



# Project Management Unit

## The Swajal Project

UTTARAKHAND RURAL WATER SUPPLY & SANITATION PROJECT

(Department of Drinking Water, Uttarakhand)

First Floor, The Institute of Engineers Building,

Saharanpur Road, Opposite ISBT, Dehradun - 248171

**Phone:** 0135-2643455,2643380

**Fax:** 0135-2643381

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### Hiring of Consultants

P.M.U. – URWSSP, (Swajal Project) IDA Credit No. 42320-IN is in requirement of consultants respectively (1) Monitoring & Evaluation Support and (2) Information Education & Communication (IEC) Expert for Strengthening of Project Management Unit (PMU) / State water and Sanitation Mission (SWSM). Eligible consultants must submit their application to Project Director, Uttarakhand Rural Water Supply & Sanitation Project, Project Management Unit- Swajal First Floor, The Institution of Engineers Building, Opposite ISBT, Dehradun - 248171, Uttarakhand, Tel:91-0135-2643455, 2643380, Fax: 91-0135-264338, latest by **09<sup>th</sup> February, 2015**. Other details regarding application form etc. are available in P.M.U/SWSM websites: <http://swajal.uk.gov.in> and <http://swsm.uk.gov.in>

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Director

**India**  
Uttarakhand Rural Water Supply & Sanitation Project  
IDA Credit No. 42320-IN

**Hiring of Consultants**

Uttarakhand Rural Water Supply & Sanitation Project (Swajal Project) is a registered society under Society Registration Act 1860 and working under the aegis of Drinking Water Department, Govt. of Uttarakhand. For Strengthening of Project Management Unit (PMU) / State water and Sanitation Mission (SWSM) services of certain individual consultants for the following assignments are required at the state level.

<b>S. No</b>	<b>Name of Assignment &amp; No</b>	<b>Qualification &amp; Experience</b>
1	State level individual Consultant for Monitoring & Evaluation Support	1 Master's degree in Management with Bachelor Degree in Engineering/Technology. 2. Minimum 8 yrs experience in Project Management, Monitoring & Evaluation of Govt. Funded/Externally Aided Projects.
2	State level individual Consultant for Information Education & Communication (IEC) Expert	(1) Master's degree in Mass Communication/Management HR and related fields with English Medium and with knowledge of advertising. (2) Eight years experience in capacity building, IEC activities, Training and communication. (3) Experience of preparing content, other training related tools and formats and delivering training and workshop.

Eligible consultants must submit their application to Project Director, Uttarakhand Rural Water Supply & Sanitation Project, Project Management Unit- Swajal First Floor, The Institution of Engineers Building, Opposite ISBT, Dehradun - 248171, Uttarakhand, Tel:91-0135-2643455, 2643380, Fax: 91-0135-264338, latest by **09<sup>th</sup> February, 2015**. Other details regarding application form etc. are available in P.M.U/SWSM websites: <http://swajal.uk.gov.in> and <http://swsm.uk.gov.in>. Only those candidates, whose applications are found suitable as per the prescribed qualifications and experience shall only be called for interview, for which no TA/DA etc. shall be admissible. Detail Terms and conditions (ToR) is attached.

**How to apply: The application should be neatly typed on paper with the following details.**

(i) Name of Applicant (ii) Father's /Mother Name (iii) Date of birth (iv) Name of Home District (v) Permanent Address (vi) Correspondence Address (vii) Phone/Mobile No. (viii) Fax No. (ix) Email address (if any) (x) Educational qualification (High school and onwards) (xi) Professional Experience (xii) Name of two referees and their address and contact no. (xiii) Computer proficiency Certificate.

Such duly completed application form with copies of all certificates with two latest and passport size photographs and two self-addressed non-stamped envelopes, should be submitted personally or by registered post by subscribing the words 'APPLICATION FOR THE ASSIGNMENT OF----- (Assignment Name) to the Director, Uttarakhand Rural Water Supply & Sanitation Project, Project Management Unit- Swajal First Floor, The Institution of Engineers Building, Opposite ISBT, Dehradun - 248171, Uttarakhand, latest by **09<sup>th</sup> February, 2015** till 5:00 PM.

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Director

## **ToR for Assignment of State Level Individual Consultant For Monitoring & Evaluation (M&E) Support**

### **1. Background:**

- a. The Uttarakhand Rural Water Supply and Sanitation Project (URWSSP) became effective on 30<sup>th</sup> November, 2006 and the terminal date is 31<sup>st</sup> December, 2015. The total project cost is US\$ 224 million out of which IDA Credit is US\$120 million for the URWSSP. The original project development objective is ‘to improve the effectiveness of rural water supply and sanitation services (RWSS) through decentralization and increased role of Panchayati Raj Institutions and local communities in the state of Uttarakhand. There are three implementing agencies viz. Uttarakhand Peyjal Nigam, Uttarakhand Jal Sansthan & Project Management Unit-Swajal Project for facilitating the execution of project work.
- b. Uttarakhand was affected by severe floods and landslides in June 2013. The World Bank has, approved a credit of US\$24 million against the total project cost of US\$27.86 million for reconstruction & restoration of damaged rural water supply and sanitation facilities. The objective of the additional financing project is to restore services of damaged schemes in disaster affected areas. A new Component D, RWSS Disaster Mitigation Activities. Component D has been introduced in continuation to ongoing project to implement the disaster mitigation and related activities. There are three implementing agencies viz. Uttarakhand Peyjal Nigam, Uttarakhand Jal Sansthan & Project Management Unit-Swajal Project for facilitating the execution of additional financing project work.
- c. The modified Project development objective is: *“To improve the effectiveness of rural water supply and sanitation services (RWSS) through decentralization and increased role of Panchayati Raj Institutions and local communities in the state of Uttarakhand and restore services of damaged schemes in the disaster affected areas.*
- d. Under the overall guidance of the Project Director and direct supervision of the project the Individual Consultant will be responsible for the monitoring and ensuring high quality and timely inputs and for ensuring that the project maintains its strategic activities result in the achievement of its intended outputs in a cost effective and timely manner.
- e. It is intended to engage State Level Individual Consultant for Monitoring and Evaluation support to ensure data is translated, recorded, compiled and analyzed. This includes the planning of a system for analysis of data and selection of appropriate software for data analysis, as well as subsequent reporting and use of data to improve project performance on a continuous basis. The State level M&E Consultant will work with project staff and provide information needed for project decisions regarding project performance, process and impact.

### **2. Objective of the assignment:**

The main objective of this assignment is to ensure data is translated, recorded, compiled and analyzed. This includes the planning of a system for analysis of data and selection of appropriate software for data analysis, as well as subsequent reporting and use of data to improve project performance on a continuous basis. The State level M&E Consultant will work with project staff and provide information needed for project decisions regarding project performance, process and impact.

### **3. Scope of Work:** The scope of work includes the following but not limited to:

- ✓ Develop and strengthen monitoring, inspection and evaluation procedures;
- ✓ Monitor all project activities, expenditures and progress towards achieving the project output;
- ✓ Recommend further improvement of the logical frame work;
- ✓ Develop monitoring and impact indicator for the project success;

- ✓ Monitor and evaluate overall progress on achievement of results
- ✓ Monitor the sustainability of the project's results;
- ✓ Provide feedback to the Project Director on project strategies and activities;
- ✓ Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- ✓ Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project;
- ✓ Provide inputs, information and statistics for quarterly, annual and other reports to Project Management Team;
- ✓ Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- ✓ Support monitoring and evaluation of the effects and impact of the project;
- ✓ Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS;
- ✓ Assist the project personnel with M&E tools and in supporting them in their use.
- ✓ Perform other duties as required;
- ✓ Measurable Outputs and Performance Indicators
- ✓ Preparation of monthly MIS reports;
- ✓ Assist the Project Director in preparing other relevant reports;
- ✓ Organize and conduct training on M&E/MIS for project and government staff
- ✓ Assist Project Director in the preparation of reports on the findings and lessons learned from project innovations;
- ✓ Provide input and update information related to project outcome on the website;
- ✓ Assist Project Director in preparing monthly and quarterly reports on project progress based on MIS reports on project activities;
- ✓ Prepare and maintain data base;
- ✓ Any other job assigned by the Project Director

#### **4. Estimated Time:**

The services are required for URWSSP being implemented by all the three agencies for a period of about six months extendable on satisfactory performance & requirement for a maximum period of 11 months. The estimated time to be spent on the assignment is based upon the regular working hours (10 AM to 5 PM) per day, six days per week excluding second Saturdays of every month, Sundays and holidays declared by State Government of Uttarakhand. The time to be spent shall be further reduced by absence of a maximum of 2.5 days per month during the contract period, duly authorized by the competent authority of PMU. For execution of the assignment he/she may have to travel to various places as per the instructions of the Director, PMU or his representative. He/she will be paid TA/DA as per rules of the project. As Specialist or otherwise she/he shall have to undertake night stays in the villages as prescribed by the Director, PMU from time to time. Consultant may be allowed absence subject to submission of medical certificate for a maximum period of 15 days during the contract period.

#### **5. Review of Performance:**

The performance of the Consultant under the assignment shall be subject to periodical review and shall be adjusted on the basis of assignments assigned to and completed by him under the TOR. The consultant shall maintain a diary wherein the details of work done/outputs given & field visits undertaken shall be entered on a daily basis. The diary shall have to be put up on monthly basis before the officer who is administering the contract. The performance of the consultant will be judged on the basis of the physical progress of activities against a target to be fixed by the Project Director. The mode of overall review shall be decided by the Director, PMU from time to time

**6. Required Skills and Experience**

(i) **Educational Qualifications:** Master's degree in Management with Bachelor Degree in Engineering/Technology.

(ii) **Experience:**

**Essential:**

- a. Minimum 8 yrs. experience in Project Management, Monitoring and evaluation of Government funded Projects/EAP.
- b. Experience in designing tools and strategies for data collection, analysis and production of report;
- c. Expertise in analyzing data using statistical software;
- d. Knowledge and experience of government procedures.
- e. Knowledge and experience of World Bank/ ADB/ Externally aided projects/ Government of India funded Schemes.
- f. Knowledge and experience of having worked in Uttarakhand

**Desirable:**

- a. Fluency in Hindi & English language.
- b. Excellent IT skills and familiarity with Microsoft Office Package.
- c. Knowledge and experience of government procedures.
- d. Knowledge and experience of World Bank/ ADB/ Externally aided projects/Government of India funded Schemes.
- e. Knowledge and experience of having worked in Uttarakhand
- f. Readiness to travel extensively in rural areas.

7. **Age:** Upto 45 years.

8. **Estimated Cost:** Remuneration will be as per market rates (negotiable).

## **ToR for Assignment of State Level Individual Consultant For Information, Education and Communication (IEC) Support**

### **1. Background:**

- f. The Uttarakhand Rural Water Supply and Sanitation Project (URWSSP) became effective on 30<sup>th</sup> November, 2006 and the terminal date is 31<sup>st</sup> December, 2015. The total project cost is US\$ 224 Mn out of which IDA Credit is US\$120 million for the URWSSP. The original project development objective is ‘to improve the effectiveness of rural water supply and sanitation services (RWSS) through decentralization and increased role of Panchayati Raj Institutions and local communities in the state of Uttarakhand. There are three implementing agencies viz. Uttarakhand Peyjal Nigam, Uttarakhand Jal Sansthan & Project Management Unit-Swajal Project for facilitating the execution of project work.
- g. Uttarakhand was affected by severe floods and landslides in June 2013. The World Bank has, approved a credit of US\$24 million against the total project cost of US\$27.86 million for reconstruction & restoration of damaged rural water supply and sanitation facilities. The objective of the additional financing project is to restore services of damaged schemes in disaster affected areas. A new Component D, RWSS Disaster Mitigation Activities. Component D has been introduced in continuation to ongoing project to implement the disaster mitigation and related activities. There are three implementing agencies viz. Uttarakhand Peyjal Nigam, Uttarakhand Jal Sansthan & Project Management Unit-Swajal Project for facilitating the execution of additional financing project work.
- h. The modified Project development objective is: *“To improve the effectiveness of rural water supply and sanitation services (RWSS) through decentralization and increased role of Panchayati Raj Institutions and local communities in the state of Uttarakhand and restore services of damaged schemes in the disaster affected areas.*
- i. It is intended to engage State Level Individual Consultant for Information, Education and Communication (IEC) support to manage the communications support strategy, including the development and production of related community-media, mass media, interactive training and educational tools production.

### **2. Objective of the assignment:**

**The main objective of this assignment is to manage the communications support strategy, including the development and production of related community-media, mass media, interactive training and educational tools production including dissemination of information and awareness creation regarding the programme, its concepts and the roles and responsibilities of the various programme partners etc. through Information, Education and Communication (IEC) activities at all levels including all the project habitations.**

### **3. Scope of Work:** The scope of work includes the following but not limited to:

- (i) Identify information needed by various agencies and persons involved in programme activities;
- (ii) Develop proper reporting and documentation formats;
- (iii) Develop reports and documents;
- (iv) Manage project website;
- (v) Gather all relevant information from external sources;
- (vi) Communicate all relevant information to other government agencies, private organizations, civil society organizations and media houses;
- (vii) Collate and disseminate best practices;
- (viii) Assess training and communication support needs at all levels in the Program, and define ongoing strategies for communication support and improve them from learned experience;
- (ix) Identify and procure Service Agencies for communications and media production and interactive product preparation, oversee the sanitation mobilization strategy (this includes production, as well as interactive tool kits for use in schools);
- (x) Promote the development of local, community media and folk media, using resources for private rural initiatives and other sources of project funding to Support Organizations and Service Agencies;

(xi) Promote communications exchange between communities, SOs and other Project partners;  
(xii) shall perform the duties and responsibilities of Monitor as specified from time to time by the Director and (xiii) any other job which arises in due course of execution of the job assignment.

#### **4. Estimated Time:**

The services are required for URWSSP being implemented by all the three agencies for a period of about six months extendable on satisfactory performance & requirement for a maximum period of 11 months. The estimated time to be spent on the assignment is based upon the regular working hours (10 AM to 5 PM) per day, six days per week excluding second Saturdays of every month, Sundays and holidays declared by State Government of Uttarakhand. The time to be spent shall be further reduced by absence of a maximum of 2.5 days per month during the contract period, duly authorized by the competent authority of PMU. For execution of the assignment he may have to travel to various places as per the instructions of the Director, PMU or his representative. As Specialist or otherwise she/he shall have to undertake night stays in the villages as prescribed by the Director, PMU from time to time. Consultant may be allowed absence subject to submission of medical certificate for a maximum period of 15 days during the contract period.

#### **5. Review of Performance:**

The performance of the Consultant under the assignment shall be subject to periodical review and shall be adjusted on the basis of assignments assigned to and completed by him under the TOR. The consultant shall maintain a diary wherein the details of work done/outputs given & field visits undertaken shall be entered on a daily basis. The diary shall have to be put up on monthly basis before the officer who is administering the contract. The performance of the consultant will be judged on the basis of the physical progress of activities against a target to be fixed by the Project Director. The mode of overall review shall be decided by the Director, PMU from time to time.

#### **6. Required Skills and Experience**

(i) **Educational Qualifications:** Master's degree in Mass Communication/ Management/HR and related fields with English medium and with knowledge of advertising.

(ii) **Experience:**

**Essential:**

- a. Minimum 08 yrs. experience in Capacity Building, IEC activities, Training and Communications.
- b. Experience of preparing content, other training related tools and formats and delivering training and workshops.
- c. Knowledge and experience of preparing commercials and radio jingles, Communication strategy and writing documents or having worked for social media.

**Desirable:**

- g. Fluency in Hindi & English language.
- h. Excellent IT skills and familiarity with Microsoft Office Package.
- i. Knowledge and experience of government procedures.
- j. Knowledge and experience of World Bank/ ADB/ Externally aided projects/Government of India funded Schemes.
- k. Knowledge and experience of having worked in Uttarakhand
- l. Readiness to travel extensively in rural areas.

7. **Age:** Upto 45 years.

8. **Estimated Cost:** Remuneration will be as per market rates (negotiable).