

Bihar State Water and Sanitation Mission

VishveshwaraiaBhawan Complex, Bailey Road, Patna-15

Term of Reference for Procurement Specialist

1. **POSITION:** Procurement Specialist (01)
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2. **PURPOSE OF ASSIGNMENT**

Provide technical support to District Water and Sanitation Committee (DWSC) in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. **PROGRAMME AREAS**

Programmatic implementation, financial activities coordination and expenditure related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. **BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED**

To provide procurement Coordination and Implementation Assistance and Related Resource Mobilization as per project need.

5. **DUTY STATION**

District Headquarters of Patna, Nalanda, Nawada, Begusarai, Munger, Banka, Purnea, Saran, Muzaffarpur and West Champaran

6. **DURATION**

3 years-(annual extension will be given annually on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

7. **SUPERVISOR**

Project Manager-cum-Executive Engineer-cum-Member Secretary, DWSCs

8. **Desired Qualification and Experiences**

A minimum of Master Degree in Commerce/Management/Economics and At least 5 years of work experience with 3 years in procurement field or alternatively, having responsibilities with a substantial content of his/her position in the procurement area 5 years of relevant working experience.

OR

Retired Officers from Accountant General (AG) Office or Bihar Finance Services with minimum level of Senior Account Officer with a minimum of Master degree in Commerce/Management/Economics.

9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Provide procurement support during implementation as per the project agreement.
 - Provide support in the empanelment of agencies, development of standard bid documents for procurement, etc. for effective implementation of the project.
 - Assist in the procurement related capacity building activities including during procurement assessment and the procurement system development process including preparation of various manuals, bid and other documents, etc.
 - Work on procurement matters across sectors in the performance of the project's fiduciary and service functions, seeking guidance on complex projects/issues from SPMU and NPMU.
 - Review and handle the technical, commercial and legal aspects of procurement as per the World Bank Procurement Guidelines. Provide operational advice on concepts, policies and procedures for procurement.
 - Participate in supervisory functions at all levels; assess procurement implications of project design, evaluate institutional capacity of implementing entities and develop suitable procurement plans; conduct prior and post reviews of contracts.
 - Negotiate and resolve difficult procurement issues with agencies and handle questions/complaints from senior officials and contractors on bidding and award issues.
 - Design and conduct workshops to educate procurement professionals in implementing agencies at district and sub district levels on approach to procurement, as well as on specialized procurement topics.
 - Prepare a range of procurement-related documents and reports; and provide guidance and training to junior procurement staff.
 - Monitor the procurement related activities and report
 - Support in other relevant tasks as assigned.
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11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Procurement Progress report related Project Implementation
 - b. Monthly status on district level procurement status and related of activities
 - c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
 - d. Ensuring enhanced Financed based MIS implemented within districts
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12. Age : Not More than 65 years

Bihar State Water and Sanitation Mission
VishveshwaraiaBhawan Complex, Bailey Road, Patna-15

Term of Reference for M& E & MIS Specialist

1. **POSITION:** M& E & MIS Specialist (01)
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2. PURPOSE OF ASSIGNMENT

Provide technical support to District Water and Sanitation Committee (DWSC) in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. PROGRAMME AREAS

Programmatic interventions implementation coordination and activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

To provide Coordination and Implementation Assistance and Related Resource Mobilization as per project need.

5. DUTY STATION

District Headquarter of Project Districts

6. DURATION

3 years-(annual extension will be given annually on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

7. SUPERVISOR

Executive Engineer-cum-Member Secretary, DWSCs

8. Desired Qualification and Experiences

- A minimum of Post Graduate Degree/ Diploma in Management/ Rural Development/ Statistics/IT
 - 5 years of relevant experience in Government/ NGO/ Multi-lateral aid agency projects
 - Experience in water and sanitation sector desirable
 - Experience in establishing frameworks/ systems for MIS/ monitoring and evaluating projects or programmes, preferably in the rural space
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9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Report on progress of the project (reforms, financial disbursements and other relevant indicators and formats) and flag issues to the DWSM/DWSC, SWSM, SPMU, NPMU from time to time.
- Monitor schemes sanctioned under the project and progress in terms of physical, financial targets and against overall monitoring parameters.
- Follow up with DPMC/SOs and PRI/GP level institutions for updation of data and provision of progress reports.
- Support in implementing capacity building activities relevant to monitoring and evaluation and social audits.
- Ensure that data and information in the MIS System is maintained and up-to-date.
- Support the development of annual work plans and budgets, including annual milestones.
- Ensure that village officials are inputting accurate and timely data in the MIS and provide regular analysis of the project implementation.
- Supervise the MIS, M&E, and Social Audit systems of the project.
- Prepare performance reports of various components of project for external and internal review.
- Identify and formulate lessons learned to be integrated into broader project improvement plan.
- Conduct regular review meeting with related stakeholders.
- Support in other relevant tasks as assigned.

11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Progress report on Project Implementation
- b. Monthly status on district level programme implementation and communication activities
- c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
- d. Ensuring enhanced MIS implemented within districts

12. Age :Not More than 45 years

Bihar State Water and Sanitation Mission
VishveshwaraiyaBhawan Complex, Bailey Road, Patna-15

Term of Reference for Financial Management Specialist

1. **POSITION:** Financial Management Specialist (01)
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2. PURPOSE OF ASSIGNMENT

Provide technical support to District Water and Sanitation Committee (DWSC) in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. PROGRAMME AREAS

Programmatic implementation, financial activities coordination and expenditure related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

To provide Financial Coordination and Implementation Assistance and Related Resource Mobilization as per project need.

5. DUTY STATION

District Headquarter of Project Districts

6. DURATION

3 years-(annual extension will be given annually on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

7. SUPERVISOR

Executive Engineer-cum-Member Secretary, DWSCs

8. Desired Qualification and Experiences

Minimum in Master Degree in Commerce/ MBA, 5 years of relevant working experience

OR Retired Officers from Accountant General (AG) Office or Bihar Finance Services with minimum level of Senior Account Officer

9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Prepare realistic budgets of DPMU based on work plans, consolidated annual budget for the project and coordinate for timely submission.
- Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of DPMU and analyze such variances; keep the head of the DPMU/SPMU informed of such variances.
- Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
- Support in implementing capacity building activities for village level institutions relevant to financial management and audits.
- Maintain accounts of DPMU on Tally and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the head of the DPMU/SPMU. Ensure monthly consolidation of the DPMU accounts.
- Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
- Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
- Ensure that any major internal control lapses, if any, pointed out by internal auditors of DPMU are addressed in a timely manner.
- Timely escalation of issues pertaining to financial management, which She/he perceives to be a potential bottleneck in project implementation to the head of the DPMU/SPMU.
- Support in other relevant tasks as assigned.

11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Financial Progress report on Project Implementation
- b. Monthly status on district level programme implementation and expenditure/planning of activities
- c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
- d. Ensuring enhanced Financed based MIS implemented within districts

12. Age : Not More than 65 years

Bihar State Water and Sanitation Mission
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Term of Reference for Environmental Specialist

1. **POSITION:** Environmental Specialist (01)
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2. PURPOSE OF ASSIGNMENT

Provide technical support to District Project Management Unit (DPMU) in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. PROGRAMME AREAS

Programmatic implementation, institution building activities coordination and organization development related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

To provide technical assistance in environment and water quality issues and integrity, judgment and tact in handling the sensitive, diverse and confidential materials

5. DUTY STATION

District Headquarters of Project District

6. DURATION

3 years-(annual extension will be given annually on satisfactory performance)

The employment may be terminated through one month notice from either side or one month's salary (gross) in lieu of notice period.

7. SUPERVISOR

District Project Manager-cum-Executive Engineer-cum-Member Secretary, DWSCs

8. Desired Qualification and Experiences

Post Graduate Degree in Science/ Environment science/Graduate Engineer in Environment

- 5 years of relevant experience in the water and sanitation sector
 - Experience of working in community based rural water supply and sanitation sector
 - In-depth understanding of environment and water quality issues
 - Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential materials
 - Strong communication skill in English, Hindi and Local Language
 - Must be computer literate.
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9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Ensure that all legal and regulatory provisions relevant to the environmental safeguards and World Bank safeguards policies are satisfactorily met through the project processes in each scheme and project villages.
 - Ensure that environmental assessment is an integral part of planning and preparation of the proposed schemes of water supply and sanitation.
 - Report to the SPMU and the World Bank on Environment Management Framework/Plan (EMF/EMP) compliance progress as part of regular program reporting requirements. Support in the implementation of EMF/EMP for the projects.
 - Support in environmental sanitation activities as per the project design.
 - Support in implementing communication and capacity building activities relevant to environmental safeguards.
 - Support DPMC/SOs in implementing environmental safeguards s adopted in the project
 - Support water quality program of project in terms of planning, capacity building, implementation, surveillance, monitoring and data analysis
 - Timely submission of all relevant project progress reports, budget and utilization certificates
 - Support in other relevant tasks as assigned.
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11. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Organisation Development Activities Progress report related to Project
 - b. Monthly status on district level domain specific progress report
 - c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
 - d. Ensuring enhanced target v/s achievement based MIS implemented within districts
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12. **Age** : Not More than 45 years

Bihar State Water and Sanitation Mission
VishveshwaraiaBhawan Complex, Bailey Road, Patna-15

Term of Reference for Project Supervisor

1. **POSITION:** Project Supervisor (01)
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2. **PURPOSE OF ASSIGNMENT**

Provide technical support to District Water and Sanitation Committee (DWSC) in the implementation of 'improve piped water supply and sanitation services for rural communities through decentralized delivery systems'

3. **PROGRAMME AREAS**

Programmatic implementation, institution building activities coordination, financial management, reporting and organisation development related activities support supervision under the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS)

4. **BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED**

To provide supervision and monitoring support to Project Manager in overall programme implementation and Related Resource Mobilization as per project need.

5. **DUTY STATION**

District Headquarters of Patna, Nalanda, Nawada, Begusarai, Munger, Banka, Purnea, Saran, Muzaffarpur and West Champaran

6. **DURATION**

Related to programme implementation time period

7. **SUPERVISOR**

Project Manager-cum- Member Secretary, District State Water & Sanitation Committee

8. **Desired Qualification and Experiences**

Diploma in Civil Engineering with minimum 3 years relevant experiences preferable in water and sanitation sector

9. **HONORARIUM AND OTHER ENTITLEMENTS**

Rs. 20,000/- per month

10. **MAJOR TASK TO BE ACCOMPLISHED**

- Support Project Manager in technical and managerial support provisions in programme implementation
- Support Project Manager in developing work plan and ensuring successful implementation of activities as per Project Implementation Plan (PIP).

- Support Project Manager in coordinating and supervising functioning of the DPMC/SO team engaged in the district.
 - Support Project Manager for developing annual capacity building plans and implement them.
 - Support Project Manager for providing technical and managerial support to procurement and financial management activities.
 - Support supervision support in the monitoring and evaluation activities with focus on governance and accountability issues.
 - Support Project Manager for conducting timely performance evaluation of DPMC/SO and submitting report to DPMS/DWSC/SPMU/SWSM.
 - Support Project Manager for providing handholding support to other team members as and when required.
 - Support Project Manager for timely submission of all relevant project progress reports, budget and utilization certificates.
 - Support in other relevant tasks as and when assigned.
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1. Monthly Deliverables:

Monthly report indicating the activities undertaken, tasks accomplished and results achieved based on monthly plan. The following minimum deliverables are expected:

- a. Overall Programme Implementation Progress report related with project wise updates
 - b. Monthly status on district level project related capacity building, HR development and financial activities
 - c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
 - d. Ensuring enhanced target v/s achievement based MIS implemented within districts
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11. Age :45 years
