

"ഭരണഭാഷ- മാതൃഭാഷ"



കേരള സർക്കാർ

സംഗ്രഹം

തദ്ദേശസ്വയംഭരണ വകുപ്പ് - ലോക ബാങ്ക് സഹായത്തോടെ നടപ്പിലാക്കുന്ന കേരള സോളിഡ് വേസ്റ്റ് മാനേജ്മെന്റ് പദ്ധതിയുടെ (KSWMP) കാലയളവിലേക്ക് മാത്രമായി കോ-ടെർമിനസ് വ്യവസ്ഥയിൽ സ്റ്റേറ്റ് പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റ് (SPMU) രൂപീകരിക്കുന്നതിനും, സ്റ്റേറ്റ് പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റിൽ വിദഗ്ദ്ധരെ /സ്പോർട്ടിങ് സ്റ്റാഫിനെ കരാർ അടിസ്ഥാനത്തിൽ ഒരു വർഷത്തേക്ക് നിയമിക്കുന്നതിനും, അനുമതി നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

തദ്ദേശസ്വയംഭരണ (ഡി.സി) വകുപ്പ്

G.O.(Ms)No.152/2020/LSGD

തീയതി, തിരുവനന്തപുരം. 09/10/2020

- പരാമർശം:- 1 23.01.2020 -ലെ സ.ഉ (സാധാ) നമ്പർ 20/2020/തസ്വഭവ നമ്പർ ഉത്തരവ്
- 2 15.02.2020-ലെ സ.ഉ (സാധാ) നമ്പർ 393/2020/തസ്വഭവ നമ്പർ ഉത്തരവ്
- 3 24/04/2020-ലെ സ.ഉ (സാധാ) നമ്പർ 779/2020/തസ്വഭവ നമ്പർ ഉത്തരവ്
- 4 കേരള അർബൻ സർവീസ് ഡെലിവറി പ്രോജക്ട്, പ്രോജക്ട് ഡയറക്ടറുടെ 11.05.2020-ലെ 02/KUSDP/2020 നമ്പർ കത്ത്
- 5 29/07/2020 ലെ സ.ഉ (സാധാ) നമ്പർ 1420/2020/തസ്വഭവ നമ്പർ ഉത്തരവ്

ഉത്തരവ്

എല്ലാ അർബൻ ലോക്കൽ ബോഡികളുടെയും (ULBs) - മുനിസിപ്പൽ കോർപ്പറേഷനുകളുടെയും മുനിസിപ്പാലിറ്റികളുടെയും, സ്ഥാപനപരമായ ശേഷി ശക്തിപ്പെടുത്തുക, അർബൻ ലോക്കൽ ബോഡികളോടു ചേർന്നുള്ള പഞ്ചായത്തുകൾ തിരഞ്ഞെടുത്ത് ഫലപ്രദമായ മാലിന്യ സംസ്കരണം, സെപ്റ്റേജ്, മലിനജല പരിപാലനം, ശുചിത്വ മേഖല എന്നിവയിൽ അധിക സാമ്പത്തികവും സാങ്കേതികവുമായ സഹായം നൽകുക എന്നിവ ലക്ഷ്യംവച്ചുകൊണ്ട് ലോകബാങ്ക് സഹായത്തോടെയുള്ള Kerala Urban Service Delivery Project (KUSDP) നടപ്പിലാക്കുവാൻ പരാമർശം (1) പ്രകാരം അനുമതി നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുകയും തുടർന്ന് പദ്ധതി ക്രമീകരണം ഖരമാലിന്യ പരിപാലനത്തിന് മാത്രമായി പരിമിതപ്പെടുത്തുകയും ചെയ്തിരുന്നു

2. ലോക ബാങ്ക് സഹായത്തോടെ നടപ്പിലാക്കിവന്ന Kerala Local Government Service Delivery Project (KLGSDP)-യുടെ പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റിന് KUSDP-യുടെ പ്രാരംഭ പ്രവർത്തനങ്ങൾക്ക് സഹായം ലഭ്യമാക്കുന്നതിലേക്കായി തുടരുന്നതിനും KLGSDP) -യുടെ 3 സ്റ്റാഫ് അംഗങ്ങളെ മാത്രം KUSDP-യുടെ പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റിൽ നിലനിർത്തുന്നതിനും അനുമതി നൽകി പരാമർശം (2) പ്രകാരം ഉത്തരവ് പുറപ്പെടുവിച്ചിരുന്നു. ലോക ബാങ്ക് സഹായത്തോടെ നടപ്പിലാക്കുന്ന കേരള അർബൻ സർവീസ് ഡെലിവറി പ്രോജക്ട് (KUSDP) നടപ്പിലാക്കുന്നതിനുള്ള നോഡൽ ഏജൻസിയായി കേരള സംസ്ഥാന ശുചിത്വ മിഷനെ (KSSM) നിശ്ചയിച്ചു കൊണ്ട് പരാമർശം (3) പ്രകാരവും പദ്ധതിയുടെ പേര് Kerala Urban Service Delivery Project (KUSDP) എന്നത് Kerala Solid Waste Management Project (KSWMP) എന്ന് പുനർനാമകരണം ചെയ്തുകൊണ്ട് പരാമർശം (5) പ്രകാരവും ഉത്തരവ് പുറപ്പെടുവിച്ചിരുന്നു.

3. Kerala Solid Waste Management Project (KSWMP) നടപ്പിലാക്കുന്നതിനുള്ള ആകെ പ്രോജക്ട് തുക 300 മില്യൺ യുഎസ് ഡോളറാണ്, ആയതിൽ 210 മില്യൺ യുഎസ് ഡോളർ (70%) ലോക ബാങ്ക് ധനസഹായവും ബാക്കി 90 മില്യൺ യുഎസ് ഡോളർ സംസ്ഥാന ബജറ്റിൽ നിന്ന് ലഭ്യമാക്കുന്നതുമാണ്. ലോകബാങ്ക് ബോർഡ് പദ്ധതി അംഗീകരിക്കുന്ന തീയതി മുതൽ ആയിരിക്കും പദ്ധതിയുടെ ആകെ തുകയായ 300 മില്യൺ യുഎസ് ഡോളർ എന്നതിന്റെ ഇന്ത്യൻ രൂപയിലുള്ള പരിവർത്തന നിരക്ക് തീരുമാനിക്കുന്നത്, പ്രോജക്ട് നടത്തിപ്പിനുള്ള എസ്റ്റിമേറ്റ് ചെലവുകൾ ലോക ബാങ്ക് വിഹിതത്തിൽ നിന്നും തിരികെ ലഭിക്കുന്നതാണ്

4. ലോക ബാങ്ക് നിഷ്കർഷിച്ചിട്ടുള്ളത് പ്രകാരം പദ്ധതികൾ സമയബന്ധിതമായി പൂർത്തീകരിക്കുന്നതിനുള്ള പ്രവർത്തനങ്ങൾ നടത്തുന്നതിന് സ്റ്റേറ്റ് പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റിൽ വിദഗ്ധരുടെ നിയമനം അടിയന്തിരമായി പൂർത്തിയാക്കേണ്ടതുണ്ട് എന്നതിന്റെ അടിസ്ഥാനത്തിൽ കെ.എസ്.ഡബ്ല്യു.എം.പിയുടെ പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റിലേക്ക് സ്റ്റാഫുകളെ നിയമിക്കുന്നതിനുള്ള അനുമതി ലഭ്യമാക്കണമെന്നാവശ്യപ്പെട്ട് ഇത് സംബന്ധിച്ച പ്രൊപ്പോസൽ പ്രോജക്ട് ഡയറക്ടർ പരാമർശം (4) പ്രകാരം സമർപ്പിച്ചിരുന്നു.

5. സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു. ലോക ബാങ്ക് സഹായത്തോടെ നടപ്പിലാക്കുന്ന കേരള സോളിഡ് വേസ്റ്റ് മാനേജ്മെന്റ് പദ്ധതിയുടെ കാലയളവിലേക്ക് മാത്രമായി കോ-ടെർമിനസ് വ്യവസ്ഥയിൽ താഴെ പറയുന്നപ്രകാരം സ്റ്റേറ്റ് പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റ് (SMPU) രൂപീകരിക്കുന്നതിനും, ഇതിനോടൊപ്പം അനുബന്ധമായി ഉൾപ്പെടുത്തിയിട്ടുള്ള ഓരോ തസ്തികയ്ക്കുമുള്ള Terms of Reference അംഗീകരിച്ചുകൊണ്ട് സ്റ്റേറ്റ് പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റിൽ വിദഗ്ധരെ /സപ്പോർട്ടിങ് സ്റ്റാഫിനെ കരാർ അടിസ്ഥാനത്തിൽ ഒരു വർഷത്തേക്ക് നിയമിക്കുന്നതിനും, താഴെ പറയുന്ന വ്യവസ്ഥകൾക്ക് വിധേയമായി അനുമതി നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- i. കരാർ നിയമനം സംബന്ധിച്ച ധനകാര്യ വകുപ്പ് കാലാകാലങ്ങളിൽ നിശ്ചയിച്ചിട്ടുള്ള നിബന്ധനകളും വ്യവസ്ഥകളും പാലിക്കേണ്ടതാണ്
- ii. തസ്തികകളിലേക്കുള്ള നിയമനത്തിന് സുതാര്യമായ തിരഞ്ഞെടുപ്പ് നടപടിക്രമം പാലിക്കേണ്ടതാണ്

SI No	Name of Post	No of Post	Basic Qualification & Experience	Contract Pay
1	Finance Management Expert	1	Degree(CA/CPA Desirable +10 years experience))	66000/-
2	Procurement Expert	1	Degree +10 years experience	66000/-
3	Environment Expert	1	Masters Degree in Civil/Environmental engineering etc +10 years experience)	66000/-

4	Social Development & Gender Expert	1	Masters Degree in Social Science(PhD/MPhil desirable)	66000/-
5	Urban Sanitation & Technical Expert	1	BE/B Tech in Civil/ Mechanical/Environmental Engineering with MS/MTech in Civil/Environmental engineering	66000/-
6	Monitoring & Evaluation Expert	1	Masters Degree + 10 years experience	66000/-
7	IEC Expert	1	Masters Degree + 5 years experience	66000/-
8	Finance Assistant	1	Degree in Accounts + 5 years experience	33000/-
9	Data entry operator cum multi task person	3	Degree from a recognised University. PGDCA/DCA, Typewriting English (higher) and Malayalam(lower)	26400/-

6. പ്രതിമാസം 35300 രൂപ ശമ്പള നിരക്കിൽ (09/07/2019 തീയതിയിലെ GO (P) No.81 / 2019 / Fin category X ൽ സൂചിപ്പിച്ചിരിക്കുന്നതുപോലെ) പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റിൽ ഒരു വീഡിയോ എഡിറ്റിംഗ് ആൻഡ് ഗ്രാഫിക് ഡിസൈൻ വിദഗ്ദ്ധനെ കരാർ അടിസ്ഥാനത്തിൽ ഒരു വർഷത്തേക്ക് നിയമിക്കുന്നതിന് KSWMP പ്രോജക്ട് ഡയറക്ടർക്ക് അനുമതി നൽകിയും പ്രോജക്ട് മാനേജ്മെന്റ് യൂണിറ്റിലെ വിദഗ്ദ്ധരെ നിയമിക്കുന്നതിന് താഴെ പറയും പ്രകാരം ഒരു കമ്മിറ്റി രൂപീകരിച്ചുകൊണ്ടും ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- Principal Secretary, LSGD-Urban, (Chairman)
- Principal Director, LSGD (Member)
- Director of Urban Affairs (Member)
- Director General KILA (Member)
- Subject Expert (Member)

(ഗവർണ്ണറുടെ ഉത്തരവിൻ പ്രകാരം)
BISHWANATH SINHA IAS
PRINCIPAL SECRETARY

പ്രോജക്ട് ഡയറക്ടർ, കേരള സോളിഡ് വേസ്റ്റ് മാനേജ്മെന്റ് പ്രോജക്ട്
 എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, ശുചിത്വ മിഷൻ
 പ്രിൻസിപ്പൽ ഡയറക്ടർ, തദ്ദേശസ്വയംഭരണ വകുപ്പ്
 നഗരകാര്യ ഡയറക്ടർ

പഞ്ചായത്ത് ഡയറക്ടർ
ഡയറക്ടർ ജനറൽ, കില
പ്രിൻസിപ്പൽ അക്കൗണ്ടന്റ് ജനറൽ (A&E) കേരള, തിരുവനന്തപുരം
അക്കൗണ്ടന്റ് ജനറൽ (G&SSA/E& RSA) കേരള, തിരുവനന്തപുരം
എക്സിക്യൂട്ടീവ് ഡയറക്ടർ, ഇൻഫർമേഷൻ കേരള മിഷൻ, തിരുവനന്തപുരം
ഡയറക്ടർ, ഐ&പി.ആർ.ഡി/ വെബ് & ന്യൂ മീഡിയ, തിരുവനന്തപുരം
ധനകാര്യ (ഡവലപ്മെന്റ് വിങ്) വകുപ്പ് (Dev1/82/2020/Fin)
പൊതുഭരണ (എസ് സി) വകുപ്പ് (ഇനം നമ്പർ തീയതി)
കരുതൽ ഫയൽ/ ഓഫീസ് കോപ്പി

ഉത്തരവിൻ പ്രകാരം

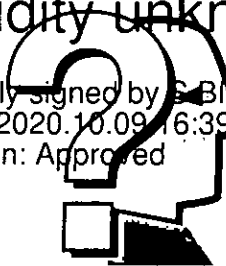
സെക്ഷൻ ഓഫീസർ

പകർപ്പ്:-

തദ്ദേശസ്വയംഭരണ വകുപ്പ് മന്ത്രിയുടെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്
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**Kerala Urban Service Delivery Project
Terms of Reference
Finance Management Expert**

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development

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support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Objectives of engaging Finance Expert

Roles and Responsibilities

The Finance Management Expert (FME) is responsible for establishing, maintaining and overlooking financial management arrangements & procedures, including accounting systems, internal controls including internal audit, planning, budgeting and financial reporting systems, flow of funds and external auditing. Subject to any specific directives given by the Project Cordinator/Project Director, the main duties and responsibilities of the FME will include

- ✓ Assist the PMU in establishing financial systems for planning, budgeting, implementation, management, and monitoring of all activities in the project with effective MIS, in close liaison with LSGD, Executing Agencies, Municipalities and World Bank.
- ✓ Assist in installing appropriate financial and management accounting systems and procedures as required to aid EAs in managing projects funds, maintaining accounts, and submitting financial reports on time;
- ✓ Assist in designing, developing, and installing a computerized accounting system or assisting in selection of the off-the-shelf accounting software for the PMU.
- ✓ Assist in refining/reviewing the financial management and accounting systems of Municipalities.
- ✓ Assist in refining/reviewing the financial management and accounting manual developed in the project for PMU/Municipalities.
- ✓ Close follow up on the status of compliance by Municipalities on meeting any Minimum Mandatory Conditions (MMC) relevant for FM (eg timely audit of Municipalities & clean/qualified audit opinions etc) as required by the project to release block/performance grants. Suggest any enhancements to improve the process & compliance as required.
- ✓ Liase with Local Fund Auditor (LFA) to resolve any issues related to MMC concerning the Municipality audits.
- ✓ Assist in reviewing annual financial statements, performance reports, and audit reports of Municipalities and report to the Deputy Project Director / Project Director on the achievements, short comings and compliance with the eligibility criteria for Performance Grants under the project.
- ✓ Facilitate the External Audit Process, submit annual financial statements and audit schedules to auditors on time and submit annual external audit reports to the World Bank as per the financial covenants.

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- ✓ Prepare a consolidated response to the World Bank on project audit qualifications/exceptions. Analyse audit observations and identify observations of repetitive nature. Address the root causes in consultation with government officers and auditors.
- ✓ Monitor & follow up on timely release of funds to the Municipalities & address any bottleneck if any.
- ✓ Monitor the progress of project FM indicators if any
- ✓ Assist the project director in reviewing and compilation of expenditure claims under the Project for submission for reimbursement/replenishment from the World Bank through the disbursement system.
- ✓ Prepare bi-annual/annual interim unaudited financial reports accompanied by financing request if any and associated documentation for replenishments from World Bank;
- ✓ Train and capacitate the accounts staff of Executing Agencies in maintenance of separate books of accounts for the project and related documentation;
- ✓ Facilitate any training/capacity building/knowledge sharing initiatives as required for FM for the Municipalities & act as a resource person if required
- ✓ Carryout random audits of executing agencies/Municipalities to ensure compliance with agreed FM arrangements
- ✓ Undertake field visits and carryout random audits of utilization of Performance Grants by the Municipalities at the direction of the Project Director from time to time;
- ✓ Assist in adequately forecasting funding requirement, as per the norms for funding as well as prioritizing expenditure and work for efficient utilization of funds with appropriate reporting mechanism.
- ✓ Assist PMU to prepare and submit quarterly, half yearly, annual and mid term progress reports on time, and draft project completion reports
- ✓ Provide inputs in project management and or other advise as sought by the Deputy Project Director / Project Director.
- ✓ Arrange the conduct of internal audit, review of audit replies and finalisation of audit findings
- ✓ Ensure that all documents are kept in safe custody and are readily made available to the Accountant General, Kerala and World Bank Supervision Missions for scrutiny
- ✓ Facilitating the internal audit of project accounts by State Performance Audit Officer
- ✓ Taking prompt remedial action in respect to irregularities detected by the Auditors or World Bank
- ✓ Ensuring implementation and compliance with the provisions of the legal agreements between State Government and World Bank and with the Project Appraisal Document or relevant document
- ✓ Verify and recommend all payments (including pay, travel allowance, and reimbursement of medical, telephone claims etc) of all officers and staff of the PMU and PIUs
- ✓ Any other activities assigned as may be required by the project/assigned by the project director

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Duration of Project

5 years

Qualification and Experience

A Degree in Finance/Accounting/Management/Economics/Commerce. A professional accounting qualification such as CA / CPA is desirable.

Minimum 10 years experience in financial management of projects, planning, budgeting and asset management.

Work experience with World Bank / ADB funded projects is desirable

Professional Competencies

- Ability to speak, read and write in English, and produce project reports in English for regular and continuous presentation to World Bank staff.
- Ability to deliver technical services as required by the project and advise the Project Coordinator/Project Director
- Ability to interact with senior staff in the State of Kerala & its relevant departments .
- Ability to plan and implement a program with complex and diverse activities
- Ability to promote stakeholders' participation and commitment for effective implementation to ensure long term sustainability of the project
- Ability to effectively organize and lead the work of a multi-disciplinary team
- Effectiveness in analyzing and resolving project implementation issues
- Familiarity with State Government procedures and regulations
- High level of computer literacy
- Strong communication, negotiating skills and good interpersonal relations

Duty Headquarters

The duty headquarters of the Finance Management Expert will be at Project Management Unit, Thiruvananthapuram. The Expert will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Finance Management Expert will be on full time basis.

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Reporting arrangements

The Finance Management Expert will report to the Deputy Project Director / Project Director KUSDP.

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Kerala Urban Service Delivery Project
Terms of Reference
PROCUREMENT EXPERT

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

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Activities of the Programme

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support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Objectives of engaging Procurement Expert

Roles and Responsibilities

- 1) Represent Project Management Unit (PMU) on all procurement matters.
- 2) Responsible for preparation of Project Procurement Strategy for Development (PPSD) document.
- 3) Responsible for drafting procurement plan based on PPSD and timely updating it during the life of Project. Inputs shall be obtained from other team members of Project Management Unit (PMU) and Implementing Agencies (IAs) for prioritising the urgent procurement.
- 4) Responsible to manage end-to-end procurement processes for Works, Goods, Non-Consulting and Consulting Services including the contract management activities and ensure that procurement procedures are carried out in accordance with the procurement plan and procurement regulations of the World Bank.
- 5) Monitor procurement activities undertaken by the Implementing Agencies (IAs) at District and ULB levels to ensure full compliance with World Bank requirements. Responsible for training IAs and providing them necessary hand holding support. This include but not limited to following activities;
 - a. Irrespective of value, review all procurement documents and award recommendations before issuing to bidders or sending to World Bank for prior review.
 - b. Conduct random checks of procurement practices followed by the ULBs
 - c. Conduct workshops to create awareness among district level officers, functionaries and representatives at ULB level regarding procurement policy framework, relevant procedures and processes as well as on specialised procurement topics.
 - d. Monitor and analyse contract performance against agreed benchmarks and through reporting mechanism.
 - e. Expedite the procurement activities including contract management related activities.
- 6) Ability to address and manage all aspects of monitoring of construction works (legal aspects and knowledge in construction contracts)

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- 7) Frequently convene meetings with contractors to allow ample opportunity for the identification and early resolution of potential disputes.
- 8) Develop appropriate contract management tools, guidelines and manuals for standardisation and knowledge sharing purposes.
- 9) Provide technical support to facilitate the service / equipment procurement.
- 10) Prepare annual procurement plan for all purchasing and procurement activities needed by the Project
- 11) Formulation of summary of technical proposals submitted by the firms
- 12) Make necessary administrative and logistic arrangement to deliver and install the procured services upon provision by bidders and if not satisfied ensure taking action to replace the equipment or materials in compliance with the specification stated in the proposals.
- 13) Make necessary administrative and logistic arrangements to deliver and install the procured services and equipment in the sites
- 14) Prepare, Contract agreements, solicitation documents for consulting services / consultants, as appropriate.
- 15) Maintain systematically the procurement related documents for audit / review by the World Bank as well as the Controller of Aid Accounts and Audit (CAAA)
- 16) Co-ordinate with LSGD for placement of various documents / papers before the Project Co-ordination Committee for review and approval, post review of World Bank etc
- 17) Monthly progress report containing the list of activities planned for the reporting period, progress towards the target and the result of targeted activities shall be furnished to DPD/PD on a monthly basis.
- 18) Any other tasks assigned by the Deputy Project Director / Project Director from time to time.

Duration of Project

5 years

Qualification

A university degree in one of the following areas- economics, commerce, procurement, management, finance, engineering or a related field.

Experience

- Should have at least ten years experience in handling procurement of large value goods/services, preferably in consultant recruitment/civil construction /

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supervision / monitoring in development sector or Central or state Govt sponsored schemes.

- Sound understanding of principles underlying good procurement practices and international agencies, procurement guidelines, understanding of government procurement rule act , analytical capability in identifying and resolving procurement issues.
- Excellent IT / computer skills including MS Office (Word, Excel, Power point etc)
- Excellent written and oral communication skills in English & Malayalam.
- Ability to work efficiently and effectively in a multidisciplinary team.

Desired Experience

- Experience in providing procurement inputs in large and dispersed civil works programs
- Relevant experience in World Bank, ADB and other external aided projects will be an added advantage and also experience in working with stakeholders (especially civil society organizations) and international organizations will be preferred.
- Relevant experience in using NIC based e-procurement system for conducting online tendering process.

Duty Headquarters

The duty headquarters of the Procurement Expert will be at Project Management Unit, Thiruvananthapuram. The Expert will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Procurement Expert will be on full time basis.

Reporting arrangements

The Procurement Expert will report to the Deputy Project Director / Project Director KUSDP.

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Kerala Urban Service Delivery Project
Terms of Reference
ENVIRONMENT EXPERT

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening. The project would be co-ordinated by a State Project Management Unit (PMU). The PMU will have a full time environmental expert to oversee, plan and co-ordinate the environmental aspects, and safeguards management during project planning and implementation stages.

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Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Many of the ULBs in Kerala are located in coastal areas, flood plains, hazard prone areas, near forests areas, heritage areas, estuaries, rivers and other eco-sensitive areas; mostly with high water table; (ii) environmental issues associated with sanitation sector (including solid waste, drainage, and sewage/septage management) are significant and none of the ULBs have effective solutions for this sector; (iii) there are important pollution impacts from (a) sewage from unscientific septic tanks, leach pits and house boats, (b) drainage mixed with effluents from hospitals, labs and other commercial establishments including hotels/resorts, and (c) unsegregated openly dumped solid waste; triggering the demand for effective environmentally appropriate end-to-end solutions; (iv) the State is yet to make a beginning in sewage / septage management and drainage planning. Considering the geographical disposition, density of population and environmental characteristics of the state and its urban areas, it is important to have a strategic understanding of the region and the focus sectors. It is proposed that the PMU undertake a Strategic Environmental Assessment (SEA) of the State; with focus on the sanitation sector. Based on the findings of the SEA, an Environmental Management Framework (EMF) will have to be prepared and followed to ensure effective management of environmental aspects during all stages.

Objectives of engaging Environment Expert

Roles and Responsibilities

- ✦ Co-ordinate the Preparation of the SEA
- ✦ Prepare and Disclose the EMF including guidelines for impact identification (for goods, works and consultancy contracts), project screening checklist, broad mitigation plans, guidance to prepare detailed impact assessment for projects, supervision mechanisms, monitoring requirements, training/capacity building needs, and budgetary provisions in contracts. This shall comply with all National / State regulations, local bylaws and guidance and World Bank Operational Policies and Safeguards requirements.
- ✦ Review the investment proposals (sub-projects) and ensure that environmental issues are properly addressed by development of a project-specific environmental analysis including (but not limited to) landuse, natural habitats, pest management, physical/cultural resources, forests, safety of dams, public consultations, and occupational health and safety
- ✦ Oversee the preparation of Environmental Impact Assessment (EIA) with Environmental Management Plans (EMPs), Monitoring Plan and Training needs and inclusion of Environmental Management Plan and budget requirements in Contract documents so as to facilitate implementation of mitigation measures.
- ✦ Provide expert guidance to the beneficiaries in the preparation and successful implementation of the project environmental assessment instruments/documentation, including preparation of environmental impact/risk assessments and environmental management plans;

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- ✦ Provide expert advice to the PMU team with regards to strategies and approaches to effectively and efficiently comply with relevant World Bank environmental safeguard operational policies and requirements
- ✦ Coordinate and share information with World Bank project staff and consultants providing environmental safeguard cross-support
- ✦ Carry out site supervision visits during implementation of sub-projects and of other activities related to the Project;
- ✦ Ensure that safeguards documents are prepared on time and disclosed well in time before start of works and that all required clearances / permits / licences are obtained for projects. This shall comply with all National / State regulations, local bylaws/ guidance and world Bank Safeguards requirements.
- ✦ Conduct / co-ordinate Stakeholder consultations and consensus building as outlined by the EMF and required by National / State regulations and World Bank guidelines
- ✦ Manage the environmental consulting firm engaged for specific projects.
- ✦ Ensure contractor has environmental experts in their team, prepare and follow Contractors Environmental Management Plans (C-EMP); as outlined in EMF and maintain required permits / licenses / incident and grievance registers
- ✦ Monitor the fulfilment of the project-specific environmental requirements and environmental safeguards policies with respect to all project activities, in all direct and indirect contracts; ensure proper reporting by monitoring agencies at various levels (district/site); and maintain database and follow-up
- ✦ Assist and advise local bodies from time to time in monitoring and managing contractors' activities that may have environmental impacts, if any. Conduct random audits for EMF compliance during various project stages
- ✦ Develop, undertake and support training programs on Environmental monitoring and management arrangements developed in the Project;
- ✦ Report the status and progress of institutional arrangements and functioning of environmental arrangement along with any impacts that should be addressed. These should be reflected in the Project Progress Report to be submitted to the Deputy Project Director / Project Director.
- ✦ Ensure that environmental assessment is an integral part of planning of all project supported schemes
- ✦ Ensure development/procurement and availability of IEC materials supporting the environmental management framework to selected LSGs, relevant functionaries and community institution partners.
- ✦ Ensure including the necessary activities related to the environmental safeguards, such as trainings, studies, etc. in the project procurement plan if relevant;
- ✦ Assist PMU/Municipalities in operationalizing the methods, procedures, and systems for introduction of environment compliance practices into the existing systems of the LSGs;
- ✦ Ensure that all legal and regulatory provisions relevant to the environmental safeguards are satisfactorily met through the project processes.
- ✦ Ensure that environmental assessment is an integral part of planning of all project supported schemes.

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- ✦ Facilitate the creation and documentation of experiences, lessons learnt, case studies, success stories etc.

✦

Reporting Requirements

The Environment Expert will report to the Deputy Project Director / Project Director KUSDP. He / She will effectively:

- ✦ Maintain full documentation of safeguards requirements and status of the same; for projects under different stages of planning and implementation,
- ✦ Submit report on random audits on EMF Compliance during various project stages to the Deputy Project Director / Project Director of the PMU,
- ✦ Prepare and submit monthly progress report containing the list of activities planned for the reporting period, progress towards the target and the result of targeted activities shall be furnished to DPD/PD,
- ✦ Carry out any other tasks assigned by the Deputy Project Director / Project Director from time to time.

Duration of Project

5 years

Qualification

- Masters Degree in Civil / Environmental Engineering, Environmental Planning / Natural Resources Management, Environmental Studies/Environmental Sciences/ Ecology or related field

Experience

- ✦ The environmental specialist must have at least 10 years of working experience of which 5 years in the field of environmental activities as consultant or working in an institution which deals with environmental concerns.
- ✦ The environmental specialist must be fully conversant with the National / State / Local regulatory requirements on environment and infrastructure provision and aware of the environmental rules and regulations of the World Bank and must have completed, or involved in the preparation of, environmental impact study of at least two infrastructure projects. The expert must have preferably demonstrated sound technical expertise in international good practices on environmental safeguards.
- ✦ Working experience especially in environment related activities for World Bank / ADB or other Multilateral Development Banks will be an added advantage.
- ✦ Proficiency in computer applications including MS office.
- ✦ Excellent written and oral communication skills in English & Malayalam.
- ✦ Ability to work efficiently and effectively in a multidisciplinary team. Good interpersonal skills and prior experience in efficient stakeholder consultations and consensus building in Kerala would be an added advantage.

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Duty Headquarters

The duty headquarters of the Environment Expert will be at Project Management Unit, Thiruvananthapuram. The Expert will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Environment Expert will be on full time basis.

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**Kerala Urban Service Delivery Project
Terms of Reference
Social Development and Gender Expert**

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone

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linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Due to high concentration of vulnerable groups in certain Municipalities, World Bank's Operational Policy on Indigenous people will be applicable to the project. The project will require land for prioritized investments, accordingly the Operational Policy on Involuntary Resettlement will apply to the project as a whole. Other Bank's corporate requirements on Gender, Citizen Engagement and Grievance Management will essentially require analyses of the social issues to identify gaps and develop appropriate actions and corresponding monitoring indicators to monitor the outcomes. Essentially, the project will address state laws and World Bank's operational policy and corporate mandates that cover social inclusion, gender, participation, accountability, transparency, land requirement, labour management and impact of labour influx and gender-based violence.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs including municipal corporations and Amrut Municipalities).

Objective

To ensure that the project intervention better social development and gender outcomes i.e. social inclusion (tribal, gender and other vulnerable), participation, transparency, accountability, effective and accessible grievance management, enhance safety and security of women, compliance with labour laws and labour influx.

Scope of work will cover 3 stages (1) preparation, (2) implementation and (3) monitoring through the project cycle. The details are as follows:

(1) Preparation

- a. Coordinate the preparation of safeguard documents – Resettlement Management Framework, Tribal Development framework to comply with state laws and Bank's Operational Policies on Indigenous People Development Plan and Involuntary Resettlement to enhance access to benefits and minimize and mitigate adverse impacts.
- b. Coordinate gender analysis for gender informed project design including identification of gaps and actions with monitoring indicators.
- d. Based on gender analysis, develop a detailed plan that identifies opportunities and entry points for mainstreaming gender into the project.
- e. Coordinate preparation of stakeholder engagement plan to develop citizen feedback mechanism including grievance management for the project.

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- f. Identify agencies, NGOs, community based organizations, and women's associations or groups to support project implementation.
- g. Coordinate the detailed preparation of labour influx management action plans.
- h. Coordinate disclosure of safeguard document: both in local and English language prior to project appraisal.
- i. Provide inputs from the safeguard instruments and gender strategy for the Operational Manual.
- j. Ensure that the GRM system is set-up
- k. Mainstream training modules on gender, participation, systems on transparency, grievance management, social mobilisation and other social issues in the training plans and calendar.
- l. Ensure indicators to monitor social development outcomes are included in the M&E system.

(2) Implementation.

- a. Develop quarterly plans to detail the activities to implement the action plans on social safeguard management and gender.
- b. Organise orientation and sensitization workshop for the implementing partners on the "process" of planning and implementing safeguard management plans, gender action plans, labour influx management plans and labour welfare laws.
- c. Support district teams to review all sub projects to ensure equal and equitable benefits to men and women and suggest modifications or new activities within the project (as needed) that could increase gender equity.
- d. Provide support to district teams on social and gender inclusive planning, implementing and monitoring of activities.
- e. Support district teams to review sub-projects to ensure compliance with safeguard documents.
- f. Ensure preparation of municipal level tribal action plans to comply with Tribal Development Framework.
- g. Organise quarterly workshops with support organisations and social specialists at district level to facilitate cross learning from sub-project planning for the first year of implementation and six monthly after the first year.
- h. Mainstream social development and gender issues in training materials, manuals, documentation of case studies
- i. Co-ordinate programmes that promote gender equality, address violence against women and advance rights of girls and women.
- j. Coordinate with the government departments, NGOs and other stakeholders to promote interventions to address gender based violence.
- k. Coordinate implementation of labour influx management plans and compliance with labour laws.
- l. Coordinate dissemination of information of the GRM system in the project area.

3. Monitoring and reporting.

- a. Ensure data collection to track performance of each social development outcome.

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- b. Ensure disaggregated (gender, social and economic profile) baseline data is collected and analysed at the planning stage.
- c. Coordinate studies for thematic analysis.
- d. Monthly progress report containing the list of activities planned for the reporting period, progress towards the target and result of targeted activities to achieve social development outcomes shall be furnished to DPD/PD on a monthly basis.
- e. Any other tasks assigned by the Deputy Project Director / Project Director from time to time.

Duration of Project

8 years

Qualification

Master's degree in Social Sciences preferably Social Work / Sociology / Economics/ or any another related field. PhD/MPhil/Research experience is desirable.

Experience

- # 8 years of experience in carrying out social development and gender analysis and in preparing gender action frameworks and plans preferably for World Bank/ADB-financed projects in the sector.
- # A minimum of 8 years practical experience in the field of social development and gender equality.
- # Work experience with LSGIs in Social development and community groups especially in urban sector.
- # Ability to build and maintain effective working relationships with internal and external stake holders.
- # Ability to engage with community, LSGIs, target groups and Government.
- # Expertise to provide advice and engage with the community and LSGI in project related and social development initiatives.
- # Experience in developing and implementing policies, strategies and programs.
- # Ability to conduct workshops and presentations to community groups and forums to raise awareness about the Project and ensure community participation and support as and when needed.
- # Excellent IT / computer skills including MS Office (Word, Excel, Power point etc)
- # Excellent written and oral communication skills in English & Malayalam.
- # Ability to work efficiently and effectively in a multidisciplinary team.

Duty Headquarters

The duty headquarters of the Social development and Gender Expert will be at Project Management Unit, Thiruvananthapuram. He / She will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Social Development and Gender Expert will be on full time basis.

Reporting arrangements

The Social Development and Gender Expert will report to the Deputy Project Director / Project Director KUSDP.

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**Kerala Urban Service Delivery Project
Terms of Reference
Urban Sanitation & Technical Expert**

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development

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support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Objectives of engaging Technical Officer

Roles and Responsibilities

The Technical Officer will support the Project in undertaking, monitoring and co-ordinating functions of all engineering and technical aspects of KUSDP. Support will be required for:

- (i) conducting technical review of the technical design/feasibility/project documents for all the subprojects being funded at the local level under KUSDP on a regular interactive basis at the field level and expediting the processes involved for speedy and proper implementation.
- (ii) Responsible for the supervision and reporting of all investments financed by the project
Provide implementation progress reports on a continuous basis
- (iii) Provide technical support and supervision of PIU Technical Staff.

Tasks of the Technical Officer include:

- (i) Technical design review, quality assurance, implementation monitoring and coordination support to design and implement infrastructure projects
- (ii) Day-to-day monitoring, evaluation, implementation co-ordination and management of field level activities.
- (iii) Co-ordinate planning, control and management of the work of a multidisciplinary team at the field level.
- (iv) Put in place a reporting system with the LGs, ensure its smooth transfer and monitor regular information inputs.
- (v) Monitor progress, evaluate results, and support the LSGs in the identification and resolution of constraints.
- (vi) Ensure oversight of the implementation staff of the Municipality / PIU at the District level of the overall quality of construction and / consultant compliance with requirements, including compliance with technical, environmental and social safeguard requirements.
- (vii) Assist/advice the LSGs in conducting procurement activities in compliance with agreed guidelines for WB funded projects and assist them in resolving matters pertaining to disagreement with contractors / consultants.
- (viii) Prepare and update overall project implementation schedule and submit to Deputy Project Director / Project Director KUSDP.

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- (ix) Define quality control mechanisms and parameters applicable to the LSGs and coordinate/discuss implementation with the Deputy Project Director / Project Director KUSDP.
 - (x) Coordinate with the PIU Staff in project implementation.
 - (xi) Report in writing to the Deputy Project Director on the daily activities undertaken and on the performance of the PIU Staff as will be stipulated.
 - (xii) Any other work assigned by the Deputy Project Director / Project Director, KUSDP for the efficient and smooth implementation of the Project.

Duration of Project

5 years

Qualification

BE/B.Tech in civil/environmental/mechanical engineering with MS/M.Tech in Civil/environmental Engineering.

Experience

- At least ten years of experience in technical design, planning and implementation supervision of urban infrastructure projects
- At least 10 years of experience in municipal solid waste management, waste water management/faecal sludge management, or other related technical fields.
- Experience of working directly with ULBs and supporting them on project design and implementation aspects for urban infrastructure projects.
- Experience of reviewing technical designs and detailed project reports (DPRs) for urban sanitation infrastructure projects.
- The candidate must be fully compliant with the national and state level technical design guidelines, service level benchmarks and codes/standards that need to be complied with, while designing and implementing the municipal infrastructure project.
- Ability to deliver technical reports and ability to meet deadlines.
- Experience in liaising with government and non-government stakeholders.
- Ability to manage large institutional engagements on development and implementation of development projects.
- Experience in developing and implementing public policies, strategies and programmes.
- Ability and willingness to travel frequently to the selected LSGs;
- Excellent IT / computer skills including MS Office (Word, Excel, Power point etc)
- Good interpersonal skills and ability to settle issues that may arise in project spots.
- Excellent written and oral communication skills in English & Malayalam.
- Ability to work efficiently and effectively in a multidisciplinary team.

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Duty Headquarters

The duty headquarters of the Technical Officer will be at Project Management Unit, Thiruvananthapuram. The Officer will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Technical Officer will be on full time basis.

Reporting arrangements

The Technical Officer will report to the Deputy Project Director / Project Director KUSDP.

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**Kerala Urban Service Delivery Project
Terms of Reference
Monitoring & Evaluation Expert**

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development

support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Objectives of engaging Monitoring & Evaluation Specialist

Roles and Responsibilities

The tasks of the specialist will include

- a) To provide support to the Project Management Unit (PMU) with an independent monitoring and feedback mechanism and produce reports on the status of achievement of the primary goals and objectives of the Project, and or recommend ways to modify the design and implementation to meet the same.
- b) Review existing M&E systems, tools and indicators in use by the State Government.
- c) Establish the M&E system and strategy, including design, data-collection formats, data collection, data-analysis, and reporting format and systems.
- d) Design and set up databases as appropriate to meet the needs of M&E of the Project
- e) Develop a database for the project performance indicators, collect appropriate data from the sources, and maintain the database and prepare reports to meet the reporting requirements of the Project;
- f) Track and analyze progress towards agreed activities, results, and outputs of each of the Project components in line with the monitoring framework
- g) Flag potential risks or challenges emerging from monitoring information
- h) She/he will review all ToRs submitted by Municipalities / Agencies for carrying out various M&E activities as designed in the project in consultation with the Deputy Project Director / Project Director.
- i) Review all survey reports, results against agreed indicators including utilization of funds, adherence to environment and social safeguards, community response, prevailing socioeconomic conditions of the beneficiaries, etc. and carry out random audits of the results and report the same to the Deputy Project Director / Project Director.
- j) Review the progress of implementation of the activities agreed to in each component by the LSGs and evaluate/assess the impact of the interventions and recommend actions to be taken for improvement if any required by any specific LSG or others, etc. to facilitate better delivery of services by LSGs;
- k) Analyze the positive and negative impacts of the project interventions (including rehabilitation & resettlement if any) initiated by the State and other agencies engaged in implementation of the project activities;
- l) To bring transparency to the systems initiated in the project and document the same.

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- m) Assessment of the level of awareness, concerns, attitudes and acceptance of people towards the interventions planned by the state in this project
- n) Train relevant PMU / PIU Staff in data collection procedures as required during project implementation
- o) Prepare the base map (use GIS map) of all the assets (geo-reference) of the Municipalities. It can be layered with information such as, land area of the asset, number of households benefitting, year of completion, cost incurred, contractor name, source of funding, etc. During the 5 year perspective plan and annual plan, this information will be available online via the MIS. Once the information from the plan for proposed investment is entered, then the next level of information on progress can be further uploaded via mobile app, etc.
- p) Support systems development that links all municipalities to the state level system so that data is uploaded on-line from the field.
- q) GRM system both via Toll free number and web-based need to be linked to the MIS system.
- r) The M&E system should also include indicators on labour laws to track compliance.
- s) Monthly progress report containing the list of activities planned for the reporting period, progress towards the target and the result of targeted activities shall be furnished to DPD/PD on a monthly basis.
- t) Any other tasks assigned by the Deputy Project Director / Project Director from time to time for the efficient and smooth implementation of the Project.

Duration of Project

5 years

Qualification and Experience

The Expert should have a Masters degree in Statistics / Economics / Finance / Management or relevant field.

- Minimum 10 years working experience in financial/institutional monitoring and evaluation of institutional development projects.
- Work experience with World Bank / ADB funded projects is desirable
- Strong foundation in statistical analysis
- Experience in conducting and managing monitoring and evaluation activities
- Proven experience in designing questionnaires and other data collection formats
- Experience in setting up computerized databases
- IT skills including use of MS office especially Excel for setting up databases and conducting analysis.
- Analysis of socio-economic issues and related policy matters.
- Excellent written and oral communication skills in English & Malayalam.
- Ability to work efficiently and effectively in a multidisciplinary team.

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Duty Headquarters

The duty headquarters of the Monitoring & Evaluation Expert will be at Project Management Unit, Thiruvananthapuram. The Expert will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Monitoring & Evaluation Expert will be on full time basis.

Reporting arrangements

The Monitoring & Evaluation Expert will report to the Deputy Project Director / Project Director KUSDP.

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**Kerala Urban Service Delivery Project
Terms of Reference
IEC EXPERT**

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development

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support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Objectives of engaging Communication Specialist

Roles and Responsibilities

The target audience includes participating ULBs and allied departments in GoK and GoI.

- a. Carry out communication need assessment for different stakeholder groups.
- b. Develop communication strategy to establish a systematic approach to stakeholder engagement. This includes identification of stakeholders, assess their interest and to enable stakeholders' views to be taken into account in project design and promotes participation of all the stakeholders in the project.
- c. Develop and standardise appropriate information for disclosure and dissemination required under the Right To Information Act for suo-motuo disclosure
- d. Develop and standardise messages on each of the component for disseminating information to facilitate participation of beneficiaries that is required beyond the law.
- e. Map the stakeholders to develop appropriate IEC material that for different stakeholder groups. Develop IEC material based on the need assessment and ensure that, it reaches all the stakeholders through different communication channels.
- f. Support the production of user-friendly and high quality Information, Education and Communication (IEC) material (such as handouts, posters, brochures, video documentary films and photo documentation, success stories booklet etc.) in Malayalam and English for communication of the project activities to the public and stakeholders.
- g. Develop formats for and systems for citizen feedback to report back to the stakeholder and its documentation.
- h. Document good practices as part of knowledge management and dissemination project progress reports.
- i. Prepare monthly newsletters both in English and Malayalam on project progress and forthcoming activities
- j. Prepare regular press/media releases to ensure high visibility of the project;
- k. Prepare regular information e-bulletins on the project (Malayalam and English versions) and ensure wide dissemination
- l. Represent the project in meetings and deliver presentations on behalf of the project.

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- m. Undertake any other activities as assigned by the Project Director / Deputy Project Director from time to time

Duration of Project

5 years

Qualification

The Specialist must have a minimum of Masters Degree in Mass Communication, Journalism, Public Relations from a reputed University.

Experience

- Minimum 5 years of relevant professional experience in communication and media relations in reputed government or private either national or international.
- Relevant experience in external aided projects such as ADB, World Bank and other external aided projects will be an added advantage., and also experience in working with stakeholders (especially civil society organizations) and international organizations will be preferred.
- Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing press releases and articles/stories for print and electronic media.
- Excellent IT / computer skills including MS Office (Word, Excel, Power point, page maker etc)
- Excellent written and oral communication skills in English & Malayalam.
- Ability to work efficiently and effectively in a multidisciplinary team.

Duty Headquarters

The duty headquarters of the Communication Specialist will be at Project Management Unit, Thiruvananthapuram. He / She will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Communication Specialist will be on full time basis.

Reporting arrangements

The Communications Specialist will report to the Deputy Project Director / Project Director, KUSDP.

**Kerala Urban Service Delivery Project
Terms of Reference
FINANCE ASSISTANT**

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy

milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Objectives of engaging Technical Officer

Roles and Responsibilities

- ✓ Assist in installing appropriate financial and management accounting systems and procedures to aid EAs in managing projects funds, maintaining accounts, and submitting timely and reliable financial reports.
- ✓ Assist in designing, developing, and installing a computerized accounting system or assisting in selection of the off-the-shelf accounting software for PMU.
- ✓ Assist in reviewing project financial statements/audit reports and follow up with EAs for submission of expenditure statements/details for preparation of SoEs and submission to World Bank.
- ✓ Assist in adequately forecasting funding requirement, as well as prioritizing expenditure in coordination with EAs to facilitate submission of Interim Unaudited Financial Reports (IUFR) to World Bank for replenishment of project funds and work on an arrangement for their efficient utilization with an appropriate reporting mechanism.

Any other work as directed by the Project Director and Finance Management Specialist/officer or other senior officers engaged in the project

Duration of Project

5 years

Qualification

Degree in Accounts or relevant field and have a minimum of 5 years working experience with financial/accounts management. Working experience for financial management of World Bank or ADB projects would be of comparative advantage.

Duty Headquarters

The duty headquarters of the Finance Assistant will be at Project Management Unit, Thiruvananthapuram. The Officer will be required to travel frequently within and outside the State for project purposes.

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Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Finance Assistant will be on full time basis.

Reporting arrangements

The Finance Assistant will report to the Deputy Project Director / Project Director through the Finance Management Specialist.

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**Kerala Urban Service Delivery Project
Terms of Reference
DATA ENTRY OPERATOR CUM MULTITASK PERSON**

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover all 87 municipalities

Objectives of engaging Data Entry Operator cum Multitask person

Roles and Responsibilities

- ✓ Clerical works in addition to data entry works
- ✓ Prepare minutes of monthly review meetings of the Project and submit it to Deputy Project Director for approval.
- ✓ Assist Accounts section of KUSDP in preparing Statement of Expenses (SoEs) for claiming reimbursement from World Bank
- ✓ Liaison works in Secretariat and allied departments, File follow up in Government Secretariat
- ✓ Drafting proceedings/office orders.
- ✓ Assist Superior officers in organising events /monthly review meetings of the Project
- ✓ Attend to works performed by Office Attendant if required
- ✓ Undertake any other activities as assigned by the Project Director / Deputy Project Director from time to time

Experience

The Data Entry Operator cum Multitask person should have:

5 years of working experience in relevant field. He / she should be well versed in MS Word, Excel, PowerPoint, word processing, Tally etc, Fast typing speed and familiarity with online platforms is desirable. Working experience with external aided projects preferably World Bank/ADB would be an added advantage.

Qualification

Any Degree from a recognised University. PGDCA /DCA, Typewriting English (higher) and Malayalam (lower)

Duration of Project

5 years

Duty Headquarters

The duty headquarters of Data Entry Operator cum Multi task person will be at Project Management Unit, Thiruvananthapuram. He / She will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Data Entry Operator cum Multitask person will be on full time basis.

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**Kerala Urban Service Delivery Project
Terms of Reference
VIDEO GRAPHICS EXPERT**

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

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Activities of the Programme

- # Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- # Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- # KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- # Strengthening and expanding the monitoring, financial, and governance systems in the State.
- # Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover all 87 municipalities

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Objectives of engaging Video Graphics Expert

Roles and Responsibilities

- ✓ Produce tutorials, documentaries, hypershort films, design information posters which are in line with international standards of communication
- ✓ Prepare graphic design materials for disseminating the best practices of Project
- ✓ Record all the events of the project including workshops, meetings etc and submit the same to the Deputy Project Director and Project Director.
- ✓ Frequent visits to Project sites across Kerala are essential for shooting and for interviewing beneficiaries and stakeholders of the Project.
- ✓ Prepare regular information e-bulletins on the project (Malayalam and English versions) and ensure wide dissemination in consultation with the Communication Expert of the Project
- ✓ Undertake any other activities as assigned by the Project Director / Deputy Project Director from time to time

Experience

The Expert should have:

- ✓ 3 years of relevant experience in video documentation, graphic design, layout, and publication to be assessed based on the presence of their work that is currently available online.
- ✓ Strong theoretical and practical background in graphic design, including the use of design software and tools.
- ✓ Good understanding of new and evolving technologies in digital platforms
- ✓ An understanding of Social Media dynamics and info dissemination strategies
- ✓ Excellent photo design and video-making and editing skills
- ✓ Ability to communicate effectively in English with international organisations
- ✓ Ability to work in a cross-departmental manner, building consensus with the other experts of the Project.
- ✓ Experience in designing online learning platforms which are useful for conducting training programmes would be an added advantage.
- ✓ Knowledge of Malayalam would be an added advantage

Qualification

Degree from a recognised university in Mass Communication/Degree with 3 years of work experience in relevant field. Degree in graphic design would be an added advantage.

Applicants will have to submit up to 10 links to their past work, currently available on social media, uploaded between a 3 years period roughly June 2017 to July 2020. Preference will be given to those who have made awareness-based posters and short tutorial videos.

Based on the quality of work, they will be shortlisted and invited for a task-based interview. They will be given some sample content based on which they will be asked to create posters/short videos.

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Duration of Project

5 years

Duty Headquarters

The duty headquarters of the Video Graphics Expert will be at Project Management Unit, Thiruvananthapuram. He / She will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Video Graphics Expert will be on full time basis.

Reporting arrangements

The Video Graphics Expert will report to the Deputy Project Director / Project Director, KUSDP.