

PROJECT MANAGEMENT UNIT
(World Bank Assisted Development Project for NW-1)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Ports, Shipping and Waterways, Govt. 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 investment support from the World Bank. The Project period is up to Dec 2023 and the Inland Waterways Authority of India (IWAI) is the Implementing Agency.

2. Project Management Unit (PMU) has been set up under the charge of a Project Director to assist IWAI in execution of the Jal Marg Vikas Project, The PMU is desirous of engaging professionals for the Project Management Unit at Noida, as per the details given below, on short-term basis for the project period, initially for a period of one year, extendable for further period of the Project as per requirement.

S. No.	Name of Position	No. of Position
1	Sr. Consultant (Human Resource & General Administration)	01
2	Sr. Consultant (Finance)	01
3.	Sr. Consultant (Communications)	01
4	Specialist (Communications)	02
5	Specialist (Environmental Studies, EIA & EMP)	02
6.	Specialist (Social Impact Assessment)	01
7.	Specialist (Civil Engineering)	01
8.	Specialist (Finance)	01

3. Terms of Reference (ToR) for the above positions is attached. The selected professionals will be engaged on purely short-term contract basis for the delivery of services. The professionals will be required to work on full-time basis and will not be permitted to take up any other assignment during the consultancy with the PMU.

4. The selected professionals will be paid a consolidated monthly remuneration of Specialist ₹ 60,000/- and Sr. Consultant ₹ 1,20,000/- each. The consolidated remuneration includes all applicable taxes. Selection will be made based on academic qualifications, merit and experience in the related field and working knowledge, preferably on World Bank Projects.

5. 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 (JMVP) and must reach in a sealed envelope at the above mentioned address by post or by hand on or before 08.01.2021.

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.

Project Director
Jal Marg Vikas Project

Vacant Position	Sr. Consultant (Human Resource & General Administration)
No of Post	01
Qualifications	Post Graduate from a recognised University or institute.
Experience:	<p>Officers, who held posts not below the grade of Deputy Secretary or equivalent under the Central Government prior to their retirement from service OR Officers who held posts not below the grade of Joint Secretary or equivalent under the State Governments prior to their retirement from service and possessing the following experience/expertise:</p> <ul style="list-style-type: none"> • Expertise in preparation of Agenda Notes for Board meetings, SFC/EFC/DIB/PIB Memoranda, Note for Cabinet and its Committees. • Thorough knowledge of the rules, and regulations of the Central Government and processes and procedures prescribed by the Central Government with regard to recruitment, personnel management, administration, project management etc. . • Experience of handling Parliament related matters. • Experience of handling RTI Matters. • Experience of handling court cases and legal issues • Proficiency in use of Computers. • Good communication skills in English and Hindi
Role of Sr. Consultant	<p>Preparation of proposals for selection of Domain Experts and Support Staff.</p> <ul style="list-style-type: none"> • Personnel management of the contractual personnel in the PMU and PIUs. • Preparation of proposals for obtaining approvals of the Competent Authorities, including preparation of Agenda Notes for consideration of IWAI Board, PIB/DIB/SFC/EFC Memoranda, Note for Cabinet and its Committees and all follow up action emanating from such proposals • Provide administrative support for effective and efficient execution of the Project. • Timely preparation of prescribed reports and returns. • Maintenance and safe custody of records. • Procurement of stores for the PMU and their safe custody. • Any other duties as may be assigned by the competent authority from time to time.

	Specialist (Communications)
No. of Vacancies	02
Qualification	<ul style="list-style-type: none"> • Graduate in Mass Communication/Journalism/Arts/Commerce/Science. • A Post Graduate Degree/Diploma in Mass Communication or Journalism from a recognized University or Institute.

Experience:	<ul style="list-style-type: none"> • At least two years' experience in Public Relations/Journalism in a reputed PR Agency/Newspaper. • Familiarity with issues related to Infrastructure, Transport, Land Acquisition Process, • Familiarity with local socio-economic and political environment. • Proficiency in use of computers. • Familiarity with the management of social media including Twitter, Facebook etc. • Good communication skills (in English and local language).
Role of Specialist	<p>This assignment may involve frequent travel to project corridors, affected villages, block/ district headquarters etc. Specialist (Communication Strategy) will liaise with local media for regular coverage on Jal Marg Vikas Project, conduct consultations, organise workshop/sessions with stakeholders and assist the Project Director/Chief Engineer (JMVP) on daily basis. The Specialist would be responsible for, but not limited to, the following activities :</p> <ul style="list-style-type: none"> • Help conceptualize and implement communication strategy. • Conduct consultations and organize workshop sessions with stakeholders. • Liaise with PIB, DAVP, local and national media on a regular basis. • Monitor local and national media on a daily basis. • Provide content on an on-going basis for IWAI/JMVP website and social media channels. • Document on an on-going basis progress of the Project and its benefits. • Maintain detailed data base of media, NGOs, Central/State Government Ministries and officials. • Assist in disposal of applications received under Right to Information Act. • Any other duties as may be assigned for smooth and efficient execution of the Project.

Vacant Position	Specialist (Environmental Studies, EIA & EMP)
No of Position	02
Qualification	Post Graduate in Environmental Science/Engineering
Experience:	<ul style="list-style-type: none"> • At least two years' experience in Environmental Impact Assessment of infrastructure projects preferably waterway, highway, barrage or at least similar linear projects. • Knowledge/understanding of typical environmental impacts, associated mitigation measures and community consultations. • Experience of working as social/resettlement expert for major civil engineering projects. • Ability to understand technical drawings and sketches.

	<ul style="list-style-type: none"> • Familiarity with the working of the State Govt/Central Govt/World Bank. • Proficiency in use of Computers and Good communication skills (in English and local language).
Role of Specialist	<p>This assignment may involve frequent travel to project corridors, affected villages, block and district headquarters. The Specialist would be responsible, but not limited to, the following activities and would report to the Project Manager/Project Director (JMVP) on daily basis</p> <ul style="list-style-type: none"> • Preparation of ToR and Bidding documents for Hiring of Consultant firms for EIA, SIA, EMP and studies. • Provide assistance in co-ordination during site assessment etc. • Provide evaluation, oversight and co-ordination during preparation of Environmental Screening, EIA, EMP and SIA reports including various other reports, formats, checklists and guidelines. • Ensure integration of EIA/EMP/SIA findings in engineering design and bidding documents. • Assist in assessment of fauna, including fish and benthic diversity, and flora and impact of vessel movements on fisheries, aquatic life and river ecology through the Consultant firm. • Compilation of pollution monitoring data, reports preparation and co-ordination with the monitoring agencies. • Assist and guide IWAI for information dissemination and proper disclosure of documents. • Capacity building activities for IWAI, including general training of IWAI Officials and Contractors on environmental aspects of waterways transportation – classroom and on-site (including preparation of training material); intensive training to selected/designated field Officials of the State Government and Environmental Officers of the Contractors; and preparation of checklists/guidelines for sustainability of practices/ long term usage by IWAI. • Supervision and monitoring for ensuring compliance of environmental aspects with particular reference to preparation of status/monthly/quarterly reports for the IWAI and the World Bank on • Environmental aspects (such as regulatory clearances, tree cutting, EMP implementation, afforestation programme etc.); preparation of compliance reports on the observations/ reports of the Environment and Forest Depts. of State Governments/ Ministry of Environment, Forests and Climate Change, Govt. of India (as required); preparation of compliance/completion reports of each phase; and review of reports submitted by the Contractors and/or Supervision Consultants.

	<ul style="list-style-type: none"> • 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 Clearances; • SPCB NOC; forestry clearances, tree cutting permissions, NOC for construction activities on river, near ASI monuments etc. • Any other duties as may be assigned for the efficient and smooth execution of the project by IWAI.
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Vacant Position	Specialist (Social Impact Assessment)
No. of Position	01
Qualifications	Master's Degree in Social Work/Sociology/ Anthropology/Urban and Regional Planning.
Experience:	<ul style="list-style-type: none"> • Minimum two years' in the area of land acquisition process, involuntary resettlement, consultation and participation, socio-economic surveys, monitoring and evaluation etc. • Knowledge/understanding of sociological impacts of large infrastructure projects; associated mitigation measures; and community consultations. • Experience of working as social/resettlement official/expert for major civil engineering projects. • Familiarity with the working of State Governments/Central Government/World Bank. • Proficiency in use of Computers to manage data base and generation of reports. • Good communication skills (in English and Hindi/local language)
Role of Specialist	<ul style="list-style-type: none"> • Overall responsibility for overseeing the preparation, implementation and monitoring of Social Impact Assessment (SIA) and Resettlement Action Plans (RAPs) and Communication Strategy and implementation of communication action plan. • Support Project Director to respond to queries from stakeholders. • Organize and facilitate consultations and workshops with stakeholders. • Prepare minutes and proceedings of consultations. • Maintain and update the computerized data base related to the delivery of Resettlement Entitlements and generation of periodical progress reports. • Manage Consultants responsible for the preparation of RAP. • Review the output of Consultants. • Coordinate with State Revenue Departments to implement land acquisition. • Undertake field visits and organize focus group discussions with settlements around fixed terminals and others that may be affected by project and ancillary activities.

	<ul style="list-style-type: none"> • Coordinate the meetings of various committees established for the implementation of Resettlement plans. • Undertake field visits as appropriate to review the progress at ground level. • Manage the resettlement impact assessment studies and other studies related to Resettlement.
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Vacant Position	Specialist (Civil Engineering)
No. of position	01
Qualification	Graduate in Civil Engineering preferably postgraduate with specialization in Structures/Hydraulics
Experience:	<p>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).</p> <ul style="list-style-type: none"> • Conversant with the latest engineering practices. • Ability to understand technical drawings, sketches, specifications etc. • Proficiency in use of computers. • Familiarity with the working of State Government/Central Government/World Bank • Good communication skills (in English and local language).
Role of Specialist	<p>This assignment may involve frequent travel to project corridors, affected villages and block and district headquarters. Specialist (CE) will assist the Project Director, the Chief Engineer (JMVP) and Senior Consultant (CE) on daily basis. The Specialist (CE) would be responsible for, but not limited to, the following activities :</p> <ul style="list-style-type: none"> • Preparation of ToR and Bidding documents for hiring of consultants for various engineering studies and Contractors for engineering works. • Assist in hiring of Consultants and implementation agencies. • Co-ordination during site assessment etc. • Check the feasibility and adequacy of Civil Engineering Designs suggested by the consultant and propose latest engineering practices. • Provide evaluation, oversight and co-ordination during preparation of DPRs by the consultants. • Supervision and monitoring for ensuring compliance of prescribed civil engineering practices during execution of the project. • Preparation of status/monthly/quarterly reports for the IWA 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. • Co-ordination with other departments and agencies. • Monitoring and documentation of the project related activities

Vacant Position	Sr. Consultant (Finance)
No. of Position	01
Qualification	Chartered Accountant/Cost Accountant Graduate/Post Graduate in Commerce/Economics/Statistics/Accounts/Management/MBA from recognised University or Institute
Experience:	<p>Officers who held post not below the grade of Deputy Secretary or equivalent under Central Govt., Statutory body, Autonomous body under Central Govt./PSU prior to retirement and possessing following experience/expertise i.e. 3 years as Deputy Secretary level and over all 15 years</p> <ul style="list-style-type: none"> ▪ Experience of working in IFD/Finance Wing of Govt. Department. ▪ Experience in the field of infrastructure sector such as Inland Waterway/Shipping/Ports/Marine sector. ▪ Scrutiny of tender document of the project. ▪ Preparation of Annual Accounts/Balance Sheet for World Bank assisted projects. ▪ Experience in commercial accounts in Finance/Accounts Department of Central/State Govt./Statutory or Autonomous body/PSU. ▪ Scrutiny of projects/schemes and according financial concurrence. ▪ Well versed with rules and regulations to deal with cases of Finance, Audit & Accounts. ▪ Budget formulation/monitoring. ▪ Experience in dealing with Extra Budgetary resources. ▪ Quality advice on financial management. ▪ Proficiency in use of computers and Tally Accounting Software. ▪ Payment processing. ▪ Financial reporting. ▪ Having experience related to World Bank Project along with their guidelines at least for 5 years.
Role of consultant	<p>Assist Project Director and Project Manager in successful execution of augmentation of navigation on NW-1. The duties and responsibilities shall ordinarily be, but not limited to the following related to Jal Marg Vikas Project:-</p> <ul style="list-style-type: none"> • Scrutiny of proposals/schemes/financial concurrence • Financial management of IWAI related projects • Budget formulation including Extra Budgetary resources • Monitoring of expenditure and exercising expenditure control • All accounting and audit related work • Payment processing of all bills and tax calculation • Preparation of Annual Accounts/Balance Sheet every year of IWAI • Review of Statutory Compliances • Disbursement of Salaries & Payroll • Compliance of Audit Queries

Vacant Position	Specialist (Finance)
No. of Position	01
Qualification	Chartered Accountant/Cost Accountant and Graduate/Post Graduate in Commerce/Economics/Statistics/Accounts/Management/MBA from recognised University or Institute
Experience:	Experience (minimum 2 years) in any Government organization or reputed large company, Knowledge of Financial and Accounting procedures, Familiarity with the working of State Govt., Central Govt. and the World Bank, Proficiency in use of Computers and Tally Accounting software, Good Communication Skills (in English and local language).
Role of Specialist	<p>This assignment will involve frequent travel to project corridors, Project Implementation Units (PIUS). The Specialist would be responsible for, but not limited to, the following activities and would report to the Project Director and Project Manager/Project Finance Officer on daily basis.</p> <ul style="list-style-type: none"> • Preparation of finance and accounting manuals for PMU • Scrutiny of financial proposals • Preparation and compilation of Accounts, balance sheets and other statutory documents • Assist in audit by CAG, CAAA, or/and any other statutory body • Preparation of audit replies and ensure compliance • Preparation of day to day vouchers, checking of bills, payments etc. • Maintenance of accounts, payment registers, cash book, bank book, bank operations, finance • Management statements • All tax related matters • Preparation of status/monthly/quarterly reports for the IWAI and World Bank on Finance and Accounts • Review of Reports submitted by the Contractors and/or Supervision of Consultants • Preparations of statements of expenditure and IVFR as per C & A/c and World Bank guidelines • Preparations of compliance report of internal audit & CAG Audit • Any other duties as may be assigned by the Competent Authority from time to time.

Position	Sr. Consultant (Communications)
No. of Vacancies	01
Qualification	<p>1. Graduate in Mass Communication/Journalism/Arts/Commerce/Science.</p> <p>2. A Post Graduate Degree/Diploma in Mass Communication or Journalism from a recognized University or Institute.</p>
Experience	<ul style="list-style-type: none"> • At least five years' experience in Public Relations/Journalism in a reputed PR Agency/Newspaper. • Familiarity with issues related to Infrastructure, Transport, Land Acquisition Process, • Familiarity with local socio-economic and political environment. • Proficiency in use of computers • Familiarity with the management of social media including Twitter, Facebook etc. • Good communication skills (in English and local language).
Role of Sr. Consultant	<p>This assignment may involve frequent travel to project corridors, affected villages, block/ district headquarters etc. Consultant (Communication Strategy) will liaise with local media for regular coverage on Jal Marg Vikas Project, conduct consultations, organise workshop/sessions with stakeholders and assist the Project Director/Chief Engineer (JMVP) on daily basis. The Specialist would be responsible for, but not limited to, the following activities :</p> <ul style="list-style-type: none"> • Formulation of Communication Policy Manual for the PMU. • Advise PMU on electronic and print media issues pertaining to the Jal Marg Vikas Project. • Prepare strategies for inland water transport promotional campaigns on National Waterway-1 • Arrange press meeting and media briefing in relation to the Inland Waterways and prepare press notes/ briefs/ communiques and related activities • Dissemination of information regarding Jal Marg Vikas Project on website of IWAI and with print and electronic media. • Preparation of strategies for prevention and countering adverse publicity on waterways, if any. • Organizing workshops, seminars and conferences pertaining to Inland Waterways activities. • Liaise with Press Information Bureau, Directorate of Audio and Visual Publicity, Ministry of Information and Broadcasting and reputed magazines and newspapers etc. • Any other duties as may be assigned to him for the efficient and smooth execution of the project by IWAI.