

Terms of Reference for Team Leader

Background

Ministry of Drinking Water and Sanitation has the core agenda of achieving Open Defecation Free India by 2019. In addition to this, MoDWS is also engaged in few thematic and focused interventions like Namami Gange initiative, Swachh Iconic Places, Swachhata Action Plan, Swachhata Pakhwada, Inter Ministerial Coordination, Rashtriya Swachhata Kosh and Rashtriya Swachhata Kendra, etc. MoDWS is also mandated to carry out Solid and Liquid Waste Management (SLWM) works in all the Ganga riparian villages. With focus on better cleanliness and infrastructure facilities like Solid and Liquid Waste Management (SLWM), rejuvenation of ponds and water sources, water conservation projects, organic farming, crematorium and overall convergence with other government departments and projects, the consultancy will help in enhancing the capacity of MoDWS in effective implantation of the proposed roadmap to achieve the overall SBM goals including specific goals of major initiatives like Namami Gange (Ganga Grams), etc.

Qualification

- Degree/Diploma in the relevant field (Rural Development/Social Work/Water & Sanitation and others)
- Minimum of 10 years work experience in the relevant field for the mentioned role/position
- Excellent interpersonal skills, along with the ability to work independently and with initiative, and in a collaborative manner with a team.
- Excellent written and communication skills & Fluency in English and Hindi (spoken and written). High proficiency in MS Office, particularly Excel, PowerPoint, Word, Outlook
- Willingness to frequently travel in field

Consultant's Roles & Responsibilities

- Provide leadership along with direct field action responsibility and strategic direction for the effective and timely implementation of the project & be fully responsible for day-to-day project management.
- Technical assistance to team at various levels for finalising Detailed Project Reports (DPR), RFP and ensuring their effective implementation in time bound manner.
- Periodic review of DPRs status and devising strategy for monitoring and evaluation
- Undertake regular field visits to supervise and provide direction to project implementation, and identify and resolve constraints and challenges faced by block-level field teams.
- To prepare yearly & quarterly plan for institution building in tune of projects deliverables and facilitate implementation of same through district and block team.
- Support/facilitate technical studies for innovative technologies
- Networking and liaison with government departments and NGOs/civil societies and media.

Tenure of the Consultant

The consultant will be engaged initially for a period of one year which will be extendable as per performance and requirement.


17/4/18

Terms of Reference for Solid & Liquid Waste Management Consultant

Background

Ministry of Drinking Water and Sanitation has the core agenda of achieving Open Defecation Free India by 2019. In addition to this, MoDWS is also engaged in few thematic and focused interventions like Namami Gange initiative, Swachh Iconic Places, Swachhata Action Plan, Swachhata Pakhwada, Inter Ministerial Coordination, Rashtriya Swachhata Kosh and Rashtriya Swachhata Kendra, etc. MoDWS is also mandated to carry out Solid and Liquid Waste Management (SLWM) works in all the Ganga riparian villages. With focus on better cleanliness and infrastructure facilities like Solid and Liquid Waste Management (SLWM), rejuvenation of ponds and water sources, water conservation projects, organic farming, crematorium and overall convergence with other government departments and projects, the consultancy will help in enhancing the capacity of MoDWS in effective implantation of the proposed roadmap to achieve the overall SBM goals including specific goals of major initiatives like Namami Gange (Ganga Grams), etc.

Qualification


- Degree/Diploma in the relevant field (Rural Development/Social Work/Water & Sanitation and others)
- Minimum of 6 years work experience in the relevant field for the mentioned role/position
- Excellent interpersonal skills, along with the ability to work independently and with initiative, and in a collaborative manner with a team
- Excellent written and communication skills & Fluency in English and Hindi (spoken and written).

Consultant's Roles and Responsibilities

- Survey and assessment of project areas for SLWM inputs in State & District DPRs
- Planning and Strategy formulation for SLWM initiatives in the project states and framing of Implementation Guidelines
- Technical assistance to team at various levels for finalising Detailed Project Reports (DPR) and ensuring their effective implementation in time bound manner
- Periodic review of DPRs status and devising strategy for monitoring and evaluation
- Undertake regular field visits to supervise and provide direction to project implementation, and identify and resolve constraints and challenges faced by block-level field teams
- To prepare yearly & quarterly plan for institution building in tune of projects deliverables and facilitate implementation of same through district and block team.
- To facilitate state & block resources cell in preparation of various training modules for strengthening of community institution and its cadre
- Networking and liaison with government departments and NGOs/civil societies and media.

Tenure of the Consultant

The consultant will be engaged initially for a period of one year which will be extendable as per performance and requirement.


17/4/18

Terms of Reference for IEC & Documentation Consultant

Background

Ministry of Drinking Water and Sanitation has the core agenda of achieving Open Defecation Free India by 2019. In addition to this, MoDWS is also engaged in few thematic and focused interventions like Namami Gange initiative, Swachh Iconic Places, Swachhata Action Plan, Swachhata Pakhwada, Inter Ministerial Coordination, Rashtriya Swachhata Kosh and Rashtriya Swachhata Kendra, etc. MoDWS is also mandated to carry out Solid and Liquid Waste Management (SLWM) works in all the Ganga riparian villages. With focus on better cleanliness and infrastructure facilities like Solid and Liquid Waste Management (SLWM), rejuvenation of ponds and water sources, water conservation projects, organic farming, crematorium and overall convergence with other government departments and projects, the consultancy will help in enhancing the capacity of MoDWS in effective implantation of the proposed roadmap to achieve the overall SBM goals including specific goals of major initiatives like Namami Gange (Ganga Grams), etc.

Qualification

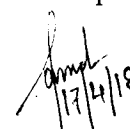
- Degree/Diploma in the relevant field (Mass Communication/Rural Development/Social Work/WASH and others)
- Minimum of 6 years work experience in the relevant field for the mentioned role/position
- Excellent interpersonal skills, along with the ability to work independently and with initiative, and in a collaborative manner with a team
- Clear understanding of IPC/IEC/BCC/SBCC campaigns and strategy formulation and ground implementation
- Experience of developing state level IEC campaigns and exposure to Media engagements like Mass & Mid media campaigns
- Experience of working and executing Digital campaigns on social subjects or government schemes. Experience of working as Team Leader on Social Media campaigns would be an added advantage.

Consultant's Roles & Responsibilities

- Responsible for planning and designing the State & District level IEC strategy w.r.t Ganga Gram Guidelines. Identifying & training District/Block level IEC/IPC resource teams across diverse themes
- Conceptualising State level IEC campaigns and ensuring the implementation of the same across the districts/blocks/GPs with clear mandate and timelines.
- Developing IEC repository at the state level and replication of it at districts. Responsible for creation of Online/Digital platforms for dissemination of IEC activities on real time basis.
- Monitoring & conducting periodic Impact Evaluation of the IEC activities across the project areas.
- Responsible for media management and facilitating regular media coverage and outreach.

Tenure of the Consultant

The consultant will be engaged initially for a period of one year which will be extendable as per performance and requirement.


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General Terms and Conditions

Selection Procedure

The engagement will be purely on contract basis. Applications in response to this advertisement will be shortlisted on the basis of experience and qualifications of the candidates. Consultants will be selected from shortlisted candidates. A Screening cum Selection Committee shall be constituted by the Ministry of Drinking Water and Sanitation for this purpose.

Age Limit

Team Leader should be below 64 years of age.
Consultant should be between the age of 25 years and 64 years

Remuneration/Consultancy Fee

Remuneration/Consultancy Fee for Team Leader: ₹ 1,00,000/- (Rupees One Lakh Only) per month
Remuneration/Consultancy Fee for Consultant: ₹ 50,000/- (Rupees Fifty Thousand Only) per month

Leave

The consultants shall not be entitled to any kind of regular leave. However, they would be entitled to casual leave of 8 days in a calendar year, to be calculated on pro-rata basis. The unutilized leave, if any, cannot be carried forward in case of extension of tenure of engagement.

Office time and Working Hours

Engagement of consultants would be on full time basis. Working hours shall be from 9:00 AM to 5:30 PM during normal working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The consultant can be called on Saturdays/Sundays/Other Gazetted Holidays, if required.

Tax Deduction at Source

The Income Tax or any other tax liability to be deducted as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

Conflict of Interest

The consultant engaged by this office shall in no case represent, give opinion or advice to other in any matter which is adverse to the interest of this office.

Termination of Service

The engagement may be terminated at any time by the office without giving any prior notice

Oath of Secrecy & Integrity

The consultants shall be required to sign an oath of secrecy and oath of integrity

Handwritten signature
17/4/18