



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

Tel: 0135- 2679541, Fax-2669542

No- 237/UDD/CCBP/2015-16, Dated 13-05-2015

Appointment of Professionals on Contractual Basis under Comprehensive Capacity Building Program (CCBP), MoUD, GoI in 15 City RPMCs and 01 State RPMC

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

S.N	Post Name	No.	Qualifications & Experience
1	Urban Planner	16	B Arch/B.Tech with Masters in Urban Planning and 3 - 5 yrs. experience.
2	Municipal Finance Specialist	16	MBA (Finance)/CA with 3 yrs. experience or M.Com with 5 yrs. experience in pure accounting in a reputed firm/organization.
3	Solid Waste Management Specialist	16	M.Tech(Environmental engineering) with 2 yrs. experience/ BE/B.Tech (Environmental engineering) with 3 yrs. experience/ MSc (Environmental engineering) with 5 yrs. experience.
4	Urban Infrastructure Expert	11	M.Tech in structure/Geo science with 2 yrs. experience or BE/B.Tech in Civil engineering with 3-5 yrs. experience.
5	IT cum Monitoring & Evaluation/MIS Specialist	11	B.Tech/BE in computer science/ MCA with 3 yrs. experience or MSc in computer science with 5 yrs. experience. Experience in monitoring and evaluating large projects and programs, preferably in the urban sector.
6	Social Development Specialist	10	Masters in Social Work/MBA (H.R) with 3 yrs. experience or M.A (Sociology) with 5 yrs. experience.
7	Capacity building/Institutional Strengthening Specialist	1	MBA (H.R) with 3-5 yrs. experience

* **Remuneration will be around 06 lakhs per annum subject to qualification and experience of the candidate.**

* **15 city RPMCs ULBs are Almora, Mussoorie, Pithoragarh, Pauri, Champawat, Tehri, Manglaur, Rudrapur, Kashipur, Rishikesh, Haldwani, Uttarkashi, Gopeshwar, Rudraprayag, Bageshwar and 01 state RPMC at headquarter(Dehradun).**

Terms of Engagement: The appointment of professionals will be purely on temporary basis initially for a min period of one year with provision of extension subject to requirements of the project and individual performance. Selected candidate may be deputed in any of city RPMCs and as well as state RPMC as per requirement of the project.

For more information about roles and responsibilities, qualification, experience and other details for the above mentioned posts, please visit www.udd.uk.gov.in.

Last Date for Receipt of Application: 08/06/2015 (on all working days from 10.00am to 5.00pm)

How to apply: Interested candidates can download the application form from www.udd.uk.gov.in and submit their application through e-mail (directorudd@gmail.com) or registered/speed post to **Director, Urban Development Directorate, 43/6, Mata Mandir Road, Dharampur, Dehradun, Uttarakhand-248001, clearly mentioning the name of post applied on top of the envelope.** Short listed candidates will be informed about the date and venue of interview by email only and no separate communication will be sent. No TA/DA will be given to candidate called for interview.

(Dr. V. Shanmugam)
Director



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Uttarakhand**

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Tel: 0135- 2679541, Fax-2669542

No- 238 /UDD/CCBP/2015-16, Dated 13-05-2015

**Appointment of Professionals on Contractual Basis under
Comprehensive Capacity Building Program (CCBP), MoUD, GoI**

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

Post Name	No.
Urban Planner	16
Municipal Finance Specialist	16
SWM Specialist	16
Urban Infrastructure Specialist	11
IT cum M&E/MIS Specialist	11
Social Development Specialist	10
Capacity building/ Institutional Strengthening Specialist	1

For more information about roles and responsibilities, qualification, experience, remuneration, Application form and other details for the above mentioned posts, please visit: www.udd.uk.gov.in

Last Date for Receipt of Application: 08/06/2015

The selected candidate will be engaged initially for one year subject to extension on annual basis as per their performance and requirement of the project.

(Dr. V. Shanmugam)
Director



Terms of Reference, State RPMC

I. Urban Planner (Team Leader)

a. No. of posts: 16

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 may support the State UD department to:

- 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

II. Municipal Finance Specialist

a. No. of posts: 16

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.
- 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

III. Solid Waste Management Specialist

a. No. of posts: 16

b. Qualifications & Experience

- M.Tech(Environmental engineering) with 2 yrs. experience/ BE/B.Tech (Environmental engineering) with 3 yrs. experience/ MSc (Environmental engineering) with 5 yrs. experience.
- Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.
- Familiarity with legislative framework of Indian municipal environment.
- Prior experience as municipal engineer will be an added advantage
- Experience of work on multilateral supported projects, and at ULB level would be preferred.

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

- i. Advise and provide technical support to SLNA to plan and design SWM policies and projects
- ii. 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
- iii. 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.
- iv. 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.
- v. 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.
- vi. Provide support to cities regarding changes in the institutional arrangements for improving collection, transportation, and disposal of solid wastes.
- vii. Any other related activities as decided by the State Steering Committee and the Secretary, UD department

IV. Urban Infrastructure Specialist

a. No. of posts: 11

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
- 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—relating to project management, monitoring quality of construction, good procurement practices, PPPs, use of information systems, among others
- iv. Provide technical support to ULB to prepare city development plan and economically viable DPRs on projects
- v. Any other related activities as decided by the administrative head of the ULB

V. IT cum Monitoring and evaluation Specialist

a. No. of posts: 11

b. Qualifications & Experience

- B.Tech/BE in computer science/ MCA with 3 yrs. experience or MSc in computer science with 5 yrs. experience. Experience in monitoring and evaluating large projects and programs, preferably in the urban sector.
- Develop and strengthening ME system for projects, reforms and capacity building activities at State level
- 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.

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

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



VI. Social Development Specialist

a. No. of posts: 10

b. Qualifications & Experience

- Masters in Social Work/MBA (H.R) with 3 yrs. experience or M.A (Sociology) with 5 yrs. experience.
- Practical experience of working in the development areas, preferably in urban development
- Wide knowledge and experience in implementing governance reforms
- Experience in social analysis, resettlement and rehabilitation
- Experience in undertaking social and community development initiatives and appraisals in the municipal environment, especially in relation to urban infrastructure projects

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

- i. Undertake social analysis of projects proposed under JnNURM
- ii. 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.
- iii. Ensure that the investment projects reflect social inclusion, and that they address the needs of the poor.
- iv. Assess the social impacts of projects, and monitor their impacts over time.
- v. Advise ULB on reforms related to community participation
- vi. Ensure that JNNURM-funded initiatives are planned and developed in a participatory manner
- vii. Provide other necessary support as identified by the team leader
- viii. Any other related activities as decided by the administrative head of the ULB.

VII. Capacity building/Institutional Strengthening Specialist

a. No. of posts: 01

b. Qualifications & Experience

- MBA (H.R) with 3-5 yrs. experience
- 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 evaluations
- Computer literacy (word processing, presentation).
- Knowledge and experience of government systems and procedures

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

- i. Prepare State capacity building strategy and CB plan
- ii. Advise ULB on matters relating to CB activities and their effective implementation;
- iii. Provide technical support to ULB for the Capacity Need Assessment of ULB and to prepare capacity building plan
- iv. Develop performance indicators and monitoring mechanism to monitor and evaluate the CB activities at State as well as ULB level
- v. Design and develop training modules on CB in consultations with other specialists in the team
- vi. Any other related activities as decided by the State Steering Committee and the Secretary, UD department