



उत्तराखण्ड शासन

Urban Development Directorate,  
31/62 Rajpur Road  
Dehradun, Uttarakhand- 248001.  
Email id : recruitmentudd@gmail.com  
Phone no: 0135-2742885

## **1. Terms of Reference (ToR) for State Level Technical Cell (SLTC)**

### **1. Urban Planner**

#### **Qualifications and Experience**

- i. Master's degree in Urban Planning or Regional Planning or Architecture Management with at least 5-7 years' experience in a managerial position.
- ii. Having experience in project management with 3-5 years in a managerial position.
- iii. Experience in working with large scale urban development/affordable housing/slum development projects /programmes.
- iv. Experience in implementing urban reforms for States and ULBs.

#### **Roles and responsibilities**

- i. Handholding support to the ULBs for the preparation of HFAPoA, DPR and AIP.
- ii. Handholding support to the ULBs in identifying slum pockets and other lands for housing development.
- iii. As part of the slum mapping exercise, assist the ULB in identifying ownership of the land occupied by slums and mapping of the same.
- iv. Handholding support to the ULBs in tenability analysis and choosing options for untenable slums.
- v. Assist the ULBs in selection of appropriate model for the in-situ slum redevelopment.
- vi. Review the city Master Plan and provide inputs to revise it in accordance with the mandatory conditions under the Mission.
- vii. Provide support in developing (approved) building layout plans for EWS/LIG housing.
- viii. Provide advice to MoHUPA on increasing financial inclusion for the urban poor.
- ix. Develop AIP on the basis of HFAPoAs of the ULBs in consultations with State. x. Handholding support to States /UTs for the implementation of the slum redevelopment and Affordable Housing programmes.
- x. Develop MIS formats and compilation of data from the ULBs. xii. Develop periodic monitoring system for achievements under each scheme components.

### **2. Municipal/Civil Engineer**

#### **Qualifications & Experience**

- i. Post graduate degree in Engineering with specialization in public health or civil engineering.
- ii. Having 5-7 years of experience in procurement, design, and supervision of housing and infrastructure works.
- iii. Experience in implementing new technologies in the housing sector.
- iv. Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.
- v. Prior experience as municipal engineer will be an added advantage.

#### **Roles and responsibilities**

- i. Technical support in the design and implementation of housing and infrastructure works.
- ii. Provide support to the ULBs to identify, evaluate and adapt green technologies, good construction practices and disaster resistant construction, area specific design and innovative technologies suiting to different geo-climatic zones.
- iii. Provide support to the states to select and tie up with Engineering institutes (such as IIT) and planning institution to develop implementation methodology for Technical Submission.
- iv. Support States to select a central technical institute, an Engineering college or a Planning college for institutional support.
- v. Facilitate enabling policy framework for use of emerging and green technologies in the states.
- vi. Provide technical support in tendering process and facilitate recruitment of quality consultants for preparation of Detailed Projects Report (DPRs), HFAPoA etc.
- vii. Review and appraise the Detailed Projects Report (DPR) and provide feedback as and when necessary.
- viii. Develop and disseminate guidelines on project preparation, procurement and other related activities.
- ix. Assess the training needs in the implementation of technology submission and assist ULBs to access quality training on site or at recognized centers of excellence.
- x. Preparation of designing a scrutinizing/appraisal mechanism and a protocol for random check of projects and overall monitoring and evaluation of design and supervision of infrastructure works.
- xi. Support ULBs to prepare project monitoring formats and report on progress of construction and utilization of funds under HFA.
- xii. Any other related tasks that may be entrusted upon by the State/SLNA.



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### **3. PPP Specialist**

#### **Qualifications & Experience**

- i. 5-7 years of professional experience in developing and managing projects on PPP mode.
- ii. Experience in formulation of PPP projects (including relevant concession agreements, due diligence processes, value for money audits, public sector comparator, etc.)
- iii. Experience in preparing project agreements, tender process, detailed legal and contractual agreements, risk management and contingent liability issues, and financial analysis of complex project proposals with respect to PPP projects.

#### **Role and Responsibilities**

- i. Handholding support to the ULBs to develop city/ULB level PPP plan of action.
- ii. Appraise project activities for carrying out of PPP Projects.
- iii. Review and analyses the projects designed for the various components of the Mission from PPP perspective.
- iv. Provide technical support to ULBs in preparing the pre-feasibility reports.
- v. Support the ULBs to develop mechanism to implement PPP projects.
- vi. Overall monitoring of the PPP project under the Mission.
- vii. Awareness building & training for relevant State Government Officials on PPP projects.
- viii. Any other related activities as decided by State/ SLNA.

## **2. Terms of Reference (ToR) for City Level Technical Cell (CLTC)**

### **1. Housing Finance Specialist**

#### **Qualifications and Experience**

- i. Post graduate or graduate degree in finance or equivalent qualification from recognized university.
- ii. 3-5 years of experience in housing finance or banking or housing policy.
- iii. Experience in helping State/UT governments and ULBs to examine and use a range of options for financing housing projects.
- iv. Experience in training ULB staff on municipal finance, project finance and resource mobilization.

#### **Roles and Responsibilities**

- i. Provide support to the ULBs on methods of increasing financial inclusion for the urban poor.
- ii. Undertaking financial analysis on housing finance for the implementation of the programme.
- iii. Provide the inputs to MIS specialist to generate MIS.
- iv. Maintain financial formats and provide inputs to it.
- v. Co-ordinate with various HFIs, Banks, private bodies for ensuring possible support.
- vi. Carry out overall monitoring and supervision of the finance part.

### **2. Urban Infrastructure Specialist**

#### **Qualifications & Experience**

- i. Post graduate/graduate degree or diploma in engineering from recognized university.
- ii. Experience in urban infrastructure and public housing sector, public health engineering.
- iii. 3-5 years of experience in designing and managing municipal infrastructure projects.
- iv. Knowledge of laws and procedures of urban Local Bodies in India.
- v. Fluency in local language essential.

#### **Role and Responsibilities**

- i. Provide technical guidance for the preparation of HFAPoA.
- ii. Provide handholding support to the cities in assessing the gaps of infrastructure development in the city.
- iii. Any other related tasks that may be entrusted upon by the head of city cell.



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### **3.Social Development Specialist**

#### **Qualifications & Experience**

- i. Post graduate/graduate or diploma in Social Sciences, with practical experience of working with community/slums in the urban area.
- ii. 3-5 years' experience in undertaking social and community development initiatives and appraisals in the municipal environment.
- iii. Experience in participatory methods, social mobilization, social analysis, resettlement and rehabilitation.. Knowledge and experience in participatory planning and community mobilization.

**Roles and Responsibilities** The social development specialist will work closely with the housing finance and policy specialist and work towards implementation of social reforms, strengthening and empowerment of communities, internalizing stakeholder consultations into operating procedures and practices and optimizing the community participation. In addition, the specialist will be responsible for the following:

- i. Support the ULBs in the urban poor governance, empowering the local communities, ensuring social development, community participation.
- ii. Developing a consultation mechanism with the stakeholders (before project implementation) and ensure its incorporation in the HFAPoA.
- iii. Provide support to ULBs in building partnerships with the local communities and mobilizing people in pursuit of Scheme's objective.
- iv. Organize workshops to raise awareness about the specific roles and functions of community.
- v. Assess the social development impact of the project in terms of the proportion of beneficiaries in slum/non slum and EWS/LIG, proportion of total project funds allocated to the poor, and level of impact on the lives of the poor; Conduct a gender analysis and develop a Gender Checklist.
- vi. Analyze the affordability of housing loans to the poor, along with willingness to pay.
- vii. Collect and analyze relevant existing survey data on low-income housing, particularly surveys in resettlement projects.
- viii. Prepare and coordinate additional surveys required for the purpose of the study.
- ix. Design and conduct training on community development and empowerment to the key Stakeholders on the scheme.
- x. Undertake social audit of the projects under HFA Mission.
- xi. Work closely with the IEC expert for knowledge dissemination.
- xii. Prepare a database of community organizations, nongovernment organizations, women's groups, and microfinance institutions involved in housing finance for the poor or interested in future involvement in the project.
- xiii. Monitor expenditure on improvement of urban services to the poor and overall social impact of projects.
- xiv. Any other related tasks that may be entrusted upon by the head of ULB.

### **4.MIS Specialist**

#### **Qualifications & Experience**

- i. Post graduate/graduate/diploma in Computer Science/Electronics or MCA/PGDCA.
- ii. 3-5 years of work experience in government/semi govt. / autonomous organizations/private company of repute.
- iii. Experience in software development and database management. iv. Fluency in local language essential.

#### **Roles and Responsibilities**

- i. Coordinate the data entry and file uploads into systems to be used by Urban Local Body (ULBs) on a regular basis.
- ii. Prepare detailed formats and ensuring the data entry in the desired MIS application.
- iii. Set up systems for measuring and monitoring and reporting progress of the projects.
- iv. Prepare quarterly progress report and submit the same to SLNA through ULB.
- v. Any other related tasks that may be entrusted upon by the head of CLTC.