

**GOVERNMENT OF NAGALAND
DIRECTORATE OF URBAN DEVELOPMENT
NAGALAND: KOHIMA**

NO.UD/T-180/PMU/09

Dated Kohima 6th April 2011.

ADVERTISEMENT

Application in prescribed formats are hereby invited from firm(s) having the following expertise as indicated below on contract basis for 3 (three) years for establishment of Project Management Unit (PMU) and Project Implementation Unit (PIU) under JNNURM (BSUP & IHDSP) projects as indicated below:

PROJECT MANAGEMENT UNIT (PMU)

1. Project Specialist (Housing and Slum Development)

No. of post: 1(one)

Monthly Remuneration: Rs. 50,000/- p.m

Scope of works:

The incumbent will have a broad based role in improving quality of project design, implementation and reporting by providing intellectual leadership and inputs on social needs of the urban poor. This includes but is not limited to:

- Provide overall leadership and support in Project Planning: Supervision of preparation of DPR keeping in view the specific requirements of (a) the area being developed and (b) the intended beneficiaries;
- Ensuring that the designs of houses, lay outs etc are of acceptable standards
- Identification of beneficiaries and their needs through socio economic surveys.
- Operationalising the DPR- ensuring connectivity with city wide infrastructure facilities especially in areas of water supply, sanitation and drainage
- Activity Planning and Scheduling to avoid time & cost over runs
- Monitoring physical progress and implementation of housing and infrastructure projects in slums and urban reforms, issues of sustainability of created assets, and other social and institutional risks at state and ULB level
- Design & monitor implementation of City Development Plan, Detailed Project Reports etc. with focus on housing for urban poor, slum development, and provision of infrastructural facilities to urban poor.
- Advice on Construction Management : Assistance to SLNA in obtaining requisite clearances; detailed planning for implementation; material & supply chain management; quality assurance and benchmarking
- Advice on financial Aspects of Project Management: Fund flow management; monitoring and managing leakages, tender float and award, cost overruns etc; work completion certificates and Payment certificates; preparation of utilization certificates; financial closure of project account etc.
- Issues of sustainability of created assets, and other social and institutional risks at state and ULB level

Qualifications

- Senior engineer (B.E or M.E – Civil) / town planner (degree in town planning) with at least 7-10 years experience in a managerial position in a large State Government/ PSU in the area of township planning lay-out designing etc.
- Experience in slum development and local infrastructure, including in-situ slum development
- Strong communication and computer skills
- Any earlier involvement with JNNURM will be an added advantage.

2. **Specialist (Social Development)**

No. of post: 1(one)

Monthly Remuneration: Rs. 50,000/- P.m

Scope of Work

The Specialist (Social Development) plays a key role in taking forward the core principles of JNNURM with regard to appreciation and implementation of the reforms, internalizing stakeholder consultations into the operating procedures and practices of infrastructure development and optimizing the community participation in urban governance. He shall render Advisory Support in the following areas, with focus on urban poor:

- Assess barriers and constraints, demand problems, institutional weaknesses, absorptive capacity constraints
- Render advice on all matters pertaining to social development, community participation and urban poverty alleviation
- Guide and support implementation of mechanisms for pre-project community consultations, design & develop socio-economic surveys for beneficiary identification and need assessment. Streamlining their inputs into evolving versions of the CDP and DPR preparation for the purpose of inclusion of socioeconomic infrastructure by ULBs in the State.
- Guide and support effective and transparent use of the Community Participation Fund (CPF) by user groups in the select cities and to ensure that the urban poor also derive the benefits from the Fund
- Assist ULBs to identify and address gender gaps in coverage of basic services, access to training and opportunities for economic activities with focus on urban poor women.
- Oversee the timely preparation and periodic updating of city's poverty profile, in tandem with the Basic Services for Urban Poor (BSUP) and other poverty focused programs of the State.
- Establish Networks with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/ leverage their schemes with projects under BSUP/IHSDP
- Look after SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives
- **Monitor, Evaluate and facilitate Systematic Learning** - Most infrastructure project monitoring and evaluation systems (PMES) measure strictly quantifiable, technology-dependent variables, such as the number of systems installed, number of household water or sewerage connections etc. They typically are not designed to measure social development impacts, often resulting in the masking of consumer choices and perceptions of the level of service, tariffs, etc. of the users, particularly the underserved.

The Specialist will need to:

- Ensure that information related to social development indicators/elements are adequately captured in data bases, analyzed and the emerging findings applied in practice;
- Design and implement consumer satisfaction surveys periodically;
- Monitor the expenditure on improvement of urban services to the poor and overall social impact of projects implemented under JNNURM;
- Monitor and report to the Mission Directorate on the progress of pro-poor reforms listed above;
- Organize studies, surveys etc. to document lessons and disseminate good practices across the state.

Qualifications

- Masters or doctoral degree in Social Sciences, with practical experience of working in areas related to urban poor
- 7-10 years experience in a responsible position in issues relating to urban poor / slum dwellers.
- Experience in designing & conducting socio economic surveys/ social development projects in the field of education, health, community mobilization, poverty alleviation etc.
- Training in organizational behaviour and management of change processes
- Any earlier involvement with JNNURM will be an added advantage.

3. Urban Poverty/ Management Specialist**No. of post: 1(one)****Monthly Remuneration: Rs. 40,000/- P.m****Scope of Work**

The incumbent has a broad based role in strengthening the capacity of personnel at State & ULB levels in the context of BSUP/IHSDP and Urban Poverty. Again, as stated above, building capacity and skills of municipal staff is a priority of the Mission. The specialist will mentor and develop work plans to ensure capacity within States and ULB beyond the lifespan of this project (JNNURM). The expert will undertake studies of Best Practices in the field of Urban Poverty, Housing for poor , provision of Basic Services to the Urban poor, Urban reforms & Inclusive city planning. The expert will facilitate preparation of livelihoods improvement plans, roadmaps for pro-poor reform, and internalizing new approaches (“best practices”) at State and ULB levels.

The expert will support in improving quality of Socio-economic surveys of the Urban Poor, preparing urban poverty profile of the state & cities, integration of employment generation, skill development and programmes related to Health, Education & Social Security with the BSUP & IHSDP projects. The expert will identify challenges for policy & implementation of Urban Poverty Alleviation programmes including provision of basic amenities to the poor at the State/ULB level and suggest tools / e-tools for meeting those challenges.

Qualifications

- Masters degree in Social Sciences/Development Science/ Economics/ Management/ Urban Management, with practical experience of working in areas related to urban poor
- 5-8 years experience in a responsible position in issues relating to urban poor / slum dwellers.
- Experience in the field of Housing, education, health, community mobilization, poverty alleviation etc.
- Training in organizational behaviour and management of change processes
- Any earlier involvement with JNNURM will be an added advantage.

4. Research & Training Coordinator

No. of post: 1 (one)

Monthly Remuneration: Rs. 30,000/- P.m

Scope of Work

The incumbent has a role in putting in place core research, advocacy and coordination capacity, build database in the areas of urban poverty, slums, skill development, housing and construction, develop concept notes and undertake research and guidance tasks in areas of urban poverty. The Specialist will constantly assess the training needs at the State/ULB level. The expert will coordinate all training & capacity building programmes for the state & ULB staff in the areas of urban poverty including JNNURM projects & livelihood programmes and assist State/SLNA/ULBs to access quality training on site or at recognized centers of excellence.

The expert will develop & coordinate Annual Training Programs in the area of implementation of JNNURM, Urban Reforms, Livelihood programmes & other poverty alleviation schemes. He will also continually implement effective induction programmes including orientation on JNNURM. The expert will closely work with MIS expert to develop a data base on assessment of skill requirement of staff at local level and update it regularly.

Qualifications

- Masters or doctoral degree in Social Sciences/ Economics/Statistics/ Management , with experience of research in areas related to urban poor
- Coordination skills , Ability to work in a team with other professionals
- Experience in dealing with State Government/ Local Bodies/ Resource Centers/NGOs/ Communities
- Any experience in computers will be added advantage

PROJECT IMPLEMENTATION UNIT (PIU)

1. Project Coordinator (Housing & Slum Development)

No. of post: 1(one)

Monthly Remuneration: Rs. 30,000/- P.M

Scope of Work

The incumbent has a broad based role in improving quality of project design, implementation and reporting by providing intellectual leadership and inputs on social needs of the urban poor. This includes but is not limited to:

- Support in Project Planning: Supervision of preparation of DPR keeping in view the specific requirements of (a) the area being developed and (b) the intended beneficiaries;
- Ensuring that the designs of houses, lay outs etc are of acceptable standards
- Identification of beneficiaries and their needs through socio economic surveys.
- Operationalising the DPR- ensuring connectivity with city wide infrastructure facilities especially in areas of water supply, sanitation and drainage
- Activity Planning and Scheduling to avoid time & cost over runs
- Monitoring physical progress.
- To implement infrastructure projects in slums and urban reforms
- Design & monitor implementation of City Development Plan, Detailed Project Reports etc. with focus on housing for urban poor, slum development, and provision of infrastructural facilities to urban poor. etc
- Advice on Construction Management : Assistance to SLNA in obtaining requisite clearances; detailed planning of implementation; material & supply chain management; quality assurance and benchmarking
- Advice on Financial Aspects of Project Management: Fund flow management; monitoring and managing leakages, cost overruns etc; work completion certificates and Payment certificates; preparation of utilization certificates; financial closure of project account etc.
- Issues of sustainability of created assets, and other social and institutional risks at ULB level
- Look after works related to SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives

Qualifications

- Senior engineer (B.E or M.E – Civil) / town planner (degree in town planning) with at least 5-10 years experience in a managerial position in a large State Government/ PSU in the area of township planning lay-out designing etc.
- Experience in slum development and local infrastructure, including in-situ slum development
- Strong communication and computer skills
- Any earlier involvement with JNNURM will be an added advantage.

2. Social Development Officer

No. of post: 1(one)

Monthly Remuneration: Rs. 30,000/- P.m

Scope of Work

The Social Development Officer plays a key role in taking forward the core principles of JNNURM with regard to appreciation and implementation of the reforms, internalizing stakeholder consultations into the operating procedures and practices of infrastructure development and optimizing the community participation in urban governance. He shall render Advisory Support in the following areas, with focus on urban poor:

- Assess barriers and constraints, demand problems, institutional weaknesses, absorptive capacity constraints
- Render advice on all matters pertaining to social development, community participation and urban poverty alleviation
- Guide and support implementation of mechanisms for pre-project community consultations, design & develop socio-economic surveys for beneficiary identification and need assessment. Streamlining their inputs into evolving versions of the CDP and DPR preparation for the purpose of inclusion of socioeconomic infrastructure by ULBs in the State.
- Guide and support effective and transparent use of the Community Participation Fund (CPF) by user groups in the select cities and to ensure that the urban poor also derive the benefits from the Fund
- Assist ULBs to identify and address gender gaps in coverage of basic services, access to training and opportunities for economic activities with focus on urban poor women.
- Oversee the timely preparation and periodic updating of city's poverty profile, in tandem with the Basic Services for Urban Poor (BSUP) and other poverty focused programs of the State.
- Establish Networks with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/ leverage their schemes with projects under BSUP/IHSDP
- Look after SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives
- **Monitor, Evaluate and facilitate Systematic Learning** - Most infrastructure project monitoring and evaluation systems (PMES) measure strictly quantifiable, technology-dependent variables, such as the number of systems installed, number of household water or sewerage connections etc. They typically are not designed to measure social development impacts, often resulting in the masking of consumer choices and perceptions of the level of service, tariffs, etc. of the users, particularly the underserved.

The Specialist will need to:

- Ensure that information related to social development indicators/elements are adequately captured in data bases, analyzed and the emerging findings applied in practice;
- Design and implement consumer satisfaction surveys periodically;
- Monitor the expenditure on improvement of urban services to the poor and overall social impact of projects implemented under JNNURM
- Monitor and report to the Mission Directorate on the progress of pro-poor reforms listed above;
- Organize studies, surveys etc. to document lessons and disseminate good practices across the state.

Qualifications

- Masters or doctoral degree in Social Sciences, with practical experience of working in areas related to urban poor
- 7-10 years experience in a responsible position in issues relating to urban poor / slum dwellers.
- Experience in designing & conducting socio economic surveys/ social development projects in the field of education, health, community mobilization, poverty alleviation etc.
- Training in organizational behaviour and management of change processes
- Any earlier involvement with JNNURM will be an added advantage.

3. Livelihoods Development Specialist

No. of post: 1(one)

Monthly Remuneration: Rs. 30,000/- P.m

Scope of Work

The incumbent has a broad based role in improving quality of project design, implementation and reporting by providing intellectual leadership and inputs on social needs of the urban poor. This includes but is not limited to ensuring that the development plans are tailor made for each slum keeping in view the occupation pattern and socio-economic milieu of the incumbents. In case of relocation, the Specialist will ensure that the livelihoods of the displaced persons are not affected.

In addition will render Advisory Support relating to:

- Devising communication strategies to make the communities aware of their responsibilities in keeping cities/ colonies clean, preserving and helping in making the investments secure and complying with requirement of the reforms.
- Assist ULBs to identify and address gender gaps in coverage of services, access to training and opportunities for economic activities with focus on urban poor women.
- In the wake of decentralization effective interface among staff of ULB and associated parastatal institutions is critical. The Consultant shall help establish mechanisms for dialogue between elected representatives, staff and clients.
- Oversee the timely preparation and periodic updating of city's poverty profile, in tandem with the BSUP/IHSDP and other poverty focused programs of the State.
- Oversee preparation & implementation of projects related to Community Development Network (CDN) to access Community Participation Fund (CPF)
- Establish Networks with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/ leverage their schemes with projects under BSUP/IHSDP
- Look after SJSRY and other poverty alleviation initiatives relating to employment generation, skill development, education, health etc to ensure convergence between JNNURM and other Government initiatives
- Coordinating vocational training to youth , women etc. under various schemes of Government of India and State Government

Qualifications

- Degree in Sociology/ Social Work/ Communication/Entrepreneurship development
- 5-7 years experience in a responsible position in issues relating to urban poor / slum dwellers/Micro finance/ Micro enterprise.
- Experience in designing & conducting socio economic surveys/ social development projects in the field of education, health, community mobilization, poverty alleviation, monitoring & evaluation etc.
- Any earlier involvement with JNNURM will be an added advantage.

N.B:

1. The application in the prescribed format should be sent in a closed envelope and should reach the Directorate of Urban Development Nagaland, latest by 30th April 2011.
2. Incomplete application in any respect or received after the last date shall be summarily rejected
3. Selection shall be made by competent Authority/Committee on the basis of experience, merit, qualification, etc.
4. The selected Firm shall sign a separate contract agreement containing such terms and conditions as laid down in the tool kits of the JNNURM guidelines.
5. No TA/DA shall be entertained for appearing the selection process.
6. Prescribed Formats are as Annexure-I & II

DECLARATION

I, hereby declare that the Statement made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, action can be taken against the Firm/specialist at any stage of the recruitment process by the Authority.

Authorised Signature
(On behalf of the Firm)

Sd/-
(KEN KEDITSU)
Director
Urban Development,
Nagaland: Kohima

Annexure: I

Details of the Firm:

1.	Name of the FIRM	
2.	Details & Experience of the FIRM	

Authorised Signature
(On behalf of the Firm)

Annexure-II (To be filled separately for each expert)

Details of the Expertise:

1	Name	
2	Age	
3	Gender	
4	Father/spouse name	
5	Edu. Qualification	
6	Experience	
7	Since how long working in the present Firm	
8	Permanent Address	
9	Correspondence Address	
10	Nationality	

Authorised Signature
(On behalf of the Firm)