

**No. IWAI/WB/NW-1/6/1/2017**  
**PROJECT MANAGEMENT UNIT**  
**(World Bank Assisted Development Project for NW-1)**  
**INLAND WATERWAYS AUTHORITY OF INDIA**  
**(Ministry of Shipping, Government of India)**  
**Head Office: A-13, Sector-1, Noida-201 301**  
**Phone :0120-2424536, 0120-2424540**

Jal Marg Vikas Project (JMVP) for capacity augmentation of navigation on National Waterway-1 is being implemented with the technical assistance and financial support from the World Bank. The Project period is six years from the financial year 2016-17 and the Inland Waterways Authority of India (IWAI) is the Implementing Agency.

2. A Project Management Unit (PMU) has been set up in the IWAI Head Office at Noida under the charge of a Project Director for preparation and pre-appraisal activities pertaining to the Project. Project Implementation Units (PIUs) have also been set up at major project sites of JMVP at Varanasi (Uttar Pradesh), Patna (Bihar), Sahibganj (Jharkhand), Farakka (West Bengal), Kolkata (West Bengal) and Haldia (West Bengal) for field level management and monitoring of the Project activities. The PMU is desirous of engaging professionals in the aforementioned PIUs as per the details given below, on short-term contract basis for the project period, initially for a period of one year, extendable for further period of the Project as per requirement:

Sl. No.	Name of the Positions	Place of posting	Number of positions	Consolidated monthly remuneration
1	Resident Engineer	PIU, Patna.	01	₹60,000/-
2	Land Acquisition Facilitator	One each in PIU, Varanasi; and PIU, Sahibganj.	02	₹60,000/-
3	Environment, Health & Safety Expert	One each in PIU, Patna; and PIU, Kolkata.	02	₹60,000/-
4	Site Engineer	One each in PIU, Varanasi; and PIU, Sahibganj.	02	₹40,000/-
5	MIS Analyst	PIU, Sahibganj.	01	₹40,000/-
6	Social Officer	One each in PIU, Varanasi; and PIU, Haldia.	02	₹40,000/-
7	Accountant	One each in PIU, Varanasi; PIU, Sahibganj; PIU, Farakka; and PIU, Haldia.	04	₹35,000/-
8	Anganwadi Counsellor (Female)	PIU, Sahibganj	01	₹25,000/-
9	Community Facilitator	PIU, Farakka	01	₹25,000/-
10	Data Entry Operator	One each in PIU, Varanasi; PIU, Patna; PIU, Sahibganj; PIU, Farakka; PIU, Kolkata; and PIU, Haldia.	06	₹20,000/-
11	Multi-Task Staff	One each in PIU, Varanasi; PIU, Farakka; and PIU, Haldia.	03	₹18,000/-

3. The appointments are on contract basis for JMVP and for a maximum period of the Project period only for the delivery of services. The selected persons will be required to work on full-time basis and will not be permitted to take up any other assignment during their engagement in the PIUs.

4. The selected professionals will be paid a consolidated monthly remuneration as mentioned above. The consolidated remuneration includes all taxes leviable.

5. Terms of Reference (ToR) for the above positions are attached. The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experience, specifically indicating the position and the location applied for, should be addressed to the Chief Engineer & Project Manager, JMVP and must reach in a closed envelope at the above mentioned address by post or by hand on or before 20<sup>th</sup> July, 2018. Selections will be made based on academic qualifications, merit and experience in the relevant field and working knowledge relating to the subject.

6. The Project Director, JMVP reserves the right to accept or reject any or all applications and to cancel the applications under process at his discretion and his decision shall be final and binding.

Chief Engineer & Project Manager (JMVP)

# **1. Terms of Reference for the position of Resident Engineer**

## **Educational qualification, Experience & Competencies and Job Description**

(i) **Educational Qualifications:** Graduate in Civil Engineering from any recognized institution, or AMIE from Institution of Engineers (India).

(ii) **Experience and Competencies:**

- (a) At least two years' experience in construction/ designing/ planning/ supervision of Infrastructure Projects (preferably multimodal logistics parks, waterway, or similar projects).
- (b) Conversant with the latest engineering practices and codes.
- (c) Ability to understand technical drawings, sketches, specifications and method statements etc.
- (d) Proficiency in use of Computer and related software.
- (e) Good Communication Skills (in English and Hindi).

(iii) **Job Description**

- (a) Reviewing feasibility studies / DPR's and other technical documents.
- (b) Advising on viability assessment, economic analysis, inputs in determining optimal technical configurations of projects.
- (c) Provide technical inputs in preparation of Terms of Reference (ToR) and Bid documents for hiring of consultants and contractors.
- (d) Support in finalization of project structuring.
- (e) Check the feasibility and adequacy of Civil Engineering Designs suggest by the consultants, contractors and propose latest engineering practices.
- (f) Co-ordination during site assessment.
- (g) Provide evaluation, oversight and co-ordination during preparation of DPRs by the consultants.
- (h) Supervision and monitoring for ensuring compliance of prescribed civil engineering practices during execution of the project.
- (i) Preparation of reports on civil works; preparation of compliance /completion reports; and review of reports submitted by the contractors..
- (j) Co-ordination with other departments and agencies.
- (k) Monitoring and documentation of the project related activities.
- (l) Any other duties as may be assigned by the competent authority from time to time.

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## **2. Terms of Reference for the position of Land Acquisition Facilitator.**

### **Qualification, Experience & Competencies and Job Description:**

- (i) **Educational Qualifications:** Bachelor Degree in Social Sciences.
- (ii) **Experience & Competencies:**
  - (a) Minimum five years' experience in Land Acquisition and Resettlement Implementation. Revenue Officers retired from the State Governments of Jharkhand, Bihar or Uttar Pradesh will be preferred.
  - (b) Substantial knowledge of LARR, 2013 and various procedures relating to land acquisition and resettlement.
  - (c) Ability to use MS Excel and MS Word.
  - (d) Solid experience in conducting social development consultative and participatory approaches, and apply them in the course of operation.
  - (e) Good knowledge of issues relating to urban poverty, slum development, housing and amenities.
  - (f) Ability to interact with and motivate/guide institutions/people to carry out socially diligent activities related to the Project.
  - (g) Personal responsibility and accountability for timely response to any queries, requests or needs, working to remove obstacles that may impede execution or overall success.
  - (h) Collaborate with other team members and contribute productively to the team's work and output, taking into account different viewpoints of stakeholders.
- (iii) **Job Description:**
  - (a) Liaise with the Revenue Department to facilitate timely land acquisition and disbursement of compensation according to norms laid down in RFCTLAR&R, 2013.
  - (b) Undertake joint verification with the concerned State Government of the Project Affected Persons (PAPs) and their R&R entitlements. Verify the information already contained in the RAP and the individual losses of PAPs and validate the same and propose suitable changes, if required.
  - (c) To be present at all the disbursement camps during individual disbursement and record the details of each disbursement made. Support the PAPs in completing the required documents for preparation of Affidavits and final cheques.
  - (d) Assist PAPs in opening bank accounts, explain the implications, the rules and the obligations of joint accounts and how the entitled resources can be accessed, wherever necessary.

- (e) Assist the Consultants in relocation of PAFs, ensure smooth transition and resolve any issues that may come up during the allocation of houses.
- (f) Track all disputes on land acquisition referred to the R&R authority established by the State Government. Prepare updates and submit details of the status of the disputes to the PIU/PMU.
- (g) Prepare and compile micro plans, monthly reports, update information pertaining to land acquisition, reports of public consultations and grievances redressed.
- (h) Collect all documentation including Gazette Notifications, Committee Approvals and R&R Plans from the District Administration.
- (i) Participate in any consultation pertaining to land acquisition and prepare minutes of the meeting.
- (j) Update the PIU/PMU on a regular basis on the progress of the construction of resettlement colony and support in the formation of Resident Welfare Society for the resettlement colony after its completion.
- (k) Disseminate information about the grievance mechanism to PAFs and provide inputs to the PIU/PMU to redress grievances, RTI etc. Publish other relevant documents such as entitlement framework.
- (l) Any other work that may be assigned.

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### **3. Terms of Reference for the position of Environment, Health & Safety Expert**

#### **Education Qualifications, Experience & Competencies and Job Description.**

**(i) Educational Qualifications:** Post graduate degree in Environmental Sciences / Ecological Science / Botany / Zoology/ Chemistry / Microbiology / Biotechnology/ Environmental Engineering / Chemical Engineering/ Civil Engineering/ Any other related qualifications along with certificate / diploma in Occupational Health and Safety.

**(ii) Experience & Competencies**

- (a) Minimum three years in environment management, of which two years of health & safety in construction and operation industry.
- (b) Proficiency in data analysis.
- (c) Proficiency in computer operations.
- (d) Good communication skills in English and Hindi/local language.

**(iii) Job Description:**

- (a) Ensuring smooth implementation of Environmental Management Plan (EMP), Health & Safety for maintenance dredging and other interventions activities at project site during pre-construction, construction and operation phase of the project; HSE Compliances as per statutory requirements. This will involve frequent travel to project sites and other places for the purpose of implementations.
- (b) Implementation of Health, Safety and Environment standards for construction & operation of terminal facilities, Ro-Ro, maintenance dredging, bank protection and navigation operations.
- (c) Ensure implementation of suggestive management plans and to integrate this at policy level so that the measures can be mandated for compliance during respective project stage.
- (d) Review, monitor and inspect implementation of the EMP during design, construction and operation stages at project site.
- (e) Implementation of the environmental capacity building and awareness programme.
- (f) Coordinating with field units.
- (g) Reviewing and ensuring effective implementation of EMP, health & safety and regulatory compliance by contractor, and IWAI.
- (h) Managing the environmental, health, safety reporting, and audit process.
- (i) Provide assistance in co-ordination during site assessment etc.
- (j) Provide evaluation, oversight and co-ordination during preparation of Environmental Screening, EIA and EMP reports including various other reports, formats, checklists and guidelines.
- (k) Assist in assessment of fauna, including fish, turtle, dolphin and other benthic diversity, and flora and impact of vessel movements on fisheries, aquatic life and river ecology through the Consultant firm.

- (l) Compilation of pollution monitoring data, reports preparation and coordination with the monitoring agencies.
- (m) Assist and guide IWAI for information dissemination and proper disclosure of documents.
- (n) Prepare plan for trust building exercise between the community and IWAI.
- (o) Prepare reply to the queries related to HSE and wildlife issue.
- (p) Preparation (as needed with regard to project scope) of applications and follow-up on environmental and wildlife clearances/aspects with particular reference to preparation of status/monthly/quarterly reports for the IWAI and the World Bank on regulatory/forestry clearances, SPCB NOC, tree cutting permissions, EMP and EHS implementation, afforestation programme, NOC for construction activities on river, nearby ASI monuments etc.
- (q) Co-ordination with other departments and agencies with particular reference to preparation (as needed with regard to project scope) of applications and follow-up on Environmental and wildlife Clearances; SPCB NOC; forestry clearances, tree cutting permissions, NOC for construction activities on river, nearby ASI monuments etc.
- (r) Monitoring and Documentation of HSE Compliance.
- (s) General training of IWAI Officials and Contractors on HSE & wildlife aspects of waterways transportation
- (t) Training to selected/designated Site Officials of the Contractors.
- (u) Preparation of checklists/guidelines for sustainability of practices/ long term usage by IWAI.
- (v) Preparation of status/monthly/quarterly reports for the IWAI and the World Bank on HSE and Wildlife aspects (such as Regulatory Clearances, Tree cutting, EMP implementation, Afforestation Programme etc.)
- (w) Preparation of compliance reports on the observations/ reports of the Department of Environment and Forests of State Governments/ Ministry of Environment and Forests (Govt. of India) (as required);
- (x) Preparation of compliance/completion reports of each phase.
- (y) Review of reports submitted by the Contractors and/or Supervision Consultants.

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## **4. Terms of Reference for the position of Site Engineer**

### **Educational Qualifications, Experience & Competencies and Job description:**

**(i) Educational Qualification:** Diploma in Civil Engineering from any recognized institution.

**(ii) Experience & Competencies**

- (a) At least three years' experience as Site Engineer in construction/supervision of civil engineering works of infrastructure projects (preferably waterway, bridge, barrage, ports, high-rise buildings or similar linear projects).
- (b) Conversant with the latest engineering practices.
- (c) Ability to understand technical drawings, sketches, specifications etc.
- (d) Proficiency in use of computers.
- (e) Familiarity with the working of State Government/Central Government/World Bank
- (f) Good communication skills (in English and local language).

**(iii) Job description:** The Site Engineer will remain posted at the construction site. He is expected to have a thorough knowledge of the contract document of the project, which has been assigned to him. This assignment may also involve travel to project corridors, Regional Offices, Head Office, block and district headquarters. Site Engineer (CE) will report to the Resident Engineer (Civil)/ Director (IWAI, Kolkata)/ Senior Consultant (CE)/ Chief Engineer (JMVP)/Project Director on effective supervision of the construction activities. The Site Engineer (CE) would be responsible for, but not limited to, the following activities :

- (a) Co-ordination during site assessment etc.
- (b) Supervision and monitoring for ensuring compliance of prescribed civil engineering practices during execution of the project.
- (c) Preparation of status/monthly/quarterly reports for the IWAI and the World Bank on civil works; preparation of compliance/ completion reports of each phase; and review of reports submitted by the contractors and/or supervision consultants.
- (d) Co-ordination with other departments and agencies.
- (e) Monitoring and documentation of the project related activities.
- (f) Any other duties as may be assigned.

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## **5. Terms of Reference for the position of MIS Analyst**

### **Qualification, Experience & Competencies and Job Description:**

- (i) **Educational Qualifications:** Bachelor Degree in Statistics/Computer Science/Computer Application.
  
- (ii) **Experience & Competencies:**
  - (a) Minimum 5 years' experience in data collection and management (ii) experience of handling data collection on mobile application at least in one Project; and (iii) familiarity in remote sensing and other GIS Applications.
  - (b) Ability to use MS Excel, MS Word etc.
  - (c) Skill in Data Collection and Management of MIS.
  
- (iii) **Job Description:**
  - (a) Capture, update and upload information of land acquisition and relocation through uploading geo-tagged photograph of the Project Affected families (PAFs) with details of assets and compensation on the revenue map of the project affected areas, wherever land acquisition is involved.
  - (b) Data collection through mobile application (to be developed separately) in coordination with the Land Acquisition Facilitator on details of each PAF, compensation received and utilization of the compensation.
  - (c) Capture, update and plot the data (geo-tagged photographs of Project Affected Families, details of assets lost and compensation received) onto a Khasra Map.
  - (d) Assist in preparing monthly reports, update information pertaining to land acquisition, reports of public consultation and grievances redressed.
  - (e) Manage and analyse data pertaining to physical and financial indicators included in the RAP.
  - (f) Additional compilation, analysing and reporting on other M&E indicators included in the RAP (trainings conducted, other additional expenditure incurred, assets and livelihoods restored, labour details at Project sites).

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## **6. Terms of Reference for the position of Social Officer**

### **Qualification, Experience & Competencies and Job description.**

#### **(i) Educational Qualifications:**

(a) **Essential:** Bachelor Degree in Social Science/Social Work.

(b) **Desirable:** Master's Degree in Social Science/Social Work.

#### **(ii) Experience & Competencies:**

(a) **Essential experience:** Minimum 3 years' experience in Social Work, Resettlement and Enumeration. **Desirable:** Experience in addressing Social Development, Rehabilitation and Resettlement issues in development projects in general and large infrastructure projects and/or inland waterways projects in particular.

(b) Substantial knowledge of LARR, 2013 and various procedures relating to land acquisition and resettlement.

(c) Ability to use MS Excel and MS Word.

(d) Solid experience in conducting social development consultative and participatory approaches, and applying them in the course of operation.

(e) Good knowledge of issues relating to urban poverty, slum development, tenure, housing and amenities.

(f) Ability to interact with and motivate/guide institutions, people to carry out socially diligent activities as related to the Project.

(g) Personal responsibility and accountability for timely response to any queries, requests or needs, working to remove obstacles that may impede execution or overall success. Collaborate with other team members and contribute productively to the team's work and output, taking into account different viewpoints of stakeholders.

#### **(iii) Job Description:**

(a) Assist the Resident Engineer, Regional Director and the PMU in overseeing and monitoring of the social and environmental safeguards and compliance with applicable frameworks during the construction phase.

(b) Assist in coordination, report and linkages with the institutional setups, State Governments and its Departments, consultancy services and other individuals, who are involved in the implementation of the Project and have impact on the Project directly or indirectly.

(c) Ensuring and reviewing the performance of the Consultants implementing the RAP in disbursing compensation, assistances and other allowances to Project Affected Families as per the entitlement framework.

(d) Preparation of micro plans, preparation/distribution of Identity Cards, Verification of PAFs.

(e) Assist in relocation of PAFs, ensuring smooth transition and resolving any issues that may come up during the allocation of houses.

(f) Preparation of monthly reports, updating information pertaining to land acquisition, reports of public consultations and redressal of grievances.

(g) Conducting and convening public consultations with PAFs whenever required. Additionally, coordinate events or visits of the World Bank/PMU.

- (h) Disseminate information about the grievance redressal mechanism to PAFs and provide inputs to the PIU/PMU to redress grievances, RTIs etc. Publish other relevant documents such as entitlement framework. Directly liaise with PAPs in case of conflict.
- (i) Oversee the implementation of Gender Action Plan and HIV/AIDS prevention programme, assist in ensuring compliance with applicable labour laws and provision of temporary housing and day care facilities.
- (j) Identify relevant skill development programs and hold counselling sessions and consultations, as and when required.
- (k) Coordinate with Contractor and assist other members of the PIU in management of day-to-day affairs of the PIU.
- (l) Provide guidance and support during the process of land acquisition, voluntary land donation and transfer of public land, if any.
- (m) Coordination with relevant agencies and prepare periodic (monthly, quarterly and annual) reports and document good practices and lessons learnt for dissemination within the PMU/PIU.
- (n) Provide support to the communication team as and when necessary.
- (o) Other relevant work given by the Regional Director.

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## **7. Terms of Reference for the position of Accountant.**

### **Qualifications, Experience & Competencies, Job description and Key performance indicators.**

#### **(i) Educational Qualification:**

- (a) **Essential:** Graduate in Commerce or CA Intermediate Pass with knowledge of Tally/other accounting software.
- (b) **Desirable:** Post Graduate in Commerce.

#### **(ii) Experience & Competencies:**

- (a) **Essential:** Minimum 3 years post qualification experience in Accounts and Finance in a reputed company. **Desirable:** Experience in working in a Government Organization/Office.
- (b) Knowledge of Tally/any other accounting software.
- (c) Knowledge/understanding of Finance and Accounts and ability to maintain a good level of accuracy in preparing and processing financial documents.
- (d) Familiarity with the working of State Governments, Central Government and the World Bank.
- (e) Computer skills including spreadsheet and work processing programs, and e-mail with proficiency.
- (f) Effective verbal and listening communication skills in (English and Hindi).
- (g) Excellent financial analysis skills.
- (h) Knowledge of and ability to apply best practices of industry and accounting standards.
- (i) Vigilant and details oriented with demonstrated skills in financial management.
- (j) Track record of achieving results in past employment in an accounting area.
- (k) Good at relationship building and strong interpersonal skills.
- (l) Advanced negotiation skills to deal with potential external and internal issues.

#### **(iii) Job description:**

- (a) Maintaining financial information at PIU level, reporting the financial information to PMU in order to ensure organizational effectiveness and efficiency. Oversee all accounting and reporting functions including financial reporting, accounts, accounts receivable/payable for respective region/cluster of Jal Marg Vikas Project.
- (b) Drive the implementation of accounting and reporting processes, policies and tools.
- (c) Ensure the closing and reconciliation of accounts and prepare all financial reports.
- (d) Oversee execution of all accounting activates (general ledger, receivables, payables, invoicing etc.)
- (e) Ensure compliance to relevant accounting system.
- (f) Preparation of Annual Budget for the Project Implementation Unit (PIU)
- (g) Control over Expenditure, Maintenance of Project Accounts and Ledgers and reporting.
- (h) Preparation of financial statements at PIU level and send to Head Office (PMU) on quarterly/half yearly basis.
- (i) Ensure implementation of accounting policies and procedures and compliance with accounting policies and procedures. Financial Record Keeping and Documents Management i.e. manage the accounting books and ledgers of the Project.
- (j) Processing and scrutiny of Bills/Invoices for timely payments as per the terms and conditions of the Contract Agreement.

- (k) Manage inflow-logging and payment-processing (Corporate, Projects and Payroll etc.)
- (l) Assist in External/Internal Audits of Project.
- (m) Review forecast of costs and timelines based on changes in Projects.
  
- (n) Undertake financial analysis for Departments and cash flow forecasting.
- (o) Follow-up on receivables and oversee closing of payables.
- (p) Ensure reconciliation of bank accounts.
- (q) Ensure that Vouchers, Books, Accounts etc. are maintained/updated properly.
- (r) Ensure protection and security of files and records.
- (s) Any other matter related with the project, as may be assigned by the PIU/PMU officials.
- (t) Oversee, manage and evaluate the performance of the General Service Team.
- (u) Assist in administration for regional sites for defining General Services Level Agreement (SLAs) with vendors for administration related services and ensure that they are strictly implemented.
- (v) Scoping and conducting the technical review of general service providers and coordinating with Corporate Procurement during the procurement process.
- (w) Support the Regional Director's participation in management committees and review meetings by providing information, advice and insights on various financial decisions as requested.
- (x) Liaise with travel agents for business-related travel services of employees, interviewed candidates, Head Office visitors, concerned officials from the Ministry etc.
- (y) Liaise with hotels for temporary accommodation of staff or accommodation of visitors and external consultants as per request from Regional Director, Resident Engineer and/or PMU.
- (z) Manage new employee housing requests and coordinate with external real estate agents, where required.
- (aa) Oversee the provisioning of transportation, catering and other hospitality services to employees and visitors.
- (bb) Manage and monitor the executives/receptionists in office buildings.
- (cc) Directly supervise the collection/distribution of internal and external mail to ensure appropriate coverage.
- (dd) Plan and organize internal employee events as directed by Superiors.
- (ee) Handle requests from Projects for utility services and trade licenses.
- (ff) Ensure proper maintenance of Office.
- (gg) Ensure timely payment of Office Bills.

**(iv) Key Performance Indicators:**

- (a) Accuracy of financial statements (as reported by Internal/External Audit).
- (b) Financial impact of accounting related errors.
- (c) Timelines in generating reports.
- (d) Timelines in responding to auditor requests.
- (e) Employee satisfaction in administration and document control service.
- (f) Success of Administration Service Legal Agreements.
- (g) Update books of accounts at regular intervals.
- (h) Timelines of administration services for administration related jobs.

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## **8. Terms of Reference for the position of Anganwadi Councillor (Female)**

### **Qualification, Experience & Competencies and Job Description:**

#### **(a) Qualification:**

- (a) Essential: 12<sup>th</sup> pass from recognised Board or university.
- (b) Desirable: Graduate from a recognised university.

#### **(b) Experience & Competencies:**

- (a) Two years of experience as an Anganwadi Sewika / Sahiyika.
- (b) Ability to communicate effectively in local dialect.
- (c) Familiarity with government programmes on health in Jharkhand.

#### **(c) Job Description:**

- (a) Assisting in the implementation of all matters relating to gender action plan as a part of Resettlement Action Plan including visits to day care centre at the site, facilitating linkage of women in project affected families with local hospitals and health centres, assisting women aided households during relocation and holding counselling sessions with women from project affected families.
- (b) Facilitating and holding counselling sessions for health / communicable diseases at site for labourers.
- (c) Monitoring the activities at the day care centre provided by the contractor.
- (d) Assisting women aided households during relocation.
- (e) Assisting women build welfare associations to manage relocation processes and management of the resettlement colony.
- (f) Holding counselling sessions with women from affected families on sanitation, pre-natal / natal/ neo natal care.
- (g) Assisting the social officer/ expert in implementation of any activities specified under the gender action plan, contained in the RAP.

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## **9. Terms of Reference for the position of Community Facilitator**

### **Qualification, Experience & Competencies and Job Description:**

#### **Educational Qualifications:**

- (a) Essential: 12<sup>th</sup> pass from recognised Board or university.
- (b) Desirable: Graduate from a recognised university.

#### **(i) Experience & Competencies:**

- (a) Two years association with local NGOs in the area or in government programmes.
- (b) Ability to communicate effectively in local dialect.
- (c) Understanding of local political issues and ability to build social networks within local community.

#### **(ii) Job Description:**

- (a) Ensuring smooth relations with the local residents and liaison with local stakeholders to understand and resolve day to day grievances at site.
- (b) Facilitating strong networks with local opinion leaders, youth leaders, social workers and assisting social officer in the PIU in implementing the Resettlement Action Plan.
- (c) Monitoring and addressing day to day grievances reported by local residents vis-à-vis construction related impacts.
- (d) Identifying skilled / semi- skilled who can be employed in the project. Ensuring incorporation of skilled/ qualified villagers into the civil works as sub-contractors and labourers.
- (e) Meeting with local officials and monitoring any local disturbances and responding to the issues raised by local stakeholders.
- (f) Facilitating discussions with Panchayat / ward officials and DPROs, BDOs, local opinion leaders, political parties etc. Arranging consultations with stakeholders as and when required.
- (g) Distribution of pamphlets/ IEC materials related to the project to various local stakeholders.

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## **10. Terms of Reference for the position of Data Entry Operator**

### **Qualification, Experience & Competencies and Job Description:**

- (i) **Educational Qualifications:** Graduation from a recognized university.
  
- (ii) **Experience & Competencies:**
  - a) Two years' experience in Data Entry Work.
  - b) Capable of handling large volumes of quantitative and qualitative data.
  - c) Knowledge of various computer operating systems, such as MS Word, Excel, Access, Power Point etc., with a speed of 8000 key presses per hour.
  - d) Record keeping, documentation.
  - e) Good communication skills in English and Hindi.
  
- (iii) **Job Description**
  - (a) Compile, verify accuracy and sort information and prepare source data for computer entry.
  - (b) Typing, Data entry from various proposals and reports received in the PMU.
  - (c) Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
  - (d) Generate reports, store completed work in designated locations and perform backup operations.
  - (e) Follow up with various agencies at International, Central, State and District Level and with other stake holders to obtain relevant information/necessary inputs.
  - (f) Provide support on any data related queries.
  - (g) Receiving and sending fax, e-mail.
  - (h) Record keeping, documentation, file management.
  - (i) Keep information confidential.
  - (j) Maintain discipline and obedience.
  - (k) Any other work assigned from time to time.

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## **11. Terms of Reference for the position of Multi Task Staff.**

### **Qualification, Experience & Competencies and Job Description:**

#### **(i) Educational Qualifications:**

- (a) Matriculation form a recognized Board.
- (b) Driving license issued by the State RTO.

#### **(ii) Experience & Competencies:**

- (a) Must possess experience in Driving, Tea & Coffee making and serving, Office Maintenance, Operation of Photocopy Machine/ Fax/ Telephone, Maintenance of Registers, Operation of electrical gadgets, fitting and fixtures and Dak & Dispatch work.
- (b) Knowledge of typing and printing.
- (c) Good communication skill in Hindi and understanding of English.

#### **(iii) Job Description.**

- (a) Physical maintenance of records.
- (b) General cleanliness & upkeep of office, rooms.
- (c) Carrying of files & other papers, documents within the building.
- (d) Delivering, collecting documents dak, outside the building and city.
- (e) Photocopying, sending of FAX etc.
- (f) Other non-clerical work in office.
- (g) Assisting in routine office work like diary, dispatch etc. including on computer, typing addresses, etc.
- (h) Watch & Ward duties.
- (i) Making & Serving of tea, coffee, cleaning of utensils.
- (j) Opening & closing of rooms.
- (k) Dusting of furniture etc.
- (l) Cleaning of building, fixture etc. responding call bells of officers.
- (m) Driving of vehicles.
- (n) Keep information confidential.
- (o) Maintain discipline and obedience.
- (p) Any other work assigned from time to time.

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