

MOST IMMEDIATE

No.A-11013/10//2007-08/DWS.I.
Government of India
Ministry of Rural Development
(Department of Drinking Water & Sanitation)

6th floor, Block-11, CGO Complex,
Lodhi Road, New Delhi – 110 003.

Dated : 20th October, 2010

To

1. All Ministries/Departments for circulation among the undertakings/autonomous bodies under their charge.
2. All State Secretaries incharge of PHE Departments.(28 Nos)
3. Central Ground Water Board
4. All IITs (15 Nos)
5. Central Pollution Control Board
6. NBCC
7. SCOPE
8. WAPCOS
9. CPWD
10. KEY RESOURCE CENTRES (20 Nos)

Subject : Engagement of Senior Consultants/Consultants in National Resource Centre (NRC) of the D/O Drinking Water and Sanitation.

Sir,

I am enclosing a copy of the Circular dated 19th October, 2010 on the subject cited above and to request you to kindly give it wide publicity in your Organization enabling this Department to fill up these posts from suitable candidates.

Yours faithfully,


(K.Narayana Reddy)

Under Secretary to the Govt. of India
Telefax :24364780

Copy to:-

✓ The Technical Director(NIC) for hosting on Department's website www.ddws.nic.in as well as on the website of The National Portal of India (soft copy of the letter attached).

No. A-11013/10/2007-08/DWS.I
Government of India
Ministry of Rural Development
Department of Drinking Water and Sanitation

6th Floor, Block No. -11,
CGO Complex, Lodhi Road, New Delhi,

Dated the 20th October, 2010

CIRCULAR

Subject : Engagement of Senior Consultants/Consultants in National Resource Centre (NRC) of the D/o Drinking Water and Sanitation

The Department of Drinking Water and Sanitation requires the services of the following outside experts/retired Government servants for appointment as non-official Consultants.

S. No.	Field	Assignment	Essential Qualification	Desirable Qualification	Experience
1	Team Leader (Water Supply Expert)	Senior Consultant	M.Tech (Env.Engg) with 15 years experience/M.Tech (Structures) with 15 years experience of which at least 7 years in water treatment plants, distribution network	Ph.D (Env.Engg.), high administrative & technical capacity, min. rank of CE or equivalent, teaching experience of 5 years preferable	Overall + 15 years experience
2	Team Leader (Sanitation Expert)	Senior Consultant	Masters in Env. Engg/sociology/ Medicine/PHE	Ph.D (Eng. Engg /Science/MS (Preventive Social Medicine)	At least 15 years experience in sanitation
3	Hydrogeology and Water Resource Management	Consultant	M.Sc (Hydrogeology)/ M.Tech (WR)	Ph.D in Hydrogeology	+10 years in G/W & S/W investigation including GIS/Remote Sensing Applications
4	Public Health Engineering	Consultant	M.Tech (Env.)	Ph.D (Env. Engg)	+ 10 years in water supply
5	Sanitation and Waste Management	Consultant	Any Master's degree	Ph. D	+ 10 years in rural development with 5 years in sanitation & SLWM
6	Documentation and IEC	Consultant	Master's Degree in Communication, MSW	Skill in using in documentation software	+ 10 years in Development communications preferably in rural areas

7	Capacity Building (Social) and Institutional Development	Consultant	Any Master's Degree	MBA (HR)	+10 years in Rural Development
8	Monitoring, Evaluation & Statistics	Consultant	M.Sc (Statistics)	Skill in using software like SPSS	+10 years in Monitoring, evaluation and statistical analysis
9	Economics, Finance & Accounting	Consultant	M.A. (Economics)	MBA (Fin)/Ph. D (Economics)	+10 years in Economic analysis/Accounting
10	Database Analyst	Young Professional	B.Tech (Computer Science)	PG in Computer Science	5 years experience as Database Administrator

Desirable Requirements

- Strong communication skills, both oral and written
- Analytical and presentation skills with ability to generate a well researched and written report.
- Experience in collection, compilation and analysis of statistical data, computer skills and preparation of Project Reports/Reviews/Notes/Briefs etc.

2. **Job Description** :- As per Terms of Reference at Annexure-I.

3. **Duration** :

Candidates selected will be appointed on contract basis for an initial period of one year. This term can be extended upto maximum 5 years depending on the performance of the candidate/need of the department.. .

4. **Fee** :

For outside experts :- The consolidated fee shall range between Rs 25,000 to Rs.40,000/- per month for Young Professionals and Rs.70,000/- per month for Consultants and between Rs.70,000/- and Rs.1,00,000/- per month for Senior Consultants depending on the qualification and work experience of the selected candidates.

For retired Government employees :- The amount of fee in the case of retired Government officials appointed as Consultants in any of the categories shall be decided in such a way that the fee plus pension drawn by them shall not exceed the last pay drawn. However, they will continue to draw pension and the dearness relief on pension during the period of their engagement as Consultants.


5. **Local Conveyance** :- Consultants will be paid an additional amount of Rs.10,000/- per month (in case of Senior Consultants), Rs.3,000/- per month (in case of Consultants) as local conveyance and Rs.1,500/- per month (in case of Young Professionals) as local conveyance.

6. Interested persons may send their Curriculum Vitae in the format at Annexure-II by e-mail/post to the following address :

**UNDER SECRETARY (ADMN.)
DEPARTMENT OF DRINKING WATER & SANITATION
ROOM NO. 623, 6th FLOOR, Block NO. 11,
C.G.O. COMPLEX, LODI ROAD,
NEW DELHI-110003**

E-MAIL : ddws_usadm@nic.in

Last date for receipt of the applications will be the 15th day from the date of publication of the advertisement in the newspaper.


(K. NARAYANA REDDY)
Under Secretary to the Govt. of India
Telefax : 24364780

Terms of Reference for Engagement of Senior Consultants/Consultants/Young Professionals in National Resource Centre (NRC) of the D/o Drinking Water and Sanitation

I. Senior Consultant and Team Leader (Water Supply)

1. Outline of the Tasks to be carried out:

- Analyzing on a continuing basis the National Rural Drinking Water Programme, Jalmani and other drinking water programmes and components using sector knowledge and performance data from secondary sources and through focused discussions with eminent experts. Based on these preparing quarterly reports on the performance of the sector;
- Advising and guiding DDWS and States on assessing the performance of the sector in the following areas :
 - a) Status of demand and supply of drinking water in rural areas and their associated habitations/and identifying gaps in service levels, quality, coverage and access (specially to weaker sections BPL, SC/ST);
 - b) Household level security of drinking water based on existing sources; drinking water supply in schools and anganwadis, public places;
 - c) Preparation of inventories, mapping and coding of all drinking water sources and schemes;
 - d) Identification of schemes performing below design level, evolving and implanting remedial measures to bring them to efficient level;
 - e) Visiting States for review and technical guidance and providing reports;
 - f) O&M aspects of RWSS;
 - g) Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Sr. Consultant will report to the Joint Secretary, Drinking Water Supply;

4. Deliverables:

- Provide State wise reports on performance of states;
- Based on available data and information on different programmes/schemes, prepare quarterly analysis and report on-line to Department of Drinking Water and Sanitation, Ministry of Rural Development on the following aspects :

Sector Performance:

- Gaps/weakness;
- Causes thereof;
- Sector governance issues at various levels;
 - **Sector policies (National/State)**
 - Extent of adoption of National Policies and implementation by states;
 - State policies, if different from National Policies;
 - Constraints/problems faced by them and causes thereof;
 - Modifications/changes in National Policies required, if any.
- Assisting DDWS in appraising District/State Plans.
- Any other as per requirement of DDWS.

II. Senior Consultant and Team Leader (Sanitation)

1. Outline of the Tasks to be carried out:

- a) Status of demand and supply of sanitation in rural areas and their associated Gram Panchayats and identify gaps in service level, quality, coverage and access (specially to weaker sections, BPL, SC/ST);
- b) Assessment of sustainability of households toilets constructed based on existing sources;
- c) Assessment of usage of toilets;
- d) Quality of construction of toilets in schools and Anganwadis;
- e) Status of usage of toilets in schools and Anganwadis;
- f) Availability of systems of Solid and Liquid Waste management;
- g) Sustainability/status of NGP villages;
- h) Improvement in health status of the Gram panchayats linked to improved sanitation facilities;
- i) Generating data on improved economic conditions in rural areas linked to improved sanitation facilities;
- j) Visiting States for review and technical guidance and providing reports;
- k) Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Sr. Consultant will report to the Joint Secretary, Sanitation;

4. Deliverables:

- Provide State wise reports on performance of states;
- Based on available data and information on different programmes/schemes, prepare quarterly analysis and report on-line to Department of Drinking Water Sanitation, Ministry of Rural Development on the following aspects :

Sector Performance:

- Gaps/weakness;
- Causes thereof;
- Sector governance issues at various levels;

Sector policies (National/State)

- Extent of adoption of National Policies and implementation by states;
 - State policies, if different from National Policies;
 - Constraints/problems faced by them and causes thereof;
 - Modifications/changes in National Policies required, if any.
- Assisting DDWS in appraising District/State Plans.
 - Any other as per requirement of DDWS.

III. Consultant in Hydrogeology and Water Resource Management

1. Outline of the Tasks to be carried out:

- Monitor Sustainability Action Plans of all states;
- Assist in design of sustainability structures;
- Assisting DDWS in matters relating to Ground Water prospect maps and Geophysical investigation;
- Visiting States for review and technical guidance and providing reports;
- Analyzing ground water quality and quantity in the country from ground water sources, CGWB data etc.;
- Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Consultant will report to the Director, Drinking Water Supply;

4. Deliverables:

- Prepare training modules for geo-physical investigation, Ground Water prospect Maps;
- Providing inputs to states regarding use of Ground water prospect maps and locating correct borewell locations;
- Analyzing reports of Review Missions and reporting to DDWS;
- Reports on key activities being carried out by the states;
- Guidance notes on periodically assessing the performance of the sector;
- Any other as per requirement of DDWS.

IV. Consultant in Public Health Engineering

1. Outline of the Tasks to be carried out:

- Analyzing on a continuing basis the National Rural Drinking Water Programme, TSC and other drinking water programmes and components using sector knowledge and performance data from secondary sources and through focused discussions with eminent experts. Based on these preparing quarterly reports on the performance of the sector;
- Advising and guiding DDWS and States on technical aspect of the sector in the following areas :
 - (a) Technical assistance to states in planning and design of water supply projects and sanitation options taking into consideration techno-economic viability and also the geo-hydrological environment ;
 - (b) Disseminating updated water treatment technologies particularly the chemical treatment technologies keeping in view the management aspect of the technology;
 - (c) Documentation of best water supply schemes/techniques, sanitation practices and disseminating the same;
 - (d) Assist the states in setting up water testing facilities and develop water testing modules depending on the institutional set up;
 - (e) O&M aspects of RWSS particularly management of rural water supply scheme, community sanitary complexes by PRIs;
 - (f) Visiting States for review and technical guidance and providing reports;
 - (g) Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and sanitation;

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation;

4. Deliverables:

- Providing inputs to Department and to states regarding use of technology and scaling it up;
- Visiting States, analyzing reports of Review Missions and reporting to DDWS;
- Reports on key activities being carried out by the states;
- Any other as per requirement of DDWS.

V. Consultant in Sanitation & Waste Management Consultant

1. Outline of the Tasks to be carried out:

- i) Assist in preparation/modification of various guidelines on sanitation & waste management in rural area of the country.
- ii) Preparation of various reports as & when necessary
- iii) Monitor progress of National programme
- iv) Evaluation study of the programme
- v) Visiting States for review and technical guidance and providing reports;
- vi) Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Consultant will report to the Director, Sanitation;

4. Deliverables:

- i) Preparation/revision of guidelines of National programme.
- ii) Develop training modules for implementing agency
- iii) Report on impact evaluation study
- iv) Preparation of report/presentation;
- v) Any other as per requirement of DDWS.

VI. Consultant in Documentation and IEC

1. Outline of the Tasks to be carried out:

- Compiling and evaluating technical, institutional, financial & regulatory information and best practices at state, national and international level pertinent to the sector and assisting DDWS in disseminating that which is most relevant;
- Assisting in preparations of manuals, documents, etc.
- Advise DDWS in preparation of Tool Box of best practices;
- Advise DDWS in providing technical assistance to States by drawing on resources of Technical experts and by mobilizing suitable agencies with necessary skills;
- Identification and reporting relevant R&D advances in the sector by research organizations, Universities within and outside in the country to DDWS;
- Visiting States for review and technical guidance and providing reports;
- Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

4. Deliverables:

- Report on identification and evaluation of technical, institutional, financial & regulatory information and best practices at state, national and international level pertinent to the sector and assisting DDWS in disseminating that which is most relevant;
- Prepare draft Tool Box of best practices;
- Advise DDWS in providing technical assistance to States, organizations;
- Identification of R&D advances in the sector by Research organizations, Universities within and outside the country;
- Any other as per requirement of DDWS.

VII. Consultant in Capacity Building (Social) and Institutional Development

1. Outline of the Tasks to be carried out:

- Identifying capacity gaps;
- Guiding the design of training modules and capacity building plans for the States utilizing a network of institutions/organization for engineers, Block Resource Centres (BRC), District Water and Sanitation Mission (DWSM) for PRI and VWSC members and grassroots level workers like masons, pump operators, etc. to improve their effectiveness in
 - a) Implementing the sector programs in a decentralized and participatory manner with full involvement of Panchayats and local communities;
 - b) Incorporating sustainability measures in planning and implementation of water supply schemes & sanitation systems;
 - c) Planning for water security;
 - d) Planning for proper disposal of solid and liquid waste etc.
 - e) Periodically modifying training modules based on the feedback and changing requirements;
 - f) Providing advice in preparation of media plans, awareness generation campaigns, media material and messages;
 - g) Assist and advice in working out system and design of distance learning and online course for engineers;
 - h) Visiting States for review and technical guidance and providing reports;
 - i) Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

4. Deliverables:

- Reports on identified gaps;
- Draft designs of training modules;
- Guide States in preparation of training modules and capacity building plans;
- Submitting modified training modules based on feedback and changing requirements;
- Any other as per requirement of DDWS.

VIII. Consultant in Monitoring, Evaluation & Statistics

1. Outline of the Tasks to be carried out:

- Assisting DDWS in improving monitoring, evaluation and statistical reporting, IMIS regarding Drinking Water and Sanitation programmes;
- Visiting States for review and technical guidance and providing reports;
- Analyzing key activities being carried out by the states based on secondary data including IMIS, state documents, national and state level surveys, Annual reports and reports submitted to DDWS;
- Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

4. Deliverables:

- Prepare draft training modules for States in consolidating and utilizing the IMIS;
- Providing inputs to DDWS in improving IMIS, monitoring and evaluation;
- Analyzing reports of Review Missions and reporting to DDWS;
- Reports on key activities being carried out by the states;
- Guidance notes on periodically assessing the performance of the sector;
- Any other as per requirement of DDWS.

IX. Consultant in Economics, Finance & Accounting

1. Outline of the Tasks to be carried out:

- Economic analysis of rural drinking water supply and sanitation projects, their implementation and impact;
- Analysis of financial and plan expenditures by the Department;
- Drawing up accounting guidelines/framework for VWSCs;
- Developing training modules for financial management for state and district level officers;
- Visiting States for review and technical guidance and providing reports;
- Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Consultant will report to the Director, Drinking Water/ Director, Sanitation

4. Deliverables:

- Reports as per requirement of the department;
- Any other as per requirement of DDWS.

X. Young Consultant as Database Analyst

1. Outline of the Tasks to be carried out:

- Identifying data gaps in IMIS with respect to the rural water supply domain;
- Improvement in quality of data received through IMIS;
- Trend/Time series analysis of data;
- Enabling usage of various E-Governance tools by Department of Drinking Water and Sanitation;
- Visiting States for review and technical guidance and providing reports;
- Any other task entrusted by the Department.

2. Schedule for Completion of tasks

- On a regular basis as per requirement of Department of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Department of Drinking Water and sanitation

- The Young Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

4. Deliverables:

- Guidance note for refining the data base structure in order to accommodate the data gaps and improvement of data quality;
- Analytical reports for ensuring improved planning;
- Guidance note for development of a GIS for data analysis;
- Notes for usage of various E-Governance tools;
- Any other as per requirement of DDWS.

**Application format for appointment as Senior Consultant/Consultant/Young Professional
In National Resource Centre (NRC) of the Department of Drinking Water and Sanitation**
(Tick mark the job applied for)

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.	Organisation/ Institute	Period		Nature of work	Remarks
		From	To		

10. Whether SC/ST/OBC : _____

11. Reference

(i)

(ii)

(Signature)

Date: _____