



## Jharkhand State Water and Sanitation Mission Society

**(Under the aegis of Drinking Water and Sanitation Department, Govt. of Jharkhand)**

**4<sup>th</sup> Floor, Citadel Tower, Mahatma Gandhi Marg, Ranchi, PIN- 834001**

Advertisement No.: 01/2017

Date : 17.10.2017

### **Recruitment Notice**

#### **Advertisement for Recruitment on contractual basis under Neer Nirmal Pariyojna (Rural Water Supply and Sanitation Project for Low Income State)**

Drinking Water and Sanitation Department, Govt. of Jharkhand, is implementing The World Bank and MoDWS supported Neer Nirmal Pariyojna (Rural Water Supply and Sanitation Project for Low Income States) in the six selected districts of Jharkhand. One dedicated State Project Management Unit (SPMU) is established at the state level to provide the requisite technical and managerial support to the project. Applications of eligible candidates are being invited for the positions mentioned in the table below:

| S.No. | Position   | Expected Professional Fee (Negotiable) in Rs. |
|-------|--|---|
| 1.    | Social Development and Communications Specialist | 50,000 to 70,000                              |
| 2.    | Technical Specialist-Water and Sanitation        | 50,000 to 70,000                              |
| 3.    | Monitoring & Evaluation Specialist               | 50,000 to 70,000                              |
| 4.    | Institutional/HRD Specialist                     | 50,000 to 70,000                              |

The details of TOR, essential qualifications, experience and prescribed format of Application with procedure of applying for the position are available under **Notice Section** in the project website: <http://jswsm.org>.

**Last date of application submission is 10<sup>th</sup> November'2017 before 5:00 PM.** These professionals will be selected in accordance with method set out in the Guidelines: Selection and Employment of Consultants [Under IBRD Loans and IDA Credits and Grants] by World Bank Borrowers, January 2011.

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(Dinesh Kumar Singh)  
Joint Secretary cum Director  
Rural Water Supply and Sanitation Project  
Drinking Water and Sanitation Department  
Jharkhand, Ranchi

**JHARKHAND STATE WATER AND SANITATION MISSION SOCIETY**  
**(Under the aegis of Drinking Water and Sanitation Department, Govt. of Jharkhand)**

**TERMS OF REFERENCE**  
**OF**

**SOCIAL DEVELOPMENT AND COMMUNICATIONS SPECIALIST, TECHNICAL  
SPECIALIST, MONITORING & EVALUATION SPECIALIST AND INSTITUTIONAL/HRD  
SPECIALIST TO BE RECRUITED UNDER STATE PROJECT MANAGEMENT UNIT FOR  
“NEER NIRMAL PARIYOJNA”**

**(RURAL WATER SUPPLY AND SANITATION PROJECT FOR LOW INCOME STATES)**

**A. Background:**

The Ministry of Drinking Water and Sanitation (MoDWS) and the World Bank have jointly developed Neer Nirmal Pariyojna (Rural Water Supply and Sanitation Project for Low Income States) with an objective to improve piped water supply and sanitation services for selected rural communities in the target states through decentralized delivery systems. The Project is being implemented in identified districts of the four project states namely Assam, Bihar, Jharkhand, and Uttar Pradesh through a district wide approach.

The Drinking Water and Sanitation Department, Government of Jharkhand is implementing this Project in six districts of Jharkhand namely East Singhbhum, Saraikela-Kharsawan, Dumka, Garhwa, Khunti and Palamu.

**B. Objectives of the SPMU**

To provide necessary support in the project planning, implementation, and supervision, the State Project Management Units (SPMU) has been setup at the state level within Jharkhand State Water and Sanitation Mission Society (JSWSMS). SPMU is headed by Joint Secretary cum Director. The SPMU is providing requisite technical and managerial support to ensure effective design and implementation of the project in the State.

**C. Experience and qualification of the positions vacant**

| S.No. | Position Vacant                                  | Qualification and Experience required in the candidate   | Number of Positions | Expected Professional Fee (Negotiable) in Rs. |
|-------|--|--|---------------------|---|
| 1.    | Social Development and Communications Specialist | <ul style="list-style-type: none"><li>• Post - Graduate with a at least 10 years of relevant working experience, particularly with multi sectoral development agencies / NGOs / Consultants / Government Organizations in participatory development approaches</li><li>• Prior exposure to development communications essential</li><li>• Understanding of decentralization principles and community engagement process</li><li>• Understanding of sector institutions at district, block and village levels</li><li>• Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material;</li></ul> | 1 post              | 50,000 to 70,000                              |

|    |                                    |  |        |                  |
|----|------------------------------------|--|--------|------------------|
|    |                                    | <ul style="list-style-type: none"> <li>• Strong communication skills in English, Hindi and Local Language</li> <li>• Must be computer literate</li> </ul>  |        |                  |
| 2. | Technical Specialist               | <ul style="list-style-type: none"> <li>• Degree in water supply engineering/ sanitation engineering or related technical fields</li> <li>• 5-10 years of relevant experience in the water and sanitation sector</li> <li>• Experience in designing, supervising, and/or implementing water supply and sanitation schemes.</li> <li>• Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material;</li> <li>• Strong communication skills in English, Hindi and Local Language</li> <li>• Must be computer literate</li> </ul>   | 1 post | 50,000 to 70,000 |
| 3. | Monitoring & Evaluation Specialist | <ul style="list-style-type: none"> <li>• Degree in Management/ Rural Development/ IT</li> <li>• 5-8 years of relevant experience in the water and sanitation sector</li> <li>• Experience in establishing frameworks/ systems for MIS/ monitoring and evaluating projects or programmes, preferably in the rural space;</li> <li>• Experience of working in Government programmes.</li> <li>• Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material;</li> <li>• Strong communication skills in English, Hindi and Local Language</li> <li>• Must be computer literate and should have knowledge of SPSS, Excel, Access and other relevant software</li> </ul> | 1 post | 50,000 to 70,000 |
| 4. | Institutional/HRD Specialist       | <ul style="list-style-type: none"> <li>• Degree in management/ finance/ planning and policy with at least 7-10 years of relevant experience</li> <li>• Experience in institutional and change management assignments</li> <li>• Experience of working in Government projects</li> <li>• Should be familiar with rural water and sanitation sectors and range of issues associated with projects in rural development</li> <li>• Must be computer literate</li> </ul>   | 1 Post | 50,000- 70,000   |

## **D. Scope of services**

The selected candidate will be required to perform following tasks:

### **1. Social Development and Communications Specialist**

- Assistance to District teams and GPs/GPWSCs in implementing the water supply and sanitation schemes in the project villages.
- Support in social safeguard compliance as per the project design in each scheme and project villages.
- Support in preparing and implementing a comprehensive capacity building strategy and action plan for the project.
- Support in preparing and implementing communication strategy and action plan. Prepare IEC materials for different project phases based on best practice examples and readily available IEC materials.
- Contributing to detailing out of the Project Implementation Plan for implementation at district and downstream, development of contracts and service agreements required under the Project.
- Support in undertaking workshops at various levels on the implementation of various reform initiatives envisaged as a part of the Project.
- Support DPMU and DPMC/SOs in effectively carrying out their activities.
- Timely submission of all relevant project progress reports, budget and utilization certificates.
- Support in other relevant tasks as assigned.

### **2. Technical Specialist**

- Provide technical hand-holding support to the State/District level agencies, DPMC/SOs, PRI Institutions and any other government agency designated for effectively designing, planning and implementing the schemes under the Project
- Provide technical/ engineering inputs in water and sanitation to the project design and implementation, as may be required for developing and finalizing frameworks and plans for effective implementation and measures for performance monitoring
- Coordinate and review the cost estimates for: (a) replacing and rehabilitating the existing RWSS infrastructure; (b) construction of new systems, mainly for expanding coverage to new villages; (c) O&M requirements and responsibilities.
- Review and finalize the Detail Project Reports of the schemes.
- Review and finalize indicative costs for assessing the Capex and Opex requirements for Single Village schemes (SVS) and Multi Village Schemes.
- Provide technical inputs in designing, implementing and monitoring of sanitation and environmental sanitation schemes. Review and finalize indicative costs for assessing the Capex and Opex requirements of environmental sanitation schemes.
- Provide support in empanelment of agencies, development of standard documents for procurement, technical inputs to procurement documents and processes, etc. for effective implementation of the project
- Adopt related benchmarks and indicators and assess progress of projects against these.
- Assist in ensuring quality and monitoring compliance of schemes/projects during implementation
- Support DPMU and DPMC/SOs in implementing water and sanitation schemes/projects in terms of planning, implementation and monitoring
- Timely submission of all relevant project progress reports, budget and utilization certificates
- Support in other relevant tasks as assigned

### **3. Monitoring and Evaluation Specialist**

- Report on progress of the project (reforms, financial disbursements and other relevant indicators and formats) and flag issues to the SWSM, SPMU, DWSM/DWSC, and NPMU from time to time.

- Monitor schemes sanctioned under the project and progress in terms of physical, financial targets and against overall monitoring parameters.
- Follow up with DPMU and DPMC/SOs and PRI/GP level institutions for updation of data and provision of progress reports.
- Support in implementing capacity building activities relevant to monitoring and evaluation and social audits.
- Ensure that data and information in the MIS System is maintained and up-to-date.
- Support the development of annual work plans and budgets, including annual milestones.
- Ensure that officials are inputting accurate and timely data in the MIS and provide regular analysis of the project implementation.
- Supervise the MIS, M&E, and Social Audit systems of the project.
- Prepare performance reports of various components of project for external and internal review.
- Identify and formulate lessons learned to be integrated into broader project improvement plan.
- Conduct regular review meeting with related stakeholders.
- Support in other relevant tasks as assigned.

#### **4. Institutional/HRD Specialist**

- Support the implementation of institutions development component as per the project design. Contribute in the execution of implementation arrangements
- Support in development and implementation of relevant policies for the project
- Develop annual capacity building plans and implement them
- Supervise the monitoring and evaluation activities with focus on governance and accountability issues.
- Conducting timely performance evaluation of DPMU, DPMC/SO and submit report
- Providing handholding support to other team members as and when required
- Timely submission of all relevant project progress reports, budget and utilization certificates.
- Support in other relevant tasks as assigned

#### **E. Selection Process and Criteria:**

1. Candidates will be shortlisted on the basis of relevant working experience and educational qualification.
2. Shortlisted candidates will be required to appear in detailed selection process.
3. Date, time and venue of selection process will be informed through e-mail.
4. The consultants will be selected in accordance with method set out in the Guidelines: Selection and Employment of Consultants [Under IBRD Loans and IDA Credits and Grants] by World Bank Borrowers, January 2011.

#### **F. Terms and Condition**

1. Professional fees will be paid on monthly basis in lump sum inclusive of all allowances. Travel and related expenses will be settled on actual basis. TA/DA entitlements shall be according to the admissibility adjudged by the JSWSMS.
2. No other entitlements e.g. P.F., ESI, Medical Facilities, Pension etc. will be extended.
3. There will be extensive travels to project area.
4. Any dispute arising out during the service period, the decision of JSWSMS will be binding and final to the assignee.

## G. How to Apply

1. Neatly typed application in the following prescribed format and complete in all respects containing duly signed application with enclosures such as self-attested copy of educational qualification and work experience should reach to the below mentioned address through speed/registered post latest by 5:00 PM on **10<sup>th</sup> November'2017**. Application sent through email or any other mode will not be accepted.

### Address:

The Joint Secretary cum Director,  
Rural Water Supply and Sanitation Project  
Drinking Water and Sanitation Department, Govt. of Jharkhand,  
4th Floor, Citadel Tower, Mahatma Gandhi Marg, Ranchi-834001  
Tel: 0651-2330334, Fax: 0651-2330334

2. “**Application for the post of (name of the position applied for) under SPMU**” must be mentioned at the top of the envelope.
3. The applications received in format other than the prescribed Application format would not be considered valid and shall be liable for rejection.

### Application Format

#### Position Applied For:

1. Name:
2. Father's Name:
3. Date of Birth:
4. Permanent Address:
5. Address For Correspondence:
6. E-Mail Id:
7. Contact No.:
8. Category (Gen/ST/SC/OBC):

(Please affix PP  
Size  
Photograph)

#### 9. Educational Qualification:

| Name of Degree/ Diploma/ Certificate | Year of passing | College/Institute | Board/University/ Institution | Subjects | Division/Marks |
|--------------------------------------|-----------------|-------------------|-------------------------------|----------|----------------|
|                                      |                 |                   |                               |          |                |

\* Attach self attested proof of Educational Qualification

**10. Additional Qualification**

| Name of Degree/ Diploma/ Certificate | Year of passing | College/Institute | Board/University/ Institution | Subjects | Division/Marks |
|--------------------------------------|-----------------|-------------------|-------------------------------|----------|----------------|
|                                      |                 |                   |                               |          |                |

\* Attach self attested proof of Additional Qualification

**11. Experience (reverse chronological order – latest first):**

| Sl. No. | Name Of Organization | Designation | Tenure |    | Responsibility/Assignment | Achievement |
|---------|----------------------|-------------|--------|----|---------------------------|-------------|
|         |                      |             | From   | To |                           |             |
|         |                      |             |        |    |                           |             |

\* Attach self attested proof of experience

- a. Total Years of Experience:
- b. Total Years of relevant experience (As per the criteria specified for the position):

**12. Language:**

| Language | Read | Write | Understand |
|----------|------|-------|------------|
|          |      |       |            |

**13. Computer Proficiency:****14. References (At least two):**

| Name & Designation of Referee | Telephone No. | E-Mail ID. |
|-------------------------------|---------------|------------|
|                               |               |            |

**Declaration:**

Hereby I declare that all the information provided by me in this application is correct and true in best of my knowledge. If any above mentioned information is found to be incorrect or false, then I shall be declared disqualified and shall be eligible for disciplinary action and punishment.

**Signature:**

**Date & Place:**