
- **Accommodation:** The Specialist will not be entitled to any residential accommodation from the Central Government Pool.
- **Personal Staff Support:** The Specialist will not be entitled to any personal staff support for discharging his duties.
- **Attendance:** The Specialist should attend office on all working days of the Ministry to claim the monthly fee. In case of shortage of the attendance, pro rata reduction will be made from the monthly fees. You will be required to attend office from 9:00 AM to 5:30 PM from Monday to Friday. However, due to exigencies of work you may be required to work beyond normal working hours without any extra remuneration and on holidays / weekends.
- **Payment:** The payment of monthly remuneration will be made after verification of attendance for which Specialist will be required to send following in respect of previous month to Administration Section by 5th of every month through Project Director:
 - (a) Statement of attendance
 - (b) Report of functions performed.
- **Reporting:** The Specialist will report to Project Director for Administrative matter and will operate under the overall supervision and guidance of the Joint Secretary (Water), MDWS.



Application format for appointment as Senior Consultant (Technical Specialist) in the Ministry of Drinking Water and Sanitation.

1. Name: _____
2. Father's Name: _____
3. Date of Birth: _____
4. Domicile: _____
5. Nationality: _____
6. Mailing address (with Tel./Mob.No. and E-mail address) _____

7. Permanent Address: : _____

8. Educational Qualification:

S.No.	Course	Subject	University / Institute	Year of Passing	Division / Class

9. Work Experience:

S.No.	Organization / Institute	Period		Nature of Work	Remarks
		From	To		

10. Whether SC/ST/OBC: _____

11. Reference

(i)

(ii)

(Signature)

Date: _____

