



Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.

Tel: 0135- 2669541, 2672885

Appointment of Professionals on Contractual Basis for Capacity Building of Urban Local Bodies (under JNNURM)

Urban Development Directorate (UDD), Government of Uttarakhand invites application from interested Professionals for below mentioned posts on contractual basis.

S.N	Post Name	No. of Vacancies	Maximum Remuneration (Rs/Month)*
State RPMC			
1	Team Leader	1	50,000/-
2	Municipal Finance Specialist	1	50,000/-
3	Solid Waste Management Specialist	1	50,000/-
4	Social Development Specialist	1	50,000/-
5	Capacity Building/ Institutional Strengthening Specialist	1	50,000/-
6	PPP Specialist	1	50,000/-
7	IT cum Monitoring & Evaluation Specialist	1	50,000/-
City RPMCs			
1	Team Leader	15	40,000/-
2	Municipal Finance Specialist	15	40,000/-
3	Solid Waste Management Specialist	15	40,000/-
4	Social Development Specialist	15	40,000/-
5	Monitoring & Evaluation Specialist	15	40,000/-

*** Remuneration will be decided by the Selection Committee based on the qualification and experience of the candidate and will not be more than the maximum remuneration.**

*** 15 city RPMCs ULBs are Almora, Mussoorie, Pithoragarh, Pauri, Champawat, Tehri, Manglaur, Rudrapur, Kashipur, Rishikesh, Haldwani, Uttarkashi, Gopeshwar, Rudraprayag, Bageshwar.**

Terms of Engagement: The appointment of professionals will be on annual contract basis for a period not more than the project period to be renewed annually based on performance, output and desired impacts. One candidate can apply maximum for two posts.

For more information about roles and responsibilities, qualification, experience and other details for the above mentioned posts, please visit <http://udd.uk.gov.in/recruitment>.

Last Date for Receipt of Application: 27 /01/2014 (on all working days from 10.00am to 5.00pm)

How to apply: Interested candidates can download the application form from <http://udd.uk.gov.in/recruitment> and submit their application to **Director, Urban Development Directorate, 43/6, Mata Mandir Road, Dharampur, Dehradun, Uttarakhand-248001**, clearly mentioning the name of post on top of the envelope. Only short listed candidates shall be informed to attend the interview.

(P S Jangpangi)
Director



Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.

Tel: 0135- 2669541, 2672885

Terms of Reference for the State RPMC

I. Team Leader

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- Masters in Urban Planning or B Arch/ B Tech./BE (Planning)/MBA with strong management background.
- 7 years experience in urban planning / development projects
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- 10 year experience in working with large scale urban development projects/ programmes.

d. Role and responsibilities: The Team Leader may support the State UD department to:

- Overall coordination, project management, and technical support for UD department and State level Steering Committee
- Provide technical and handholding support to cities for the preparation of CB plan, its implementation and monitoring
- Provide technical and handholding support to cities for the preparation of Integrated City plan and business cum financial plan
- Provide technical and handholding support to cities in the preparation of integrated city plans, undertaking city planning survey etc.
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department.

II. Municipal Finance Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- MBA (Finance)/ M.Com
- 7 years experience to advise and train staff in municipal finance, project finance and resource mobilization, public private partnership
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- 10 years experience to advise and train staff in municipal finance, project finance and resource mobilization, public private partnership

d. Role and responsibilities: The Specialist may support the State UD department to:

- Provide technical support and coordinate the work of cities on Integrated City Investment Plans and Financial Operating Plans
- Support Capacity building Specialist to design and implement training and capacity building programme on resource mobilisation to State and ULB staff and elected representatives



**Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.**

Tel: 0135- 2669541, 2672885

- Support Capacity building specialist to prepare specialized training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management;

- Provide technical guidance to State to prepare policy guidance and notes on municipal finance.
- Support ULBs to identify finance options available for financing urban infrastructure and leveraging JNNURM funds.
- Review estimates of detailed economic project costs and identify all project economic benefits in the cities
- Conduct an affordability analysis and gather information to prepare a sample financial model for the project for ULBs.
- Support in the implementation of accounting and user charges reforms
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

III. Solid Waste Management Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- BE/BTech (Environment Engineering)
- 7 years experience in urban infrastructure related to solid waste management
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- ME/M Tech (Environment Engineering) with 5 year experience

d. Role and responsibilities: The Specialist may support the State UD department to:

- Advise and provide technical support to SLNA to plan and design SWM policies and projects
- Provide technical support the ULB to review and verify designs and needs analyses of the proposed and ongoing solid waste management projects in the cities
- Provide technical support the ULB to set monitoring systems for cities for solid waste management project including information on the composition and volume of waste generated from domestic and commercial sources as required for the preparation of a solid waste management plan.
- Provide technical advice and support to ULBs in the collection and transportation program, including vehicle routing, based on detailed and updated city maps; confirm equipment requirements; and preparation and specifications for tenders.
- Provide technical support the ULB to ascertain the preferred options for collection and willingness to pay for improved waste collection by households and businesses and determine the potential for private sector participation in waste collection, recycling, transportation, and disposal.
- Provide support to cities regarding changes in the institutional arrangements for improving collection, transportation, and disposal of solid wastes.
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department.

IV. Social Development Specialist

a. No. of posts: One



उत्तराखण्ड शासन

**Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.**

Tel: 0135- 2669541, 2672885

b. Essential Educational Qualification & Experience:

- Masters in social science/ MBA with strong management background
- 7 years in undertaking social and community development initiatives and appraisal in the municipal environment, especially in relation to urban infrastructure projects
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- PhD in social Science with 5 years experience

d. Role and responsibilities: The Specialist may support the State UD department to:

- Compile and consolidate social analysis of projects proposed under JnNURM cities
- Develop social safeguard framework for JnNURM projects
- Ensure that the investment projects reflect social inclusion, and that they address the needs of the poor.
- Assess the social impacts of projects, and monitor their impacts over time.
- Advise ULB on reforms related to community participation
- Ensure that JNNURM-funded initiatives are planned and developed in a participatory manner
- Assist in establishing and institutionalizing systems of participatory decision making and information sharing in participating cities/ULBs
- Provide other necessary support as identified by the team leader.
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

V. Capacity building/Institutional Strengthening Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- Masters (urban or social development)
- 7 years experience in training and capacity building, as well as competence in urban sector issues in India.
- 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 evaluation
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- Doctorate (urban or social development) with 5 years experience

d. Role and responsibilities: The Specialist may support the State UD department to:

- Prepare State capacity building strategy and CB plan
- Advise ULB on matters relating to CB activities and their effective implementation;
- Provide technical support to ULB for the Capacity Need Assessment of ULB and to prepare capacity building plan
- Develop performance indicators and monitoring mechanism to monitor and evaluate the CB activities at State as well as ULB level



उत्तराखण्ड शासन

**Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.**

Tel: 0135- 2669541, 2672885

- Design and develop training modules on CB in consultations with other specialists in the team.
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

VI. PPP Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- MBA/Masters in Finance
- 7 yrs. professional experience in developing and managing projects on PPP mode
- Familiarity with the PPP methodology and framework
- Demonstrate familiarity with the formulation, appraisal, and approval procedures for PPP projects
- Demonstrate familiarity with complex project agreements, tendering arrangements, detailed legal and contractual agreements, risk management and contingent liability issues, and financial analysis of complex project proposals with respect to PPP projects
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- 10 years experience in developing and managing projects on PPP mode.

d. Role and responsibilities: The Specialist may support the State UD department to:

- Support SLNA to develop State PPP plan of action
- Support ULBs to appraise project activities for properly carrying out of PPP Projects
- Review and analysis of projects received from ULBs
- State wise coordination of PPP Projects implementation
- Assist in preparing the pre-feasibility reports for States and ULBs
- Help in appointing / selecting consultants to develop the projects at ULB level
- Inspect, visit, review any PPP project under implementation in the cities
- Awareness Building & Training for relevant State Government Officials on PPP projects
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

VII. IT cum Monitoring and evaluation Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- MCA/M.Sc Computer Science or BE / B. Tech Computer Science
- 7 years experience in monitoring and evaluating large projects and programmes preferably in urban sector
- Develop and strengthening ME system for projects reforms and capacity building activities at State level
- Monitored the status of implementation of JnNURM funded projects investments viz a viz approved timelines and key deliverables.
- Monitoring and evaluation and reporting to SLNA
- Assist the team leader in refining benchmarks and / or indicators against which progress of JnNURM can be measured.



उत्तराखण्ड शासन

**Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.**

Tel: 0135- 2669541, 2672885

- Assist in conducting survey to assess the condition of important reforms at each level of government as well as the status of full range basic services and systems expected to be covered through JnNURM in the 63 eligible 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 benchmark set up by MoUD.

c. Desirable Qualification & Experience:

- Doctorate in computer science/ BE (Electronics)/ M.Sc Physics (Electronics) with 5 years experience

d. Role and responsibilities: The Specialist may support the State UD department to:

- IT related support for the above components of e-governance reforms
- Reporting to MoUD and SLNA on progress of e-governance reforms
- Coordination of data entry and file uploads into systems used by the ULB on a regular basis,
- Coordinate management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data.
- Assist ULB officials in operating IT systems on a daily basis; provide handholding support when required.
- Quarterly Progress Reports related to status of e-governance reforms
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

Terms of Reference for the City RPMCs

I. Team Leader

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- Masters in Urban Planning or B Arch/ B Tech./BE (Planning)/MBA with strong management background.
- 3 years experience in urban planning / development projects
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- 5 years experience in working with large scale urban development projects/ programmes.

d. Role and responsibilities: The Team Leader may support the ULB to:

- Co-ordinate and support the implementation of JnNURM reforms, projects and capacity building activities
- Prepare integrated City Plans and CB plan, business cum financial plan
- Prepare reports (including QPRs and Utilization Certificates) for State and MoUD on progress of implementation of CB programmes as well as other related programmes
- Coordinate the engagement of service providers and external experts for implementation of CB activities
- Assist in increasing sources of municipal finance of all JNNURM cities and assist in identifying avenues for leveraging funds for infrastructure.
- Any other related activities as decided by the administrative head of the ULB.



Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.

Tel: 0135- 2669541, 2672885

II. Municipal Finance Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- MBA (Finance)/ M.Com

- 3 years experience to advise and train staff in municipal finance, project finance and resource mobilization, public private partnership
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- 5 years experience to advise and train staff in municipal finance, project finance and resource mobilization, public private partnership

d. Role and Responsibilities: The Specialist may support the ULB to:

- Prepare Financial Operating Plans for the city
- In partnership with national level financial institutions for providing training and capacity building on finance and related matter to elected representatives and officials of ULBs focusing on resource mobilization
- Prepare specialised training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management;
- To assess city counterpart funding of JNNURM projects and explore alternative financing.
- Explore alternate long-term municipal finance options available for financing urban infrastructure and leveraging JNNURM funds.
- Review estimates of detailed economic project costs and identify all project economic benefits.
- Conduct economic and financial viability assessments of the projects.
- Conduct an affordability analysis and gather information to prepare a sample financial model for the project ULBs.
- Conduct financial sustainability analyses for revenue-generating subprojects.
- Support in the implementation of accounting and user charges reforms
- Any other related activities as decided by the administrative head of the ULB.

III. Solid Waste Management Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- BE/BTech (Environment Engineering)
- 3 years experience in urban infrastructure related to solid waste management
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- ME/M Tech (Environment Engineering)

d. Role and responsibilities: The specialist may support the ULB to:

- Review and verify designs and needs analyses of the proposed and ongoing solid waste management projects.
- Set monitoring systems for solid waste management project including information on the composition and volume of waste generated from domestic and commercial sources as required for the preparation of a solid waste management plan.



**Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.**

Tel: 0135- 2669541, 2672885

- Provide support on collection and transportation program, including vehicle routing, based on detailed and updated city maps; confirm equipment requirements; and preparation and specifications for tenders.
- Provide support to cities in carrying out sample survey to assess options for waste reduction and recycling and the demand and market for composting.
- Provide support to cities ascertain the preferred options for collection and willingness to pay for improved waste collection by households and businesses and determine the potential for private sector participation in waste collection, recycling, transportation, and disposal.
- Provide support to cities regarding changes in the institutional arrangements for improving collection, transportation, and disposal of solid wastes.
- Provide support to cities for preparing comprehensive solid waste management plan for the sample ULBs
- Any other related activities as decided by the administrative head of the ULB.

IV. Social Development Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- Masters in social science/ MBA with strong management background
- 3 years in undertaking social and community development initiatives and appraisal in the municipal environment, especially in relation to urban infrastructure projects
- Fluency in English and local language is essential
- Strong communication and computer skills.

c. Desirable Qualification & Experience:

- PhD in social Science

d. Role and responsibilities: The Specialist may support the ULB to:

- Undertake social analysis of projects proposed under JnNURM
- Assist and guide ULBs on strategies to minimize any negative impacts, and ensure full compliance with Government of India policies related to resettlement and social protection.
- Ensure that the investment projects reflect social inclusion, and that they address the needs of the poor.
- Assess the social impacts of projects, and monitor their impacts over time.
- Advise ULB on reforms related to community participation
- Ensure that JNNURM-funded initiatives are planned and developed in a participatory manner
- Provide other necessary support as identified by the team leader
- Any other related activities as decided by the administrative head of the ULB

V. Monitoring and evaluation Specialist

a. No. of posts: One

b. Essential Educational Qualification & Experience:

- MBA
- The expert will have a management background and at least 3 years of experience monitoring and evaluating large projects and programmes preferably in urban sector.

c. Desirable Qualification & Experience:

- 5 years of experience monitoring and evaluating large projects and programmes preferably in urban sector

d. Role and responsibilities: The Specialist may support the ULB to:

- Develop and strengthening M E system for projects, reforms and capacity building activities



**Urban Development Directorate,
43/6 Mata Mandir Road, Dharampur,
Dehradun, Uttarakhand- 248001.**

Tel: 0135- 2669541, 2672885

- Monitor the status of implementation of JNNURM-funded project investments vis-à-vis approved timelines and key deliverables
 - Monitoring and evaluation and reporting to SLNA
-
- Assist the team leader in refining benchmarks and/or indicators against which progress of JnNURM can be measured.
 - Assist in conducting survey to assess the 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 JNNURM in the 63 eligible 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 MOUD.