

## Terms of Reference (ToR)

### State Mission Management Unit (SMMU) & City Mission Management Unit (CMMU) – AMRUT

#### Scope of work

The person selected for these positions will assist the State Mission Director, AMRUT in implementing the respective components of State Mission Management Unit (SMMU) & City Mission Management Unit (CMMU) under AMRUT at the city level. The incumbent will directly report to the State Mission Director, AMRUT. The person will need to travel to the ULBs of the state as and when required. The person should have good command on writing and speaking both Hindi and English language.

S.No.	Name of the Post	Qualification and desirable	Duties and Responsibilities
<b>SMMU at State Mission Directorate-AMRUT, Lucknow, UP</b>			
1.	<b>Urban Planner</b>	<ul style="list-style-type: none"> <li>• Graduate or post graduation in Urban planning.</li> <li>• Urban Planner/Management Expert, with strong background in project management with minimum 3-5 years experience in a managerial position.</li> <li>• Senior engineer cum planner with minimum 3-5 years experience in a managerial position can also be considered.</li> <li>• Experience in working with large scale urban development projects/programs.</li> <li>• Experience in urban reform and capacity building programs for ULBs.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall coordination project management and technical support for UD department and State level Steering Committee</li> <li>• Provide technical and handholding support to cities for the preparation of Capacity Building plan, its implementation and monitoring</li> <li>• Provide technical and handholding support to cities for the preparation of integrated city plan and business cum financial plan</li> <li>• Provide technical and handholding support to cities in the preparation of integrated city plans undertaking city planning survey etc.</li> <li>• Any other related activities as decided by the State Steering Committee and Secretary, UD department</li> </ul>
2.	<b>Capacity Building Institutional Strengthening and Urban Reform (CBIS &amp; UR)</b>	<ul style="list-style-type: none"> <li>• Graduate or Post Graduate degree in the development field (Urban Development or Social Development)</li> <li>• Minimum 3-5 years experience in training, capacity building and in urban reforms as well</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare State capacity building strategy and CB plan.</li> <li>• Advise ULB on matters relating to CB activities and their effective implementation.</li> <li>• Support cities to ensure adequate provision for</li> </ul>

	<p><b>Specialist</b></p>	<p>as competence in urban sector issues in India.</p> <ul style="list-style-type: none"> <li>• Knowledge of adult learning methodology and capacity building experience within the urban sector including experience in areas such as capacity assessment, curricula development, course organization problem-based (and not only content-based) training and training impact evaluations.</li> <li>• Proficiency in use of computer related software</li> <li>• Ability to work in a high pressure ethnically diverse political setting.</li> <li>• Knowledge and experience of government system and procedures.</li> <li>• Wide knowledge and experience in implementing urban governance reforms.</li> <li>• Training in organizational behavior and management of institutional change processes.</li> <li>• Experience in designing capacity building activities, preferably in the municipal environment.</li> </ul>	<p>operation and maintenance, urban infrastructure creation and overall sustainability.</p> <ul style="list-style-type: none"> <li>• Provide knowledge support including presentation of regional best practices-relating to project management, monitoring quality of construction good procurement practices, PPPs, use of information systems among others.</li> <li>• Provide technical and handholding support to cities for the preparation of CB plan, its implementation and monitoring.</li> <li>• Provide technical and handholding support to cities for the preparation of integrated city plan and business cum financial plan.</li> <li>• Provide technical and handholding support to cities for the preparation of integrated city plans, undertaking city planning survey etc.</li> <li>• Any other related activities as decided by the State Steering Committee and the Secretary, UD department</li> </ul>
<p>3.</p>	<p><b>IT Cum Monitoring &amp; Evaluation (IT Cum M&amp;E) Specialist</b></p>	<ul style="list-style-type: none"> <li>• B.Tech/B.E. in I.T./C.S./MCA/MBA (IT) from a reputed university and minimum 3-5 years experience of setting up PMES System, monitoring and evaluating large projects and programs, preferably in the urban sector.</li> <li>• Familiarity with urban project monitoring and evaluation system or any earlier involvement with urban project will be an added advantage.</li> <li>• Develop and strengthening ME system for project investments vis-à-vis approved timelines and key deliverables.</li> <li>• Monitoring and evaluation and reporting to State Mission Director (AMRUT).</li> <li>• Assist the team leader in refining benchmarks and/or indicators against which progress of AMRUT can be measured.</li> <li>• Assist in conducting survey to assess the</li> </ul>	<ul style="list-style-type: none"> <li>• IT related support for the above component of e-governance reforms.</li> <li>• Reporting to MoHUA and State Mission Director (AMRUT) on progress of e-governance reforms</li> <li>• Coordination of data entry and file uploads into systems, used by the ULB on a regular basis.</li> <li>• Coordinate Management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data.</li> <li>• Assist ULB officials in operating IT systems on a daily basis, provide handholding support when required.</li> <li>• Quarterly Progress reports related to Status of e-governance reforms.</li> <li>• Any other related activities as decided by the State Steering Committee and the Secretary, UD department.</li> </ul>

		<p>conditions of important reforms at each level of government, as well as the status of the full-range basic services and systems expected to be covered through AMRUT in the cities and states. Update, refine and expand the database at the city level set up systems for measuring and monitoring and reporting on service level benchmarks set up by MoHUA.</p>	
<b>CMMU</b>			
4.	<b>Urban Infrastructure Specialist</b>	<ul style="list-style-type: none"> <li>• Degree in Civil Engineering/Public Health (Engineering/Environmental Engineering/Chemical Engineering) from recognized university.</li> <li>• Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation.</li> <li>• Be very familiar with the laws and procedures of the Indian municipal environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the status of infrastructure development in the city on a regular basis and provide independent feedback to the Municipal Commissioner/ Executive officer</li> <li>• Ensure adequate provision for operation and maintenance, value for money urban infrastructure creation, and overall sustainability</li> <li>• Provide knowledge support-including presentation of best practices-relating to project management, monitoring quality of construction, good procurement practices, PPPs, use of information systems among others</li> <li>• Provide technical support to ULB to prepare Planes and project economically viable DPRs on projects</li> <li>• Prepare reports for State and MoHUA on progress of implementation of Programs under AMRUT.</li> <li>• Perform all the functions given for City Mission Management Unit (CMMU) under AMRUT.</li> <li>• Any other related activities/under AMRUT as decided by the administrative head of the ULB/ State Mission Director (AMRUT).</li> </ul>
5.	<b>PPP Specialist (at Allahabad)</b>	<ul style="list-style-type: none"> <li>• Post Graduate Degree in Engineering/Commerce/Finance or Economics with experience in Procurement Management.</li> <li>• Familiarity with PPP methodology and framework</li> <li>• Demonstrate familiarity with the formulation, appraisal and approval procedures for PPP projects (including relevant concession agreement, due diligence processes, value for money audits, public sector comparator, etc.)</li> <li>• Demonstrate familiarity with complex project arrangements, tendering arrangements,</li> </ul>	<ul style="list-style-type: none"> <li>• Appraise and Structure the project activities for carrying out of PPP Projects.</li> <li>• Review and analysis of projects received by PPP Cell</li> <li>• Coordinate PPP Projects on implementation</li> <li>• Assist in preparing the pre-feasibility reports</li> <li>• Help in appointing/selecting consultants to develop the projects</li> <li>• Ensure transparent tendering processes</li> <li>• Inspect, visit, review any PPP Project under implementation</li> <li>• Perform all the function given for City Mission</li> </ul>

		<p>detailed legal and contractual agreements, risk management and contingent liability issues, and financial analysis of complex project proposals with respect to PPP project</p>	<p>Management Unit (CMMU) under AMRUT</p> <ul style="list-style-type: none"> <li>• Any other related activities as decided by the administrative head of the ULB/ State Mission Director (AMRUT).</li> </ul>
6.	<b>Urban Planner</b>	<ul style="list-style-type: none"> <li>• Graduate in Planning or post graduation in urban planning.</li> <li>• Senior engineer cum planner with in a managerial position can also be considered.</li> <li>• Experience in working with large scale urban development projects/programs.</li> <li>• Experience in urban reform and capacity building programs for ULBs.</li> </ul>	<ul style="list-style-type: none"> <li>• Proficiency in use of computer applications and Software including GIS.</li> <li>• Co-ordinate and support the implementation of Urban under AMRUT reforms /Projects and capacity building activities.</li> <li>• Prepare integrated City Plans and Capacity Building Plan, Business cum Financial Plan.</li> <li>• Prepare reports for State and MoHUA on progress of implementation of Programmes under AMRUT.</li> <li>• Coordinate the engagement of service providers and external experts for implementation of Capacity Building activities</li> <li>• Assist in increasing sources of municipal finance of cities and assist in identifying avenues for leveraging funds for infrastructure.</li> <li>• Perform all the function given for City Mission Management Unit (CMMU) under AMRUT</li> <li>• Any other related activities as decided by the administrative head of the ULB/State Mission Director (AMRUT).</li> </ul>
7.	<b>Environment Specialist (at Varanasi)</b>	<ul style="list-style-type: none"> <li>• Post Graduate degree in Environmental engineering with broad range of experience in municipal solid waste management</li> <li>• Experience in assessing, monitoring and mitigating environmental impacts of urban infrastructure investments.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the environmental impacts of proposed on ongoing projects, and another monitor their impacts overtime.</li> <li>• In instances where negative impacts are expected, work closely with city and state governments, to ensure that all interventions are in full compliance with the Government and other acceptable guidelines. Ensure that all reasonable efforts to minimize negative impacts are taken.</li> <li>• Perform all the function given for City Mission management Unit (CMMU) under AMRUT</li> <li>• Any other related activities as decided by the administrative head of the ULB/State Mission Director (AMRUT).</li> </ul>

## Annexure 1 – Covering Letter

To

**The Administrative Officer**

Regional Centre for Urban & Environmental Studies

Ministry of Housing & Urban Affairs, Government of India Adjacent Registrar's Office, University of Lucknow Campus Lucknow-226007 (Uttar Pradesh)

Sub: Application for the post of \_\_\_\_\_ to assist the State Mission Directorate of AMRUT at SMMU and CMMU.

Dear Sir,

1. With reference to your Advertisement No. \_\_\_\_\_, and having examined the TOR Document and understood their contents, I hereby submit this application for the said post. My application is unconditional and unqualified.
2. I acknowledge that the RCUES/Department will be relying on the information provided in the application for selection and I certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this application are true copies of their respective originals.
3. I shall make available to the RCUES/Department any additional information it may find necessary or require to supplement or authenticate the application.
4. I acknowledge the right of the RCUES/Department to reject the application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by the RCUES/Department.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

E-mail ID:

## Annexure 2 - Format for the Details of the Applicant

<b>Name of Expert</b>					
<b>Sex (Male / Female)</b>					
<b>Address for Correspondence</b>					
<b>Telephone No./Mob No./Fax No. :</b>					
<b>Email ID:</b>					
<b>Date of Birth</b>					
<b>PAN Number and ADHAAR Number</b>					
<b>Address for Communication</b>					
<b>Key Qualifications</b>					
<b>Total Experience</b>					
<b>Statement of Professional experiences – Key expertise</b>					
Sl.No.	Client/Organization	Designation	Project Name	Key Task performed	Duration
A	Working Experience in the field applied				
1					
2					
3					

I \_\_\_\_\_, son/daughter of \_\_\_\_\_  
 hereby declare that the information given in this form is true and correct to the best of  
 my knowledge and belief.

Signature:

Dated:

Place:

### Annexure 3 - Curriculum Vitae of the Applicant

<b>Proposed Position</b>	
<b>Name of Expert</b>	
<b>Date of Birth</b>	
<b>Citizenship</b>	
<b>Education</b>	Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained
<b>Membership in Professional</b>	
<b>Other Training</b>	
<b>Countries of Work Experience</b>	
<b>Languages</b>	Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.
<b>Employment Record</b> Starting with present position, list in reverse order every employment held. For experience in last 15 years, also give types of activities performed and client references, where <i>appropriate</i> .	From: Date to Date Employer: Position Held:
<b>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>	
<b>Certification</b>	
<p>(signature with date)</p> <p>I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes my qualifications and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Department.</p>	