



उत्तराखण्ड शासन

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

Tel: 0135- 2679541, Fax-2669542

Terms of Reference, State Mission Management Unit (SMMU)

I. Urban Planner (Team Leader)

a. No. of posts: 1

b. Qualifications & Experience:

- B Arch/B.Tech with Masters in Urban Planning and 3 - 5 yrs. experience.
- Experience in working with large scale urban development projects /programmes
- Experience in urban reform and capacity building programmes for ULBs

c. **Role and responsibilities:** The Team Leader will support and coordinate to the State UD and carry out the following functions:

- i. Overall coordination, project management, and technical support for UD department and State level Steering Committee
- ii. Provide technical and handholding support to cities for the preparation of CB plan, its implementation and monitoring
- iii. Provide technical and handholding support to cities for the preparation of Integrated City plan and business cum financial plan
- iv. Provide technical and handholding support to cities in the preparation of integrated city plans, undertaking city planning survey etc
- v. Any other related activities as decided by the State Steering Committee and the Secretary, UD department
- vi. Preparation of Services Level Improvement Plan (SLIP).
- vii. Assist in preparation of Smart City Proposal(SCP) for Smart Cities selection competition
- viii. Implementation of reform agenda focusing on outcomes.
- ix. Enabling Coaching and mentoring as set out in AMRUT Guidelines.
- x. Coordination for Individual Capacity Building programmes of the ULB conducted by training institution.
- xi. Monitoring, for example, , eternal monitoring report by IRMA (quarterly), reform implementation appraisal report by IRMA (half yearly), Quarterly Score Card by cities for HPSC(AMRUT/SCM).
- xii. Preparation of ULB level IEC material, viz, e-newsletters, brochures, etc.
- xiii. Maintenance and up-gradation of multi-layer-GIS maps.
- xiv. Revision of ULB policies for implementing AMRUT reforms agenda.
- xv. Promote the use of online instruction programmes for ULB functionaries.

II. Urban Infrastructure Specialist

a. No. of posts: 01

b. Qualifications & Experience

- M.Tech in structure/Geo science with 2 yrs. experience or BE/B.Tech in Civil engineering with 3-5 yrs. experience.
- Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation;
- Experience in designing and managing municipal infrastructure projects, preferably projects funded by aid agencies; and
- Be very familiar with the laws and procedures of the Indian municipal environment.

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

- i. Asses the status of infrastructure development in the city on a regular basis and provide independent feedback to the Municipal Commissioner



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- ii. Ensure adequate provision for operation and maintenance, value for money urban infrastructure creation, and overall sustainability.
- iii. Provide knowledge support—including presentation of regional best practices—
- iv. relating to project management, monitoring quality of construction, good procurement
- v. practices, PPPs, use of information systems, among others
- vi. Provide technical support to ULB to prepare city development plan and economically viable DPRs on projects
- vii. Any other related activities as decided by the administrative head of the ULB. Preparation of Services Level Improvement Plan (SLIP).
- viii. Assist in preparation of Smart City Proposal(SCP) for Smart Cities selection competition
- ix. Implementation of reform agenda focusing on outcomes.
- x. Enabling Coaching and mentoring as set out in AMRUT Guidelines.
- xi. Coordination for Individual Capacity Building programmes of the ULB conducted by training institution.
- xii. Monitoring, for example, , external monitoring report by IRMA (quarterly), reform implementation appraisal report by IRMA (half yearly), Quarterly Score Card by cities for HPSC(AMRUT/SCM).
- xiii. Preparation of ULB level IEC material, viz, e-newsletters, brochures, etc.
- xiv. Maintenance and up-gradation of multi-layer-GIS maps.
- xv. Revision of ULB policies for implementing AMRUT reforms agenda.
- xvi. Promote the use of online instruction programmes for ULB functionaries.

III. Municipal Finance Specialist

a. No. of posts: 01

b. Qualifications & Experience

- MBA (Finance)/CA with 3 yrs. experience or M.Com with 5 yrs. experience in pure accounting in a reputed firm/organization.
- Skills to evaluate urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- Experience to advice and train staff in municipal finance, project finance and resource mobilization, public private partnerships etc.

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

- i. Provide technical support and coordinate the work of cities on Integrated City Investment Plans and Financial Operating Plans
- ii. Support Capacity building Specialist to design and implement training and capacity building programme on resource mobilisation to State and ULB staff and elected representatives
- iii. Support Capacity building specialist to prepare specialised training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management;
- iv. Provide technical guidance to State to prepare policy guidance and notes on municipal finance
- v. Support ULBs to identify finance options available for financing urban infrastructure and leveraging JNNURM funds.



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- vi. Review estimates of detailed economic project costs and identify all project economic benefits in the cities
- vii. Conduct an affordability analysis and gather information to prepare a sample financial model for the project for ULBs.
- viii. Support in the implementation of accounting and user charges reforms
- ix. Any other related activities as decided by the State Steering Committee and the Secretary, UD department
- x. Provide technical support to ULB to prepare city development plan and economically viable DPRs on projects
- xi. Any other related activities as decided by the administrative head of the ULB Preparation of Services Level Improvement Plan (SLIP).
- xii. Assist in preparation of Smart City Proposal(SCP) for Smart Cities selection competition
- xiii. Implementation of reform agenda focusing on outcomes.
- xiv. Enabling Coaching and mentoring as set out in AMRUT Guidelines.
- xv. Coordination for Individual Capacity Building programmes of the ULB conducted by training institution.
- xvi. Monitoring, for example. , eternal monitoring report by IRMA (quarterly), reform implementation appraisal report by IRMA (half yearly), Quarterly Score Card by cities for HPSC (AMRUT/SCM).
- xvii. Preparation of ULB level IEC material, viz, e-newsletters, brochures, etc.
- xviii. Maintenance and up-gradation of multi-layer-GIS maps.
- xix. Revision of ULB policies for implementing AMRUT reforms agenda.
- xx. Promote the use of online instruction programmes for ULB functionaries