

## **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).

## Terms of Reference for Assignment of State Level Individual Technical Consultant

### **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 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. The overall physical progress of the project is 96% and it is expected that balance physical works will be completed within next three months.
- g. Uttarakhand was affected by severe floods and landslides in June 2013. The objective of the additional financing project is to restore services of damaged schemes in disaster affected areas. 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. This project become effective on 23<sup>rd</sup> July 2014 and the terminal date is 31<sup>st</sup> December 2015. The works under this project have just started after completing initial activities such as award of contracts etc.
- h. There are three implementing agencies viz. Uttarakhand Peyjal Nigam, Uttarakhand Jal Sansthan & Project Management Unit-Swajal Project for facilitating the execution of original project and additional financing project.
- i. The project intends to engage State Level Individual Technical Consultant for providing assistance in planning, designing, reviewing and implementing Single Village Water Supply Schemes, Multi Villages Water Supply Schemes and Sanitation Schemes. The Consultant will be involved in all technical activities of project to ensure the efficient and timely implementation of all URWSSP and AF Project schemes.

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

The Consultant will contribute in preparing and finalizing the technical design, implementation and post implementation of the water supply and sanitation schemes with a focus on the technical/engineering aspects of both projects.

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

- Provide technical/engineering inputs for effective designing, planning, implementation and post implementation of the schemes of drinking water and sanitation under the projects;
- Coordinate and finalize the cost estimates with the UJS, UJN, PMU 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 (DPRs) and Implementation Phase Completion Reports (IPCRs) of the schemes.
- Review and finalize indicative costs for assessing the Capex and Opex requirements for Single Village schemes (SVS) and Multi Village Schemes and sanitation schemes.
- Support in monitoring and review schemes sanctioned under the project and report progress in terms of physical, financial targets and against overall monitoring parameters;
- Monitoring of Quality of works and systems.

- Ensure that all legal and regulatory provisions relevant to the Technical /engineering safeguards are satisfactorily met with following the processes stipulated in URWSSP.
- Ensure regular updating and availability of all latest technical / engineering guidelines of the project to all relevant functionaries in the project stakeholders.
- Assess the need for the preparation and appraisal of Detail Project Report with computer aided procedures for surveys; engineering designs with standard software; for economic size of pumping main and distribution system.
- Providing technical support in the post implementation phase for training the community in the O&M of the scheme through preparation of O&M manual with calculation of O&M cost and fixing tariff; for sustainability of water supply scheme.
- Ensuring of quality of supervision and construction including materials used in the construction through quality assurance plan for quality of materials and works done for the project, and regulating payments and assist in contract management to prevent cost and time overruns.
- Support in other relevant tasks as assigned by the Project Director.

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

The services are required for URWSSP being implemented by all the three agencies for a period up to 31<sup>st</sup> December, 2015. 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 Time Sheet wherein the details of work done/outputs given & field visits undertaken shall be entered on a daily basis. The Time Sheet 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 Project Director, PMU from time to time. The performance of the Technical Specialist will be reviewed on a monthly basis.

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

(i) **Educational Qualifications:** Post Graduate Degree in Civil Engineering with specialization in Civil/Environmental Engineering or related fields.

(ii) **Experience:**

- At least 10 years of relevant experience in designing, supervising, and/or implementing Single Village Water Supply Schemes and Multi Village Water Supply Schemes and sanitation schemes
- Knowledge and experience about design of schemes using latest softwares such as Water Gem, EPANET etc.
- Experience of working in Rural Water supply and Sanitation Sector with external agencies like World Bank/ADB/Government of India funded Schemes etc., is desirable

- Experience of working in hilly regions and in Uttarakhand.
  - Strong communication skills in Hindi & English language and able to write reports in both languages.
  - Readiness to travel extensively in rural areas.
  - Computer literacy use of M S Office etc.
7. **Age:** Preferably up to 45 years but not more than 55 years.
8. **Duration of the assignment:** The duration of the assignment will be up to 31<sup>st</sup> December, 2015. The selected candidate will be appointed on contract basis as per applicable rules and norms. The contract will be given for six months which will be extended based on the performance.
9. **Estimated fee:** It will depend on the prevailing market rate.

## **ToR for Assignment of State Level Individual Consultant For Procurement System Support**

### **1. Background:**

- j. 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.
- k. 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.
- l. 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.
- m. Under the overall guidance of the Project Director and direct supervision of the project the Individual Consultant will be responsible for assisting procurement matters including providing support to help implement the project successfully. The consultant as an expert in the field will provide quality procurement advice maintaining highest degree of integrity and ethical standard.
- n. It is intended to engage State Level Individual Procurement Consultant for obtaining services to assist URWSSP in carrying out procurement functions for the implementation of project related activities. The input from consultant would ensure adoption of proper procurement procedure with economy, efficiency and transparency as well as accelerate procurement practice. The Procurement Consultant will handle the procurement of goods, works and services at state level and to provide support to project district level and GP level functionaries to ensure procurement is carried out as per the World Bank Procurement Procedures for the project.

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

The main objective of the consultancy assignment is to provide quality enhancement support to the project implementation team of the government with necessary oversight for all procurement under the project to minimize procurement associated risks, with specific reference to the large value contracts subject to prior review by the World Bank. This will be achieved through review of documents (particularly the technical aspects of the Bidding documents), participation in evaluation (review the technical content of the bids) and contract award process, monitoring of implementation and agreed procurement risk mitigation plan.

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

- ✓ Prepare the procurement plan for the project, submit to the World Bank for no-objection and monitor/update the same regularly. While preparing the plan, care should be taken to ensure optimum competition, economy and efficiency and priority of items.
- ✓ Coordinate for publication of the procurement plan on the PMU and SWSM websites.
- ✓ Maintain systematically the procurement related records and documentations for audit/ review by the World Bank as well as State AG.
- ✓ Provide procurement related reports/updates, list of contracts to SWSM and the World Bank as and when required.
- ✓ Handle the procurement related complaints, if any, received by the project as per the agreed procedure for the project.
- ✓ Support the state level and district level offices in all procurement related activities.
- ✓ Guide / provide training to the officials dealing with the store in project villages to maintain proper record.
- ✓ To assist the implementing agencies in procurement of goods, works and consultancy works as per the World Bank guidelines
- ✓ To monitor and oversee activities regarding preparation of Bidding Documents, Bid Evaluation and award of contracts for works/goods/consultancy.
- ✓ To provide the management with regular updates on various procurement activities.
- ✓ To flag potential problems with implementation to implementing agencies and work with Consultancy Firm and contractors to resolve them.
- ✓ Any other activities that might be required to meet the project objectives.
- ✓ 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 period of 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) | <b>Educational</b>           | <b>Qualifications:</b> | Bachelor's | Degree | in |
|     | Science/Commerce/Engineering |                        |            |        |    |

**(ii) Experience:**

- ✓ At least five years experience in procurement using World Bank or any multilateral funding agency procurement/selection guidelines.
- ✓ Considerable knowledge of purchasing methods and procedures; working knowledge of sources of supplies, price trends and grades or quality of materials and equipment.
- ✓ Knowledge and experience of government procedures.
- ✓ Knowledge and experience of having worked in Uttarakhand

**Desirable:**

- ✓ Fluency in Hindi & English language.
- ✓ knowledge of computer skills are essential
- ✓ High integrity and accountability in all aspects of project procurement
- ✓ Readiness to travel extensively in rural areas.
- ✓ Experience in training, capacity building, system set-ups etc in procurement will be required.
- ✓ Ability to communicate effectively, orally and in writing.

9. **Age:** Preferably below 45 years.

10. **Estimated Cost:** It will depend on the prevailing market rate.

## **Terms of Reference for Assignment of Operations Manager**

### **1. Background:**

- o. 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. The overall physical progress of the project is 96% and it is expected that balance physical works will be completed within next three months.
- p. Uttarakhand was affected by severe floods and landslides in June 2013. The objective of the additional financing project is to restore services of damaged schemes in disaster affected areas. 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. This project become effective on 23<sup>rd</sup> July 2014 and the terminal date is 31<sup>st</sup> December 2015. The works under this project have just started after completing initial activities such as award of contracts etc.
- q. There are three implementing agencies viz. Uttarakhand Peyjal Nigam, Uttarakhand Jal Sansthan & Project Management Unit-Swajal Project for facilitating the execution of original project and additional financing project.
- r. The World Bank Mission during November – December, 2014 visit observed the need for immediate strengthening of SWSM, as 36% vacancies exist which can delay the completion of the project. The mission discussed and agreed the recruitment of Operations Manager as short term consultants to assist the Project Director.
- s. The project intends to engage Operations Manager to work within the Project Management Office as deputy to the Project Director to support the implementation, reporting and documentation of the URWSSP and AF Project at a senior level.

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

The objective of the assignment is to assist the Project Director in the implementation, reporting and documentation of the URWSSP and AF Project at a senior level.

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

- Ensure organizational effectiveness by providing leadership for the organization's functions.
- Work with the management team and also to contribute to the development and implementation of project's strategies, policies and practices.
- Improve the operational system, processes and policies in support of organizations mission- specifically support better management reporting, information flow and management project processes and organizational planning.
- Manage and increase the effectiveness and efficiency of support services (Human Resource, IT and Finance) through improvement to each function as well as coordination and communication between support and project functions.
- Drive initiatives in the management team and organizationally that contribute to long term operational excellence.
- Conduct office management tasks.
- Motivate team and employees.

- Management of Capacity Building activities
- Review beneficiaries satisfaction related issues.
- Support in other relevant tasks as 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 up to 31<sup>st</sup> December, 2015. 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 mode of overall review shall be decided by the Director, PMU from time to time. The performance of the Operations Manager will be reviewed on a monthly basis.

**6. Required Qualifications, Skills and Experience**

- (i) **Educational Qualifications:** Essential: The candidate must have a degree in Civil Engineering. Desirable: Master in Business Administration.
- (ii) **Experience:** XX years working experience in operational management of water supply and sanitation sector.

**(iii) Skills:**

- Candidate should possess Leadership Skills, Communication Skills and Motivational Skills instead of mentioning below highlighted bullets.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Commitment to social justice and the mission
- Excellent communication skills both verbal and written.
- Excellent project management, , Change Management and Time Management capabilities
- Have good judgement and decision making skills.

**7. Duration of the assignment:** The duration of the assignment will be for eleven months maximum. The selected candidate will be appointed on contract basis as per applicable rules and norms.

**8. Estimated Cost:** It will depend on the prevailing market rate.