

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. The project is being implemented with World Bank technical assistance and investment support.

2. 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. Project Implementation Units (PIUs) have been set up at Patna and Kolkata. The PMU is desirous of engaging the following personnel on short-term basis for the project period for the PIUs at Patna and Kolkata. The initial engagement will be for a period of two years, extendable for further period of the Project.

S.No.	Name of Position	No. of positions	
		PIU at Patna	PIU at Kolkata
1	Resident Engineer	1	1
2	Business Development & Multimodal Integration Specialist	--	1
3	Social Officer	1	1
4	Accountant	1	1
5	Multi Task Staff	1	1

3. Terms of Reference (ToR) for each position are attached.

4. The Project has been included in PRAGATI as a priority infrastructure project for regular monitoring at the highest level. Hence adherence to the timelines fixed for the activities will be very stringent and demanding. The personnel should, therefore, have the professional knowledge, expertise and initiative to meet the above requirements.

5. This is not an employment, but only a consultancy for the Jal Marg Vikas Project for the duration of the project and will be governed by the Indian Contract Act, 1872 and the Terms of Contract. Persons will be engaged on contract basis purely on short-term basis for the delivery of services. Selections will be based on academic qualifications, merit and experience in the related field and working knowledge, preferably on World Bank Projects.

6. The Curriculum Vitae containing information with reference to each item of ToR, along with copies of credentials in relation to the prescribed qualifications and experience, should be addressed to the Project Director, Project Management Unit and must reach in a sealed envelope at the above mentioned address by registered post or by hand on or before 31.03.2016.

7. 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 binding and final.

Project Director

I. TERMS OF REFERENCE FOR ENGAGEMENT OF RESIDENT ENGINEER IN THE PROJECT IMPLEMENTATION UNITS AT PATNA AND KOLKATA.

Qualification, Experience and Competencies

Educational Qualification: (a) Essential: Bachelor of Civil Engineering. (b) Desirable: Post Graduate in Civil/ Construction Management /Project Management or in any closely related field.

Experience: Minimum 10 years, out of which 8 years in delivery of large infrastructure projects and 5 years in “Project Delivery” i.e. on site working experience of mega infrastructure project preferably with in a Government set up.

Competencies

- Experience in delivery of large infrastructure project, experience in Inland water transport sector will be an additional advantage
- Experience in developing and implementing new project management procedures and processes
- Good analytical thinking and conceptualization skills
- Excellent presentation skills
- Demonstrated skills in leadership and management
- A track record of achieving high results in past employment in a project delivery area
- Strong conflict resolution and problem solving skills
- Good at relationship building and strong interpersonal skills
- Advanced negotiation skills
- Proficiency in Hindi and English languages

Job Description.

- All matters relating to planning, financial, technical and accounts works in the cluster including inspection of works etc. according to the provisions in the relevant codes/Manuals
- Assisting in coordination, report and linkages with the institutional setups, state government and its department, consultancy services and other individuals, who are involved in the implementation of the project and have impact on the project directly or indirectly
- Assist the Regional Director and the PMU in overseeing and monitoring of the project risk elements, identifying mitigation/safeguard measures and compliance with applicable frameworks during the construction phase.
- Ensuring and reviewing the performance of the consultants/contractors implementing the projects within his cluster as per the project implementation framework.

Key Responsibilities and Duties

- Oversee all civil works including construction of Multimodal Terminal, Navigational Lock at pre-identified locations.

- Draw a quarterly program for inspection of all works falling in his cluster. The minimum number of inspections for each work shall be 1 for every 2 bills. A copy of this program should be sent to the Regional Director
- Adopting the relevant quality control measures to ensure the desired quality of work. To act in the capacity of Executive Engineer in charge of respective Cluster, as the key figure in quality-control system and ensure necessary inspections are done to tone up the quality control procedures laid down for the project.
- Carry out random field inspections of works, technical audit of bills, oversee the performance of Cluster level quality control team, provide guidance in setting up laboratories at various levels and laying down tolerance limits in respect of finished items of the work
- Coordinating field surveys, investigation – including Multimodal terminal & other structures
- To assure implementation of Site safety and Environmental Plans at site.
- Completion of all works at site within a stipulated time, keeping records of all site related activities including providing recommendation for certifying contractors bill, assisting in finalization of all claims, preparation of completion plans
- Liaison with various statutory bodies in connection with the project for necessary approvals & NoCs
- Other relevant work as per the Regional Director/Project Director instruction.

Key Performance Indicators

- Timeliness in delivery of all civil works within stipulated time, quality and cost
- Adherence and compliance to standards laid down in contracts.
- Construction defects reported post construction
- Compliance to quality control procedures
- Quality issues identified and rectified.

2. TERMS OF REFERENCE FOR ENGAGEMENT OF BUSINESS DEVELOPMENT & MULTIMODAL INTEGRATION SPECIALIST IN THE PROJECT IMPLEMENTATION UNIT AT KOLKATA

Qualification, Experience and Competencies

Educational Qualifications: (a) Essential: Bachelor Degree in Management/ Master Mariner. (b) Desirable: MBA or Master's Degree in a closely related field.

Experience: (a) Essential: Minimum 3 years in Business Development, of which at least 2 years should be in a management level position in a large company. (b) Desirable: Experience on Inland Water Transport project, with deep understanding of master planning, the contracting value chain and its main drivers.

Competencies

- Ability to implement world-class strategic planning and performance management procedures and frameworks
- Ability to synthesize complex or diverse data from various program management status reports
- Expertise in a variety of strategic frameworks, concepts, practices and processes
- Demonstrated skills in building and maintaining strong relationships with internal and external stakeholders
- Excellent presentation skills
- Demonstrated skills in leadership and management
- A track record of leadership and achieving results in past employment in a strategic planning and performance management area
- Strong conflict resolution and problem solving skills
- Good at relationship building and strong interpersonal skills
- Proficiency in Hindi and English languages

Job Description

- Coordinate and implement for Jal Marg Vikas planning and business development functions, including: strategy and performance management, master planning, business development, research & development and budgeting
- Develop and recommend potential partnership opportunities
- Assist Regional Director in implementing strategic plan and performance management framework for their respective cluster/region of Jal Marg Vikas Project

Key Responsibilities and Duties

- Communicate Jal Marg Vikas Project vision across all the stakeholders and ensure awareness and dissemination of the strategic direction
- Implementation Business Development planning & strategy and communicate it across all the stakeholders to ensure alignment with various verticals and horizontal integration with IWAI strategy in

consultation with the PMU

- Provide leadership, encourage teamwork and facilitate professional work, ethics and compliance in order to achieve high performance standards and staff pride in performance and contribution
- Participate in management committees and departmental meetings to provide advice and insights for various strategic decisions
- Develop pipeline of high impact business opportunities and appropriately prioritize resources for successful execution of initiatives
- Hold B 2 B (Business to Business) meetings with stakeholders
- Ensure business commitments from the shippers for shifting their cargo to IWT
- Facilitate coordination between vessel owner, cargo supplier and the IWAI
- Other relevant work as per the Regional Director/Project Director instruction

Key Performance Indicators

- Accuracy and adherence to business plan forecast
- Timeliness in submitting consolidated strategic and business plans implementation.
- Timeliness in submitting / updating master plan
- Degree of business development success
- Degree of effectiveness in resolving issues with stakeholder.

3. TERMS OF REFERENCE FOR ENGAGEMENT OF SOCIAL OFFICER IN THE PROJECT IMPLEMENTATION UNITS AT PATNA AND KOLKATA

Qualification, Experience and Competencies

Educational Qualifications: (a) Essential: Bachelor Degree in Social Sciences/Social Work. (b) Desirable: Master's Degree in Social Sciences/Social Work.

Experience: (a) Essential: Minimum 5 years of experience in social work, resettlement and enumeration for Graduates and 3 years for Post Graduates. (b) Desirable: Experience of addressing social development issues in development projects in general and large infrastructure projects and/or inland waterways projects in particular.

Competencies

- Substantial knowledge of LARR 2013 and various procedures relating to land acquisition and resettlement.
- Ability to use MS EXCEL and MS WORD
- Solid experience conducting social development consultative and participatory approaches, and applying the approaches in the course of an operation
- Good knowledge of issues related to urban poverty, slum development, tenure, housing and amenities
- Ability to interact with and motivate/guide institutions, people to carry out social due diligence activities as related to projects
- Takes personal responsibility and accountability for timely response to any queries, requests or needs, working to remove obstacles that may impede execution or overall success.
- Collaborates with other team members and contributes productively to the team's work and output, taking into account different viewpoints of stakeholders.

Job Description

- 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.
- Assisting in coordination, report and linkages with the institutional setups, state government and its department, consultancy services and other individuals, who are involved in the implementation of the project and have impact on the project directly or indirectly.
- 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.

Key Responsibilities and Duties

- Oversee the preparation of micro plans, preparation of distribution of identity cards, verification of PAFs and other activities assigned to the RAP

implementation consultants.

- Assist the consultants in relocation of PAFs, ensuring smooth transition and resolving any issues that may come up during the allocation of houses.
- Assist NGOs, in opening bank accounts and delivery of final entitlements.
- Preparation monthly reports, updating information pertaining to land acquisition, reports of public consultations and grievances redressed.
- Conducting and convening public consultations with PAFs whenever required. Additionally, coordinate events or visits of the World Bank.
- 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 PAFs in case of conflict.
- Oversee the implementation of Gender Action Plan and HIV / AIDS prevention program, assist in ensuring compliance with applicable labour laws and provision of temporary housing and day care facilities.
- Identify relevant skill development programs as and when required.
- Coordinate with contractor and assist other members of the PIU in management of day to day affairs of the PIU.
- Prepare relevant documents for the construction work to proceed in accordance with the Project's resettlement framework, indigenous peoples planning framework.
- Provide guidance and support during the process of land acquisition, voluntary land donation and transfer of public land, if any.
- Formulate specific and measurable indicators to monitor and evaluate social, economic and cultural benefits in addition to consultation and participation.
- Coordinate with relevant agencies and prepare periodic (monthly, quarterly, and annual) report and document good practices and lessons learnt for dissemination within the PMU/PIU.
- Provide support to the communication team as and when necessary.
- Other relevant work given by the Regional Director.

Key Performance Indicators

- Quality of Resettlement documentation such as Resettlement Plans(RPs), Indigenous Peoples Plans (IPPs),
- Effectiveness of Social Impact Assessment, census and socio-economic surveys
- Timeliness in submitting facilitating documents for land acquisition & other relevant work assigned by Regional director
- Timeliness in submitting / updating Resettlement Plans(RPs), Indigenous Peoples Plans (IPPs)
- Degree of effectiveness and measurability of defined KPIs.

4. TERMS OF REFERENCE FOR ENGAGEMENT OF ACCOUNTANT IN THE PROJECT IMPLEMENTATION UNITS AT PATNA AND KOLKATA

Qualification, Experience and Competencies

Educational Qualifications: (a) Essential: Graduate in Commerce or CA Intermediate pass with knowledge of Tally/other accounting software. (b) Desirable: Post Graduate in Commerce.

Experience: (a) Essential: Minimum 5 years post qualification experience in Accounts and Finance in a reputed company. (b) Desirable: Experience in working in a Government organization/office.

Competencies

- Knowledge of Tally / Any other Accounting Software.
- Knowledge / understanding of Finance and Accounts and ability to maintain a good level of accuracy in preparing and processing financial documents.
- Familiarity with the working of State Govts., Central Govt. and the World Bank.
- Computer skills including the spreadsheet and word processing programs, and e-mail at a proficient level.
- Effective verbal and listening communications skills (in English and Hind).
- Excellent financial analysis skills
- Knowledge of and ability to apply best practices of industry and accounting standards
- Vigilant and details oriented with demonstrated skills in financial management
- Track record of achieving results in past employment in an accounting area
- Good at relationship building and strong interpersonal skills
- Advanced negotiation skills to deal with potential external and internal issues

Job Description

- Responsible for 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, and accounts payable for respective region/cluster of Jal Marg Vikas Project
- Drive the implementation of accounting and reporting processes, policies and tools.
- Ensure the closing and reconciliation of accounts and prepare all Company financial reports
- Oversee execution of all accounting activities (general ledger, receivables,

payables, invoicing)

- Ensure compliance to relevant accounting system

Key Responsibilities and Duties

- Assist the PMU in smooth and efficient functioning and with reference to the following activities:
- Preparation of Annual Budget for Project Implementation Unit.
- Control over Expenditure, Maintenance of project Accounts and ledgers and reporting.
- Preparation of financial statements at PIU Level and send to head office (PMU) on quarterly / half yearly basis.
- Ensure implementation of accounting policies and procedures and compliance with accounting policies and procedures. Financial Record Keeping and documents management i.e. Manage projects' accounting books and ledgers
- Processing and Scrutiny of Bills / Invoices for timely payments as per contract agreement's terms and conditions.
- Manage inflow-logging and payment-processing (corporate, projects, payroll, etc.)
- Assist in External/Internal Audits of Project.
- Review forecast of costs and timelines based on changes in projects
- Undertake financial analysis for departments and cash flow forecasting
- Follow up on receivables and oversee closing of payables
- Ensure bank account reconciliations
- Ensure proper keeping of vouchers, Books & Accounts are maintained and are up to date.
- Ensure protection and security of files and records.
- Any other matter related with project, as may be assigned by Project Implementation Unit Officials.
- Oversee, manage and evaluate the performance of the General Services team
- Assist in administration for regional sites for defining General Services Service Level Agreement (SLAs) with vendors for administration related services and ensure they are strictly implemented
- Scoping and conducting the technical review of general service providers and coordinating with Corporate Procurement during the procurement process
- Support the Regional Director's participation in management committees and review meetings by providing information, advice and insights on various financial decisions as requested.
- Liaise with travel agents for business-related travel services of employees, interviewed candidates, head office visitors , Concerned officials from Ministry etc.
- 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

- Manage new employee housing requests and coordinate with external real estate agents where required.
- Oversee the provisioning of transportation, catering, and other hospitality services to employees and visitors
- Manage and monitor the executives/receptionists in office buildings
- Directly supervise the collection / distribution of internal and external mail to ensure appropriate coverage
- Plan and organize internal employee events as directed by Superiors.
- Handle requests from projects for utilities services and trade licenses
- Ensure proper maintenance of office
- Ensure timely payment of office bills

Key Performance Indicators

- Accuracy of financial statements (as reported by Internal/External Audit)
- Financial impact of accounting-related errors
- Timeliness in generating reports
- Timeliness in responding to auditor requests
- Employee satisfaction in administration and document control services
- Success of Administration Service Level Agreements
- Updated books of account at regular intervals.
- Timeliness of administration services for administration related job

5. TERMS OF REFERENCE FOR ENGAGEMENT OF MULTI TASK STAFF IN THE PROJECT IMPLEMENTATION UNITS AT PATNA AND KOLKATA

Qualification, Experience and Competencies

Education Qualifications: Essential: Matriculation from a recognized Board or Institute.

Experience: Minimum 1 year in multitasking services in a Government organization or a large reputed company.

Competencies.

- Understanding of procedures and work methods in office environment
- Proficiency in Hindi language

Job Description

Provide office support services to the Project Implementation Unit.

Key Responsibilities and Duties

- Physical maintenance of records of section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Sections/Unit.
- Assisting in routine office work like diary, dispatch etc. including on computer.
- Delivering of Post (inside & outside the building)
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Upkeep of parks, lawns, potted plants etc.
- Any other work assigned by superior authority
