

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 – 201301

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The Jal Marg Vikas Project for capacity augmentation of navigation on National Waterway-1 is underway. The Project period is six years and IWAI is the Implementing Agency (IA). The Project is being implemented under World Bank Technical Assistance and Investment Support.

A Project Management Unit (PMU) has been set-up under the charge of a Project Director for the preparation and pre-appraisal activities pertaining to the Project. The PMU is desirous of engaging Senior Consultants and Specialists as per details given below, on short-term basis for the project period. (Initial engagement will be for a period of one year, extendable for further period of the project).

Sl. No.	Name of the Position	Number of Positions
1	Senior Consultant for Environmental Studies, including Environmental Impact Assessment (EIA) and Environment Management Plan (EMP).	1
2.	Senior Consultant for Social Development, SIA and RAP.	1
3.	Senior Consultant for Communication Strategy.	1
4.	Senior Consultant for Financial Management.	1
5.	Specialist for Finance & Accounts.	1
6.	Specialist for Civil Engineering Works.	1
7.	Specialist for Environmental Studies, EIA and EMP.	1
8.	Specialist for Procurement Activities.	1

Terms of Reference for each of the positions are attached.

This is not an employment, but only a consultancy for the Jal Marg Vikas Project and for the project period. Persons will be engaged on contract purely on short-term basis for the delivery of services. The Sr. Consultants/ Specialist will be required to work on full time basis, but in deserving cases, part-time engagement will also be considered.

The Sr. Consultants and Specialists will be paid a consolidated monthly remuneration commensurate with his/her qualifications and experience and availability of his services on full time/part time, which will be at a level comparable for similar positions in the industry.

Selections will be based on academic qualifications, merit and experience in the related field and working knowledge, preferably on World Bank projects.

The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experience, should be addressed to the Project Director, PMU and must reach in a sealed envelope at the above mentioned address by post or by hand on or before 04.09.2015.

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

Project Director

Terms of Reference for the Position of Senior Consultant for Environmental Studies, including EIA and EMP on the World Bank assisted Jal Marg Vikas Project for capacity augmentation of navigation on National Waterway -1.

A. Qualifications

1. Master's Degree in Environment Planning/Engineering/Sciences.
2. Experience: Not less than five years experience in Environmental Impact Assessment of Infrastructure Projects (preferably waterway, highway, barrage or at least similar linear projects).
3. Knowledge/understanding of typical environmental impacts; associated mitigation measures and community consultation.
4. Familiarity with the working of State Govt., Central Govt. and the World Bank.
5. Ability to understanding of technical drawings and sketches.
6. Proficiency in use of Computers.
7. Good Communication Skills (in English and local language).

B. Role of Senior Consultant

This assignment will involve frequent travel to project corridors, affected villages, block and district headquarters. The Senior Consultant will be responsible for, but not limited to, the following activities and will report to the Project Director on daily basis.

1. Preparation of ToR and bidding documents for hiring of Consultants for EIA, EMP and SIA studies.
2. Co-ordination during site assessment.
3. Provide oversight and co-ordination during preparation of Environmental Screening, EIA and EMP Reports, including various Reporting Formats, Checklists and Guidelines.
4. Ensure integration of EIA/EMP findings in engineering design and bidding documents.
5. Assist in assessment of fauna, including fish and benthic diversity, and flora, and impact of movement on fisheries, aquatic life and river ecology through the Consultant.
6. Compilation of Pollution Monitoring Data, report preparation and co-ordination with monitoring agencies.
7. Assist and guide IWAI for information dissemination and proper disclosure of document.

C. Capacity Building Activities

1. General training of IWAI officials and contractors – class-room and on-site (including preparation of training material)
2. Intensive training to selected/designated field officials of the State Govt. and environmental officers of the contractors.
3. Preparation of checklists/guidelines for sustainability of practices/long term usage by IWAI.

D. Supervision and Monitoring for compliance

1. Environmental inspections and preparation of Environmental Inspection Reports.
2. Monitoring and Documentation of EMP Compliance.

E. Reporting and Documentation

1. Preparation of status/monthly/quarterly reports for the IWAI and World Bank on Environmental Aspects (such as Regulatory Clearances, Tree Cutting, EMP implementation, Afforestation Programme etc.).
2. Preparation of Compliance Reports for Department of Environment and Forests, State Govt./MoEF, GoI (as required).
3. Preparation of Compliance Completion Reports of each phase.
4. Review of Reports submitted by the Contractors and/or Supervision Consultants.

F. Co-ordination with Other Departments and Agencies

Preparation (as needed with regard to project scope) of applications and follow-up on Environmental Clearances; SPCB NOC; Forestry Clearances; Tree Cutting Permissions; NOC for construction activities on river, near ASI monuments etc.

Terms of Reference for the Position of Senior Consultant for Social Development, including Social Impact Assessment (SIA) and Resettlement Action Plan (RAP) on the World Bank assisted Jal Marg Vikas Project for capacity augmentation of navigation on National Waterway -1.

A. Qualifications

1. Master's Degree in Social Work/Sociology/ Anthropology/Urban and Regional Planning.
2. Experience: Not less than ten years in the areas of land acquisition process, involuntary resettlement, consultation and participation, socio-economic surveys, monitoring and evolution, etc.
3. Knowledge/understanding of typical sociological impacts of large infrastructure projects; associated mitigation measures; and community consultation.
4. Experience of working as social/resettlement expert for major civil engineering projects.
5. Familiarity with the working of State Govt., Central Govt. and the World Bank.
6. Proficiency in use of Computers to manage data base and generation of reports.
7. Good Communication Skills (in English and local language).

B. Role of Senior Consultant

This assignment will involve frequent travel to project corridors, affected villages, block and district headquarters. The Senior Consultant will be responsible for, but not limited to, the following activities and will report to the Project Director on daily basis.

1. Overall responsible for overseeing the preparation, implementation and monitoring of Social Impact Assessment and Resettlement Action Plans (RAPs) and Communication Strategy and implementation of Communication Action Plan.
2. Support Project Director to respond to queries from stakeholders.
3. Organize and facilitate consultations and workshops with stakeholders.
4. Prepare minutes and proceedings of consultations.
5. Maintain and upgrade the computerized data base related to the delivery of Resettlement Entitlements and generation of periodical progress reports;
6. Manage Consultants responsible for the preparation of RAP;
7. Review the output of Consultants;
8. Co-ordinate with State Revenue Departments concerned to implement land acquisition.
9. Undertake field visits and organize focus group discussions with settlements around fixed terminals and others that may be affected by project and ancillary activities.
10. Co-ordinate the meetings of various committees established for the implementation of Resettlement activities.
11. Undertake field visits as appropriate to review the progress at ground level.

12. Manage the resettlement impact assessment studies and other studies related to Resettlement.
13. Set up system for grievance management.
14. Track and document grievance management.

C. Capacity Building Activities

1. General training of IWAI officials and contractors – class-room and on-site (including preparation of training material).
2. Intensive training to selected/designated field officials of the State Govt. and sociologists of the contractors.
3. Preparation of checklists/guidelines for sustainability of practices/long term usage by IWAI

D. Supervision and Monitoring for compliance

1. Sociological Inspections and preparation of Inspection Reports.
2. Monitoring and Documentation of RAP Compliance.

E. Reporting and Documentation

1. Preparation of status/monthly/quarterly reports for the IWAI and World Bank on Sociological Aspects (such as Regulatory Clearances,)
2. Preparation of Compliance Reports for various stakeholder Ministries and Department of Government of India and the State Govts.(as required).
3. Preparation of Compliance Completion Reports of each phase.
4. Review of Reports submitted by the Contractors and/or Supervision Consultants

Terms of Reference for the Position of Senior Consultant, Financial Management on the World Bank assisted Jal Marg Vikas Project for capacity augmentation of navigation on National Waterway -1.

A. Qualifications

1. Educational qualification: A qualified Chartered Accountant from the Institute of Chartered Accountants of India or a Cost and Works Accountant from the Institute of Cost and Works Accountants of India.
2. Experience: Not less than 3 years post qualification experience in any Government organization or reputed commercial or Chartered Accountant firm. Persons with experience of working on World Bank assisted projects will be preferred.
3. Knowledge/understanding of Financial and Accounting procedures in the Government and World Bank.
4. Familiarity with the working of State Govts., Central Govt. and the World Bank.
5. Proficiency in use of Computers and Tally Accounting System.
6. Good Communication Skills (in English and local language).

B. Role of the Senior Consultant, Financial Management.

This assignment will involve frequent travel to project corridors, affected villages, block and district headquarters. The Senior Consultant will be responsible for, but not limited to, the following activities and will report to the Project Director on daily basis..

1. Preparation of annual budget for the project.
2. Exercising expenditure control, maintenance of project accounts and reporting.
3. Preparation of financial statements for sending to the Controller of Aid Accounts & Audit (CAAA), Ministry of Finance in connection with reimbursement of eligible expenditures from the World Bank.
4. Processing and scrutiny of bills/invoices for payment out of project funds.
5. Preparation of Finance Manual so as to facilitate smooth and transparent processes for project expenditures.
6. Financial record keeping and document management.
7. Internal audit of the project.
8. Assist in the external audits by authorities such as C&AG, CAAA, World Bank and handling of audit paras in the audit reports of these authorities.
9. Assist in financial appraisals by various authorities, such as World Bank, Ministry of Shipping, etc.
10. Assist Chief Accounts Officer (I/c) of IWAI in Accounts and Finance matters of IWAI.
11. Any other matter relating to accounts and finance as may be assigned by Project Director (PMU).

12. Advise the Project Director (PMU) on all accounts and financial matters relating to the project.

C. Capacity Building Activities

1. General training of IWAI officials and contractors on management of project finances – class-room and on-site (including preparation of training material)
2. Preparation of checklists/guidelines for sustainability of practices/long term usage by IWAI on finance and accounts matters.

D. Supervision and Monitoring for financial compliance

Internal Audit Inspections and preparation of Inspection Reports. This assignment may involve travel to project corridors and IWAI field offices.

E. Reporting and Documentation

1. Preparation of status/monthly/quarterly finance and accounts reports for the IWAI, Ministry of Shipping and World Bank.
2. Preparation of Financial Compliance Reports for various stakeholder Ministries and Department of Government of India and the State Govts.(as required).
3. Review of Accounts and Finance Reports submitted by the Contractors and/or Supervision Consultants.

Terms of Reference for the Position of Senior Consultant, Communication Strategy on the World Bank assisted Jal Marg Vikas Project for capacity augmentation of navigation on National Waterway -1.

A. Qualifications

1. A degree in Mass Communication or Journalism from a recognized University or Institute.
2. Experience: Not less than five years experience in Public Relations in a reputed PR Agency.
3. Knowledge/understanding of land acquisition process; involuntary resettlement; consultation and participation; socio-economic surveys; monitoring and evolution; typical environmental and sociological impacts of large infrastructure projects; associated mitigation measures; and community consultation.
4. Familiarity with management of social media channels.
5. Proficiency in use of Computers to manage data base and generation of reports.
6. Good Communication Skills (in English and local language).

B. Role of Senior Consultant

This assignment will involve frequent travel to project corridors, affected villages, block and district headquarters. The Senior Consultant would be responsible for, but not limited to, the following activities and would report to the Project Director on daily basis.

1. Preparation of ToR and bidding documents for hiring of Consultants/ Agencies for communication related studies and assignments.
2. Formulation of Communication Policy Manual for the PMU.
3. Advise PMU on electronic and print media issues pertaining to the Jal Marg Vikas Project.
4. Prepare strategies for inland water transport promotional campaigns on National Waterway – 1.
5. Arrange press meetings and media briefings in relation to the inland waterways and prepare press notes/briefs/communiqués and related activities.
6. Dissemination of information regarding Jal Marg Vikas Project on website of IWAI and with print and electronic media.
7. Preparation of strategies for prevention and countering of adverse publicity on waterways, if any.
8. Organizing workshops, seminars, and conferences pertaining to inland waterways activities.
9. Liaise with press Information Bureau, Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting and reputed magazines and newspaper etc.
10. Manage IWAI's social media channels.
11. Assist in management of applications received under the RTI Act, 2005.
12. Any other duties as may be assigned to him for the efficient and smooth execution of the project by IWAI.

C. Supervision and Monitoring for compliance

Inspections and monitoring of the work of the Media Consultant(s) engaged for the Project and preparation of Inspection Reports thereof.

D. Reporting and Documentation

1. Preparation of media reports on Jal Marg Vikas on a daily basis.
2. Preparation of Review Reports on the activities undertaken by the Media Consultants.

Terms of Reference for the Position of Specialist for Civil Engineering Works on the World Bank assisted Jal Marg Vikas Project for capacity augmentation of navigation on National Waterway -1.

A. Qualifications:

1. Graduate in Civil Engineering from any recognized institution, or AMIE from Institution of Engineers (India).
2. Experience: At least two years experience in construction/designing and planning of civil engineering works of Infrastructure Projects (preferably waterway, irrigation, barrage, ports, or similar linear projects).
3. Conversant with the latest engineering practices.
4. Ability to understand technical drawings, sketches, specifications, etc.
5. Proficiency in use of Computers.
6. Familiarity with the working of State Govt., Central Govt., and the World Bank.
7. Good Communication Skills (in English and local language).

B. Role of Specialist

This assignment will involve frequent travel to project corridors, affected villages, block and district headquarters. The Specialist will assist the Project Director, Project Civil Engineer and the Senior Consultant for Engineering works. The Specialist would be responsible for, but not limited to, the following activities and would report to the Project Director, Project Engineer and Senior Consultant for Civil Engineering Works on daily basis.

1. Assist in preparation of ToR and bidding documents for hiring of Consultants for various engineering studies and Contractors for engineering works.
2. Assist in hiring of Consultants and implementation agencies.
3. Co-ordination during site assessment.
4. Checking the feasibility and adequacy of civil engineering designs suggested by the Consultants and suggest latest engineering practices.
5. Provide oversight and co-ordination during preparation of DPRs by Consultants.
6. Monitoring and Documentation.
7. Co-ordination with Other Departments and Agencies.
8. Preparation of estimates, specifications, manuals.
9. Recording and checking of measurements.
10. Preparation of status/monthly/quarterly reports for the IWAI and World Bank.
11. Preparation of Compliance/Completion Reports for each phase.
12. Review of Reports submitted by the Contractors and/ or Supervision Consultant.

Terms of Reference for the Position of Specialist for Environmental Studies, including EIA and EMP on the World Bank assisted Jal Marg Vikas Project for capacity augmentation of navigation on National Waterway -1.

A. Qualifications

1. Master's Degree in Environment Planning/Engineering/Sciences.
2. Experience: Not less than two years experience in Environmental Impact Assessment of Infrastructure Projects (preferably waterway, highway, barrage or at least similar linear projects).
3. Knowledge/understanding of typical environmental impacts; associated mitigation measures and community consultation.
4. Experience of working as social/resettlement expert for major civil engineering projects is preferred.
5. Familiarity with the working of State Govt., Central Govt. and the World Bank.
6. Ability to understand technical drawings and sketches.
7. Proficiency in use of Computers.
8. Good Communication Skills (in English and local language).

B. Role of Specialist

This assignment will involve frequent travel to project corridors, affected villages, block and district headquarters. The Specialist would be responsible for, but not limited to, the following activities and would report to the Project Director and Sr. Consultant for Environmental Studies, EIA and EMP on daily basis.

1. Assist in preparation of ToR, bidding documents for hiring of Consultants for EIA and EMP studies.
2. Assist in co-ordination during site assessment.
3. Assist in oversight and co-ordination during preparation of Environmental Screening, EIA and EMP Reports, including various Reporting Formats, Checklists and Guidelines.
4. Assist in integration of EIA/EMP findings in engineering design and bidding documents.
5. Assist in assessment of fauna and flora, including fish and benthic diversity, and impact of movement of fisheries, aquatic life and river ecology through the Consultant.
6. Assist in compilation of Pollution Monitoring Data, report preparation and co-ordination with monitoring agencies.
7. Assist and guide IWAI for information dissemination and proper disclosure of document.

Terms of Reference for the Position of Specialist for Finance and Accounts on the World Bank assisted Jal Marg Vikas Project for capacity augmentation of navigation on National Waterway -1.

A. Qualifications

1. Educational qualification: A Graduate in Commerce from a recognized University or Institute.
2. Experience: Not less than 5 years post qualification experience in any Government organization or reputed commercial or Chartered Accountant firm. Persons with experience of working on World Bank assisted projects will be preferred.
3. Knowledge/understanding of the Financial and Accounting procedures in the Government and the World Bank.
4. Familiarity with the working of State Govts., Central Govt. and the World Bank.
5. Proficiency in use of Computers and Tally Accounting System.
6. Good Communication Skills (in English and local language).

B. Role of the Specialist.

The Specialist for Finance and Accounts will assist the Senior Consultant for Financial Management in all his areas of responsibilities and with reference to the following activities. He/ she will report to the Project Director (PMU) and the Senior Consultant for Financial Management on daily basis.

1. Preparation of annual budget for the project.
2. Exercising expenditure control, maintenance of project accounts and reporting.
3. Preparation of financial statements for sending to the Controller of Aid Accounts & Audit (CAAA), Ministry of Finance in connection with reimbursement of eligible expenditures from the World Bank.
4. Processing and scrutiny of bills/invoices for payment out of project funds.
5. Preparation of Finance Manual so as to facilitate smooth and transparent processes for project expenditures.
6. Financial record keeping and document management.
7. Internal audit of the project.
8. Assist in the external audits by authorities such as C&AG, CAAA, World Bank and handling of audit paras in the audit reports of these authorities.
9. Assist in financial appraisals by various authorities, such as World Bank, Ministry of Shipping, etc.
10. Assist Chief Accounts Officer (I/c) of IWAI in Accounts and Finance matters of IWAI.
11. Assist the Project Director (PMU) and Senior Consultant for Financial Management on all accounts and financial matters relating to the project.

12. Any other matter relating to accounts and finance, as may be assigned by Project Director (PMU).

Terms of Reference for the Position of Specialist for Procurement Activities on the World Bank assisted Jal Marg Vikas Project for Capacity Augmentation of Navigation on National Waterway -1

Qualifications

1. Engineering Graduate preferably with MBA/Degree in Economics.
2. Experience: At least 2 years experience in engineering works of Infrastructure Projects (preferably waterway, irrigation, barrage, ports, or at least similar linear projects).
3. Knowledge/understanding of national/international markets for procurement.
4. Experience in procurement for large projects in transportation, waterways with World Bank Funding.
5. Familiarity with the working of State Govts., Central Govt. and the World Bank.
6. Ability to understanding of technical drawings and sketches.
7. Proficiency in use of computers.
8. Good Communication Skills (in English and local language).

Role of Specialist

This assignment will involve frequent travel to project corridors and other places for the purpose of procurement. The Specialist would be responsible for, but not limited to, the following activities and would report to the Senior Consultant for Procurement Activities and the Project Director on daily basis.

1. Preparation of ToR, bidding documents for hiring of Consultant for EIA, SA, EMP study.
2. Preparation of ToR, bidding documents for hiring of Consultant for preparation of Detailed Project Report including Market Study.
3. Assist in hiring of consultant and implementation agencies.
4. Co-ordination during site assessment etc.
5. Provide oversight and co-ordination during preparation of DPRs by the Consultants.
6. Compilation of data, report preparation and co-ordination with monitoring agencies.
7. General training of IWAI officials and contractors- class-room and on-site (including preparation of training material).
8. Preparation of checklists/guidelines for sustainability of practices/long term usage by IWAI.
9. Supervision and Monitoring for ensuring compliance of procurement process.
10. Monitoring and Documentation
11. Co-ordination with Other Departments and Agencies.
