

**Assam State Disaster Management Authority**

**Vacancy Announcement**

Applications along with Prescribed Application Form, attested copies of all Certificates, Mark Sheets, recent passport size photo, experience certificates etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under ASDMA.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA/DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised that they fulfil the prescribed eligibility before applying, details of which are available on ASDMA website. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Sl. No.	Name of the Post	No. of posts
1	Social Development Specialist	1 (one) No.
2	Environmental Specialist	1 (one) No.
3	Communications Specialist	1 (one) No.
4	Finance Management Specialist	1 (one) No.
5	National Procurement Specialist	1 (one) No.

The application, complete in all respects **in the prescribed application form** and along with testimonials should be submitted on or before 16-06-2021 13.00 PM and addressed to:

**The Chief Executive Officer,  
Assam State Disaster Management Authority (ASDMA),  
Ancillary Block-I (Opp. SBI Sectt. Branch), Janata Bhawan,  
Dispur, Guwahati- 781006  
Assam.**

Applications received at Assam State Disaster Management Authority (ASDMA) after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should mention the name of the post applied for on top of the envelope containing the application. Candidates applying for multiple posts should submit their applications separately in different envelopes mentioning the name of the post applied for on top of the envelope containing the respective applications.

Further details and prescribed application form may be seen / downloaded at ASDMA website <http://asdma.gov.in/>,

  
**Deputy Secretary &  
State Project Coordinator,  
Assam State Disaster Management Authority.**



**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

**VACANCY ANNOUNCEMENT**

Applications along with Prescribed Application Form available in ASDMA website ([www.asdma.gov.in](http://www.asdma.gov.in)) and attested copies of all Certificates, Marks Sheets, recent passport size photo, etc. are invited from intending candidates, who are Indian Citizens, for engagement on contract basis under the project on Assam Integrated River Basin Management Programme (AIRBMP) in ASDMA HQ. The contract period is initially for a period of 1 year, to be reviewed and renewed based on performance and work requirement.

The applicants may have to appear for a written test / interview at the venue, date and time as decided and directed by the Authority, at their own cost. No TA / DA shall be paid for the purpose. Candidates not having the requisite qualifications are liable to be summarily rejected. Therefore, candidates are advised to ensure that they fulfil the prescribed eligibility before applying. The Authority also reserves the right to accept or reject any application without assigning any reason thereof. Canvassing in any form will lead to summary disqualification.

Applications received at Assam State Disaster Management Authority after the deadline will be summarily rejected. No application will be received through e-mail/fax.

The applicant should clearly mention the name of the post applied for on top of the envelope containing the application.

**Name of the Post : Social Development Specialist.**

**No. of post- 1 No.**

**Duration of Engagement:** The duration shall be for minimum period of one year, to be reviewed and renewed based on review of performance and work requirement.

**Qualification & Experience:**

- Masters/ Post Graduate degree in Social Sciences relevant discipline e.g. Social work / Sociology / Anthropology.
- Minimum ten years' experience in the field of social development including SIA, Land Acquisition, Resettlement, undertaking stakeholder consultation, conducting/facilitating socio-economic surveys, undertaking social impact assessments and preparation of Resettlement Action Plans, Indigenous Peoples Development Plans in accordance with World Bank's requirements. S/he should have worked on at least three (3) infrastructure

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projects preferably of similar nature, of which at least one should have been funded by multilateral agencies.

- Knowledge of legal/regulatory requirements of GoI and GoA on land acquisition, resettlement and rehabilitation and existing government welfare /rehabilitation schemes.
- Experience of working as Social Development Expert/Officer for major Infrastructure projects.
- Familiarity with the working with Donor (World Bank, ADB, etc.) funded projects/World Bank, NGOs and other development agencies;
- Proficiency in use of Computers to manage data base and generation of reports, with overall good communication skills (in English, Hindi)
- Prior experience of implementation and monitoring of such safeguard activities would be considered as an added advantage.
- The applicant should be physically fit to undertake extensive field visit within and outside the state.

**Duties and Responsibilities:**

The Specialist will report to the Project Head (PH) of ASDMA. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

- For detailed Duties & Responsibilities, please refer to the detailed advertisement on the ASDMA website (Notice Board).
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel extensively in other districts of Assam to different project sites.

**Fixed Remuneration:** ₹ 70,000/- to ₹ 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and Allowances admissible as per project norms.

**Name of the Post : Environmental Specialist.**

**No. of post- 1 No.**

**Duration of Engagement:** The duration shall be for a minimum period of one year, to be reviewed and renewed based on review of performance and work requirement.

**Qualification & Experience:**

- Master's/Post Graduate Degree in Environmental Planning/ Environmental Engineering/ Environmental Sciences or other technical disciplines like Civil Engineering/ Natural Resources/ Forestry/ Bio Sciences/ Chemical Management.
- Minimum ten (10) years in the area of conducting ESIA, environment modelling & preparing Environmental Management plans for infrastructure projects, including at least one flood/erosion management related project.

- At least five (05) years experience of working as environmental official/expert for water and flood/erosion management related infrastructure and investment projects.
- Strong understanding and past experience of implementing World Bank Environmental Safeguard policies and ESHS guidelines.
- Field experience in assessing project site issues, vulnerabilities / risks, as well as supervising/inspecting/monitoring projects during implementation to mitigate and monitor environmental impacts
- Experience / familiarity with non-structural / ecologically focused flood management measures to prevent and minimize river based flood and erosion issues, such as catchment area treatment, wetlands conservation, etc.
- Proficiency in use of Computers to manage data base and generation of reports, with overall good communication skills (in English and Hindi/local language.).
- The applicant should be physically fit to undertake extensive field visit within and outside the state.

**Duties and Responsibilities:**

The Specialist will report to the Project Head of ASDMA. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

- For detailed Duties & Responsibilities, please refer to the detailed advertisement on the ASDMA website (Notice Board).
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** The consultant shall be based full time at the ASDMA project office in Guwahati and will be required to undertake field-visits and tours as per the project requirements.

**Fixed Remuneration:** ₹ 1,00,000/- to ₹ 1,20,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and Allowances admissible as per project norms.

**Name of the Post : Communications Specialist.**

**No. of post- 1 No.**

**Duration of Engagement:** The duration shall be for minimum period of one year, to be reviewed and renewed based on performance and work requirement.

**Qualification & Experience:**

- Post Graduate Degree from a recognized institution in Communications, Development Communications, Mass Communications or Journalism; Social work or Sociology.
- Minimum five (05) or more years of experience in corporate communications, public relations, development communications or journalism with 2-3 years or more experience working with multi-lateral agencies / projects.
- Excellent written and verbal communication skills in both English, Assamese and Hindi;

- Demonstrated knowledge and expertise in crafting and delivering messages to diverse stakeholders.
- Experience in managing development of print, audio / visual, advertising and promotional communication products;
- Good Information and Technology skills, e.g. word processing, power point and other communications and publishing applications;
- Excellent interpersonal and communication skills and demonstrated ability to effectively interact and collaborate with people in multidisciplinary teams as well as work across departments, divisions and institutions;
- Experience in managing new social media channels.
- The applicant should be physically fit to undertake extensive field visit within and outside the state.

**Duties and Responsibilities:**

The Specialist will report to the Project Head of ASDMA. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

- For detailed Duties & Responsibilities, please refer to the detailed advertisement on the ASDMA website (Notice Board).
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel extensively in other districts of Assam to different project sites.

**Fixed Remuneration:** ₹ 70,000/- to ₹ 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and Allowances admissible as per project norms.

**Name of the Post : Finance Management Specialist.**

**No. of post- 1 No.**

**Duration of Engagement:** The duration shall be for minimum period of one year, to be reviewed and renewed based on performance and work requirement.

**Qualification & Experience:**

- A qualified Chartered Accountant having at least 6 years of experience OR a candidate with a MBA in Finance OR a Master degree in Commerce from a recognised university with at least 10 years of experience in accounting and financial management.
- Experience of at least 2-3 years in externally aided project is required with a proven track record in conducting financial management tasks.
- Knowledge of TALLY and other computerized accounting packages is required.
- The applicant should be physically fit to undertake extensive field visit within and outside the state.

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**Duties and Responsibilities:**

The Specialist will report to the Project Head of ASDMA and undertake the following duties & responsibilities. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

- Facilitate in developing and establishing FM arrangements for the project
- Budgeting
- Fund Flow arrangement
- Accounting
- Statutory compliance
- Audits (internal and statutory)
- Reporting
- Other matters
- For detailed Duties & Responsibilities, please refer to the detailed advertisement on the ASDMA website (Notice Board).
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

**Fixed Remuneration:** ₹ 70,000/- to ₹ 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and Allowances admissible as per project norms.

**Name of the Post : National Procurement Specialist.**

**No. of post- 1 No.**

**Duration of Engagement:** The contract with the consultant would be signed initially for a period of one year and renewed based on his performance.

**Qualification & Experience:**

- B.E. / B.Sc. in civil engineering or Master's in Procurement/Supply Chain Management/ Law/Business Administration or other relevant subjects like Economics/Accounting/Finance.
- Candidates having advanced academic/professional qualification in procurement will be an added advantage.
- A minimum of 05 (five) years of general experience in Public Procurement and/or project management.
- Experience in procurements following World Bank's or other Multilateral Development Banks' Procurement Guidelines.

  
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- The candidate should have up to date knowledge of various procurement acts/rules/guideline etc. issued by Govt. organization/autonomous body/PSUs.
- The applicant should be physically fit to undertake extensive field visit within and outside the state.

**Duties and Responsibilities:**

The Procurement Specialist will directly report to the project Head of ASDMA. The consultant will submit monthly report on significant procurement activities and issues. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

- For detailed Duties & Responsibilities, please refer to the detailed advertisement on the ASDMA website (Notice Board).
- Any other duties and responsibilities that maybe assigned from time to time.

**Duty Station:** The consultant shall be based full time at the ASDMA project office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when necessary.

**Fixed Remuneration:** ₹ 70,000/- to ₹ 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and Allowances admissible as per project norms.

The remuneration will be paid based on fund availability as and when received from the World Bank/Donor agency.

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**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

**ASSAM SECRETARIAT COMPLEX :: OPP. SECTT. BR. OF SBI :: DISPUR :: GUWAHATI :: 781 006.**

Post applied for [please put (✓) mark against the post. Separate application forms to be used for applying for multiple posts]:

Social Development Specialist	
Environmental Specialist	
Communications Specialist	
Finance Management Specialist	
National Procurement Specialist	

**Please read the instructions given below carefully:**

While filling up the Application Form, an applicant is requested to note the following:-

- This application is a key part of the selection process. Fill each and every part of the Form carefully and completely. In case, any clause in the form is not applicable in your case, please write "Not Applicable" (NA) in the space provided.
- Incomplete applications will be rejected.
- Please enclose copies of mark-sheets of all Board/ University Examinations.
- Please enclose copies of work experience certificates, if any.
- Please enclose copies of relevant certificate relating to proficiency in Computer Application.
- The LAST DATE of submission should be strictly adhered to.
- Candidates are liable to be disqualified for furnishing false or wrong information.

FILL IN THE FOLLOWING IN CAPITAL LETTERS ONLY:-

1. Name of the applicant as recorded in HSLC or Equivalent Certificate:


2. Gender : Male  Female

3. Date of Birth (as recorded in HSLC or equivalent certificate):

Date  Month  Year

4. Complete Age as on (01-01-2021)  Years.

5. Caste:  SC  ST  OBC  Gen Please specify \_\_\_\_\_ (In case of SC/ST candidates proper caste certificate from the Competent Authority must be furnished.)

6. Name of Father:

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7. Name of Mother:

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8. Name of Spouse (if applicable):

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# **Assam Integrated River Basin Management Project (AIRBMP)**

## **Terms of Reference for the position of Social Development Specialist**

### **A. Project Description**

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the potential, Assam has not been able to either resolve the destructive forces of water resources like floods, erosion and wetland degradation or make productive use of this tremendous stored wealth.

The Government's responses to date have been reactive and piecemeal and not adequate, because there are still enormous knowledge gaps on the highly complex system and sustainability. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the **Assam Integrated River Basin Management Project (AIRBMP)**. The proposed World Bank investment project would support implementation of priority investments in at least two (02) river basins namely Buri-Dihing and Beki, as well as further detailed planning for additional six (06) basins namely (iii)Bhogdoi (iv) Jiadhhal and Gai (v) Jiabharali (vi) on the Brahmaputra basin; and (vii) Jatinga and (viii) Singhla in the Barak basin and help in laying the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach.. The Project will also build technical capacity building, and systems development for improved water resource and flood/erosion management and equip water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project will explore flood zoning approaches, and fund the implementation of targeted flood, erosion and sediment management measures as selected after a due analysis of the key priorities and requirements of the State Government in the Brahmaputra-Barak basin. The total Project cost is USD 625 Million, out of which USD 500 Million is the loan amount from World Bank to be implemented over a period of eight (08) years.

The project has been designed and developed keeping in view the ongoing initiatives, which are already in place, and incorporate lessons of global best technologies and practices. Assam State Disaster Management Authority (ASDMA) has also partnered for implementation of the project along with FREMAA & Water Resource Department.

Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project components are briefly described below:

***Component 1 - Fill Gaps in existing Knowledge systems***

***Component 2 - Institutions Reforms and Capacity Building***

***Component 3 - Basin/Sub-basin investment planning***

***Component 4 - Demonstrative Investments***

## ***Component 5 - Project Management***

**Assam State Disaster management Authority (ASDMA) the implementing agency, Government of Assam,** now invites applications from eligible Indian citizens to provide the Services. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

### **B. Scope of work**

The project envisages various river basin management activities including erosion and sediment management activities at certain select locations – some of which maybe in the Sixth schedule areas of the state. These activities may lead to adverse impacts on private and community assets during pre-construction and construction stages, besides impacting those without formal titles and residing/operating on government land. In addition to addressing these impacts, the project will also require identifying and addressing of issues relating to tribal, labor/workers including migrant labors, and their working conditions; sexual exploitation and abuse/sexual harassment/gender-based violence; issues relating to disadvantaged and vulnerable groups. Also, it would require engaging and effectively communicating with various relevant stakeholders during the entire project cycle.

Assessment of the E&S risks and impacts arising from these activities would be undertaken in accordance with World Bank Environment and Social Framework, 2016. Hence many of the Environment and Social Standards (ESS) under the ESF, would be relevant and involve undertaking of requisite assessments and preparation of necessary mitigation instruments (action plans and frameworks), in compliance with existing and relevant national and state legislations and requirement of each ESS. Therefore, PIU/PMU needs to hire an experienced Social Development Specialist in its unit to effectively coordinate necessary studies as part of project preparation and implementation. Specific tasks by preparation and implementation stages are as follows:

### **Preparation stage**

- i. Overall responsibility for overseeing the preparation of key plan documents including: Land Acquisition Plan, Social Impact Assessment (SIA), Resettlement Policy Framework, Resettlement Action Plan(s), Tribal Development Plan (if required), Stakeholder Engagement Plan, Labor Management Procedure and Gender Based Violence Risk Mitigation Plan and Labor Influx Management Plan by coordinating with ESIA consultant agency, DPR consultant, Revenue Department, ASDMA, etc.  
*Documentation and disclosure*
- ii. S/he will liaise with and facilitate interaction with necessary institutional stakeholders, communities, organizing of community level consultations, facilitating data collection for socio-economic surveys and impact assessments,
- iii. Manage Consultants responsible for the preparation of the afore-mentioned plan documents.
- iv. Review draft outputs of the contracted agencies for conducting ESIA, provide timely feedback, observations and comments;
- v. Facilitate preparation computerized data base related to the Land acquisition, resettlement impacts;

- vi. Ensure integration of ESIA/ESMP findings related to social aspects in investment plans, engineering designs and bidding documents;
- vii. Assist and support the development of a Communication Strategy for the overall project and support in establishing of a web page for the project;
- viii. Assist and guide ASDMA for information dissemination, stakeholder consultations, and proper disclosure of documents and ensure disclosure of these outputs including translation of the executive summaries (into local language of the prepared mitigation instruments)

#### *Coordination*

- ix. Co-ordinate with State Revenue Departments and Land Acquisition Units of Assam WRD and concerned SEs/EEs to implement land acquisition, diversion of forest land etc.;
- x. Interact with counterpart (Social Development Specialist) at the World Bank to obtain comments and feedback on these draft outputs towards finalization and approval of the reports (Environment and Social Impact Assessment (SIA), Resettlement Policy Framework, Resettlement Action Plan(s), Tribal Development Plan (if required), Stakeholder Engagement Plan, Labor Management Procedure and Gender Based Violence Risk Mitigation Plan and Labor Influx Management Plan;
- xi. Support the bank in ensuring that project design helps to address Bank's corporate commitment on gender and citizen engagement;
- xii. Facilitate establishment of Grievance redressal committees for the overall project; and
- xiii. Undertaken any other activities as may be assigned for the efficient and smooth execution of the project

### **Implementation stage**

#### *Plan Implementation*

- i. Prepare Annual Action plan for implementation of these plans including stakeholder engagement
- ii. Support the PMU in implementation of the above mitigation plans i.e. Resettlement Action Plan(s), Tribal Development Plan, Stakeholder Engagement Plan, Labor Management Procedure and Gender Based Violence Risk Mitigation Plan and Labor Influx Management Plan.
- iii. Undertake periodic field visits to various project locations to supervise plan preparation/implementation on a monthly basis
- iv. Liaise with other implementation partners such as ASDMA, Revenue Department, etc.
- v. Support ASDMA in responding to queries from stakeholders.
- vi. Work with contractors (and other consultants), and others as applicable to organize and facilitate consultations and workshops with stakeholders.
- vii. Ensure compliance to all laws relating to construction stages such as prohibition of child labour, HIV/AIDS and gender issues by conducting necessary training/orientation programs
- viii. Contribute to ensuring that the project is meet Bank's corporate commitment on 'gender' and 'citizen engagement' during implementation and provide data periodically towards the agreed indicators
- ix. Coordinate the meetings of various committees established for the implementation of Resettlement plans.
- x. Set up system for grievance management within ASDMA and support implementing agencies ASDMA, etc.

- xi. Support establishment of Grievance redressal committee for labor by closely working with Contractors and also for labors/workers as is required under ESS 2.

#### *Capacity Building*

- xii. Undertake capacity building activities for PIU personnel on provisions and actions listed in the safeguard documents and process to be adopted on a periodic basis.
- xiii. Develop modules/material and provide general training on social aspects (resettlement, gender, SEA/SH/GBV, stakeholder engagement, labor aspects, tribals, etc.) to all staff in ASDMA.

#### *Monitoring/Database development/Reporting*

- xiv. Maintain and continuously update the computerized data base related to the delivery of Resettlement Entitlements and generation of periodical progress reports.
- xv. s/he will also be responsible for internal monitoring of the implementation of mitigation plans, besides facilitating and contributing to the periodic external impact evaluation studies that would be undertaken at specified intervals during implementation stage of the project
- xvi. Track, document, and ensure follow up to stakeholders on all grievances and provide reporting data for progress reports.
- xvii. Prepare monthly or quarterly status reports for ASDMA and the World Bank on social management aspects based on site visits, inputs from contractors and construction supervision consultants.
- xviii. Any other duties as may be assigned for the efficient and smooth execution of the project by ASDMA

### **C. Qualifications**

Masters/ Post Graduate degree in Social Sciences relevant discipline e.g. Social work / Sociology / Anthropology.

### **D. Experience**

**Candidate must have /possess**

- i. Minimum ten years' experience in the field of social development including SIA, Land Acquisition, Resettlement, undertaking stakeholder consultation, conducting/facilitating socio-economic surveys, undertaking social impact assessments and preparation of Resettlement Action Plans, Indigenous Peoples Development Plans in accordance with World Bank's requirements. S/he should have worked on at least three (3) infrastructure projects preferably of similar nature, of which at least one should have been funded by multilateral agencies.
- ii. Knowledge of legal/regulatory requirements of GoI and GoA on land acquisition, resettlement and rehabilitation and existing government welfare /rehabilitation schemes.
- iii. Experience of working as Social Development Expert/Officer for major Infrastructure projects.
- iv. Familiarity with the working with Donor (World Bank, ADB, etc.) funded projects/World Bank, NGOs and other development agencies;
- v. Proficiency in use of Computers to manage data base and generation of reports, with overall good communication skills (in English, Hindi)

- vi. Prior experience of implementation and monitoring of such safeguard activities would be considered as an added advantage.
- vii. The applicant should be physically fit to undertake extensive field visit within and outside the state.

#### **E. Duration of Assignment**

The duration shall be for minimum period of one year, to be reviewed and renewed based on review of performance and work requirement. The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel extensively in other districts of Assam to different project sites.

#### **F. Travel Requirements**

The Specialist will be required to undertake field-visits and tours as per the project requirements.

#### **G. Reporting and Performance Review**

The Specialist will report to the Project Head of ASDMA. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

#### **H. Facilities to be Provided by the Client (ASDMA)**

The client (FREMAA in SGOA) will provide the team with the following facilities and services:

- Office space including furniture and utilities
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations
- Counterpart staff to work with

#### **I. Remuneration:**

- Rs 70,000/- to Rs 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per project norms

## **Assam Integrated River Basin Management Project (AIRBMP)**

### **Terms of Reference for the position of Environmental Specialist**

#### **A. Background and Project Description**

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

- B.** Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the **Assam Integrated River Basin Management Project (AIRBMP)**. The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

The project has been designed and developed keeping in view the ongoing initiatives, which are already in place, and incorporate lessons of global best technologies and practices. Assam State Disaster Management Authority (ASDMA) has also partnered for implementation of the project along with FREMAA & Water Resource Department.

#### **C. Project Development Objectives and Project components**

The Project Development Objective (PDO) of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam.

The **Project components** are as described below:

- |           |   |
|-----------|---|
| Component | 1. Institutional Strengthening.                                   |
| Component | 2. Integrated River Basin Planning and Demonstrative Investments. |
| Component | 3. Flood and Erosion Management.                                  |



- Component 4. Project Management
- Component 5. Contingency Emergency Response Component (CERC)

**D.** The project shall be implemented by the Assam State Disaster Management Authority (ASDMA) the implementing agency, Government of Assam. ASDMA now invites applications from eligible Indian citizens to provide the Services of Environmental Specialist. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria are as follows:

**E. Scope of work**

The Assam Integrated River Basin Management Project (AIRBMP) plans to carry out various river basin management activities including erosion and sediment management at different locations of the Assam River Basin. These activities may lead to adverse environmental impacts during pre-construction and construction phases. Adverse environmental impacts may include environmental health and safety, air pollution, water pollution, and loss of biodiversity, among others.

Assessment of environmental and social risks and impacts arising from the AIRBMP activities would be undertaken in accordance with World Bank Environment and Social Framework (ESF), and safeguard instruments to assess and mitigate the adverse environmental impacts will be prepared.

The safeguard instruments to address adverse environmental impacts may include Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Framework (ESMF), Environmental and Social Management Plan (ESMP) and Environmental and Social Commitment Plan (ESCP). These safeguard instruments will assess the relevance of the Environment and Social Standards (ESS) under the ESF and involve preparation of detailed environmental and social assessments and preparation of mitigation measures in compliance with existing and relevant national and state legislations and requirements of the ESS.

The PIU/PMU of AIRBMP wants to hire an experienced Environmental Specialist to effectively lead the preparation and implementation of the safeguard instruments required by the project. Specific tasks for the preparation and implementation of the safeguard instruments are provide below.

**F. Specific Tasks of Environmental Specialist**

**Preparation of safeguard instruments**

- (i) Prepare or support to modify ToR and Bidding / contractual documents for hiring of consultant firms for undertaking ESIA, ESMF and ESMP studies.
- (ii) Facilitate co-ordination with technical design team of Water Resource Department as well as other relevant governmental officials / departments.
- (iii) Provide all necessary support and facilitation on behalf of ASDMA to ESIA and ESMF consultants and to investment planning and design teams on environment related aspects during site assessments, stakeholder consultations, field surveys,

etc.

- (iv) Prepare plan for stakeholder engagement and communication with affected communities, relevant government agencies, and other stakeholders about the project
- (v) Ensure that engagement of local people for lay man works during field works is promoted and required to the extent possible in bidding documents and works activities.
- (vi) Assist in impact assessment of fauna, including fish and benthic diversity, and flora and river ecology through the consultant firm when appointed.
- (vii) Assist in assessment of impacts to physical, biological, cultural and social environment, and identification of effective mitigation and management measures, as required.
- (viii) Review all draft and final deliverables submitted by the ESIA team and provide detailed comments. Provide overall evaluation, oversight and co-ordination during preparation of Environmental Screening / Scoping, ESIA, ESMP reports including various other reports, formats, checklists and guidelines.

#### **Implementation of safeguard documents**

- (i) Ensure integration of ESIA / ESMP findings in investment plans, engineering designs and bidding documents.
- (ii) Facilitate environmental, SPCB, and forest related regulatory clearances and royalties as required.
- (iii) Carry out capacity building activities for ASDMA including general training of ASDMA officers and Contractors on environmental aspects of flood and erosion management planning and implementation - classroom and on-site (including preparation of training material); intensive training to select / designated field officials of the State Government and Environmental Officers of the Contractors.
- (iv) Look for opportunities and propose / plan proactive measures to enhance sustainability of the project activities, as applicable.
- (v) Compilation of pollution monitoring data, reports preparation and co-ordination with the monitoring agencies.
- (vi) Assist and guide ASDMA for information dissemination, stakeholder consultations, and proper disclosure of documents.
- (vii) Preparation of checklists/guidelines for sustainability of practices/ long term usage by the project implementing agencies (WRD, ASDMA, etc.).
- (viii) Supervision and monitoring to ensure compliance of environmental aspects with particular reference to preparation of status / monthly / quarterly reports for ASDMA and the World Bank on environmental aspects (such as regulatory clearances and reporting, tree cutting / forest clearance, EMP implementation, afforestation program etc.); preparation of compliance reports for the Environment and Forests of State Governments / Ministry of Environment and

Forests (Govt. of India) (as required); preparation of compliance / completion reports of each phase; and review and follow up on reports submitted by the Contractors and/or Supervision Consultants.

- (ix) Co-ordination with other departments and agencies with particular reference to preparation (as needed with regard to project scope) of applications and follow-up on Environmental Clearances; SPCB NOC; forestry clearances, tree cutting permissions, NOC for construction activities on river, near ASI monuments etc.
- (x) Any other duties as may be assigned for the efficient and smooth execution of the project by ASDMA.

**G. Qualifications:**

- (1) Master's/Post Graduate Degree in Environmental Planning/ Environmental Engineering/ Environmental Sciences or other technical disciplines like Civil Engineering/ Natural Resources/ Forestry/ Bio Sciences/ Chemical Management.

**H. Experience:**

- (2) Minimum ten (10) years in the area of conducting ESIA, environment modelling & preparing Environmental Management plans for infrastructure projects, including at least one flood/erosion management related project.
- (3) At least five (05) years experience of working as environmental official/expert for water and flood/erosion management related infrastructure and investment projects.
- (4) Strong understanding and past experience of implementing World Bank Environmental Safeguard policies and ESHS guidelines.
- (5) Field experience in assessing project site issues, vulnerabilities / risks, as well as supervising/inspecting/monitoring projects during implementation to mitigate and monitor environmental impacts
- (6) Experience / familiarity with non-structural / ecologically focused flood management measures to prevent and minimize river based flood and erosion issues, such as catchment area treatment, wetlands conservation, etc.
- (7) Proficiency in use of Computers to manage data base and generation of reports, with overall good communication skills (in English and Hindi/local language.)

**I. Duration of Assignment:**

The duration shall be for a minimum period of one year, to be reviewed and renewed based on review of performance and work requirement. The Specialist must be willing to travel extensively in other districts of Assam to different project sites.

**J. Travel Requirements:**

The consultant shall be based full time at the ASDMA project office in Guwahati and will be required to undertake field-visits and tours as per the project requirements.

**K. Reporting and Performance Review:**

The Specialist will report to the Project Head of ASDMA. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

**L. Facilities to be Provided by the Client (ASDMA):**

ASDMA will provide the consultant with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities, upon the request of the ES.

**M.** The applicant should be physically fit to undertake extensive field visit within and outside the state.

**N.** Remuneration:

Rs 1,00,000/- to Rs 1,20,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per project norms

**Assam Integrated River Basin Management Project (AIRBMP)  
Terms of Reference for Communications Specialist**

**A. Background of Project:**

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

- B.** Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the **Assam Integrated River Basin Management Project (AIRBMP)**. The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

The project has been designed and developed keeping in view the ongoing initiatives, which are already in place, and incorporate lessons of global best technologies and practices. Assam State Disaster Management Authority (ASDMA) has also partnered for implementation of the project along with FREMAA & Water Resource

- C.** The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

- Component 1 – Institutional Strengthening.
- Component 2 – Integrated River Basin Planning and Demonstrative Investments.
- Component 3 – Flood and Erosion Management.
- Component 4 – Project Management
- Component 5 – Contingency Emergency Response Component (CERC)

**D. Need for Communications in AIRBMP Project:**

It is envisaged that the AIRBMP will require ongoing and proactive communications and outreach to a range of stakeholders, in order to derive support and public participations in the activities of the project. ASDMA desires to engage the services of the Communication Specialist to lead its communications agenda of promoting and advocating the works of the project in relation to its various stakeholders; and to mobilize participation as needed.

**E.** The project shall be implemented by Assam State Disaster Management Authority (ASDMA). ASDMA now invites applications from eligible Indian citizens to provide the Services of Communication Specialist. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

**F. Scope of Work**

- **Communications Strategy:** Develop and oversee the implementation of a comprehensive communication strategy for the AIRBM project, and the associated work plan.
- **Development of Communication Collaterals:** Coordinate the development of content for a wide variety of communications materials, (including but not limited to television, radio and print mass media, website, social media channels, newsletters etc.) as per the approach laid out in the Communications Strategy.
- **Media relations:** Managing on a day-to-day basis the project interface with the media. Specific tasks are expected to include:
  - Develop, maintain and update a media contact list/database.
  - Drafting press releases, media advisories, talking points for media interviews etc
  - Organizing press conferences and media site visits; coordinating interviews etc with an aim to ensuring rapid and accurate dissemination of information and showcasing achievements related to the Project.
  - Daily media monitoring for articles relevant to the program.
- **Building Partnerships:** Build partnerships and synergies with corporates / donor agencies / civil society organizations / media houses etc. to further the goals of the AIRBM project's outreach strategy to stakeholders.
- **Web & Social media:** Develop and manage the information related to AIRBMP in the ASDMA's website and other social media channels, providing assurance of quality, tone and consistency of core messaging.
- **Special events:** Lead the preparation of advocacy / dissemination activities, exhibitions, workshops, Seminars, etc. as necessary
- **Functional Management:**
  - Identify, recruit or hire and supervise technical resources and consultants as necessary and as agreed with authorizing officials.
  - Plan and monitor the use of communication budgetary resources.
- **Monitoring and evaluation:** Conduct timely and accurate monitoring and evaluation of communications activities undertaken to ensure the objectives are met and the strategy is effective.
- **Capacity building and support:** Providing media skill building support to Department staff to build in-house capacity for communicating with stakeholders

**G. Qualification Requirements:**

- Post Graduate Degree from a recognized institution in Communications, Development Communications, Mass Communications or Journalism; Social work or Sociology.

- Minimum five (05) or more years of experience in corporate communications, public relations, development communications or journalism with 2-3 years or more experience working with multi-lateral agencies / projects.
- Excellent written and verbal communication skills in both English, Assamese and Hindi;
- Demonstrated knowledge and expertise in crafting and delivering messages to diverse stakeholders.
- Experience in managing development of print, audio / visual, advertising and promotional communication products;
- Good Information and Technology skills, e.g. word processing, power point and other communications and publishing applications;
- Excellent interpersonal and communication skills and demonstrated ability to effectively interact and collaborate with people in multidisciplinary teams as well as work across departments, divisions and institutions;
- Experience in managing new social media channels.

**H. Duration of Assignment**

The duration shall be for minimum period of one year, to be reviewed and renewed based on performance and work requirement. The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel extensively in other districts of Assam to different project sites.

**I. Travel Requirements**

The Specialist will be required to undertake field-visits and tours as per the project requirements.

**J. Reporting and Performance Review**

The Specialist will report to the Project Head of ASDMA. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

**K. Facilities to be provided by the Client (WRD/FREMAA)**

ASDMA will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities, upon the request of CS.

**L.** The applicant should be physically fit to undertake extensive field visit within and outside the state.

**M. Remuneration:**

- Rs 70,000/- to Rs 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per project norms

**Assam Integrated River Basin Management Project (AIRBMP)**  
**TERMS OF REFERENCE FOR FINANCE MANAGEMENT SPECIALIST**

**A. Background of Project:**

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

**B.** Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. The Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

**c.** The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

- Component 1 – institutionnel Strengthening.
- Component 2 – Integrated River Basin Planning and Demonstrative Investments.
- Component 3 – Flood and Erosion Management.
- Component 4 – Project Management
- Component 5 – Contingency Emergency Réponse Component (CERC)



**D.** The project shall be implemented by the Assam State Disaster Management Authority (ASDMA). ASDMA now invites applications from eligible Indian citizens to provide the Services of Finance Management Specialist. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

**E. Scope of Work**

1. **Facilitate in developing and establishing FM arrangements for the project:**
  - a. Assist in establishing a system of financial management planning, accounting, and monitoring during project implementation with effective MIS, in close liaison with Department of Finance, Water Resources Department (WRD), Assam State Disaster Management Authority (ASDMA), and other such project implementation units (PIUs) added from time to time by FREMAA, in consultation with the World Bank.
  - b. Prepare a draft fiduciary (finance management) manual for the project; and suggest improvements in the same from time to time, to keep the FM Manual relevant.
2. **Budgeting:**
  - a. Assist ASDMA in adequately forecasting funding requirement, annual budgets, as per the norms for funding as well as prioritizing expenditure and work for efficient utilization of funds with appropriate reporting mechanism.
3. **Fund Flow arrangement:**
  - a. Work with various PIUs to establish an effective fund flow arrangement – explore options of implementing Parent-Child Accounting, Just in Time Fund transfer etc.
4. **Accounting:**
  - a. Assist in designing, developing, and installing a computerized accounting system or assisting in selection of the off-the-shelf accounting software for ASDMA.
  - b. Maintenance of Cash Book, Bills and Vouchers, Ledgers, General Ledgers etc. (books of account) of the Project and Authority on the accounting software.
  - c. Ensure proper maintenance of supporting documents, registers and records in accordance with generally accepted accounting principles.
  - d. Preparing quarterly financial reports to the government and external funding agencies, as per prescribed formats.
  - e. Prepare monthly statement of accounts along with Bank reconciliation of accounts for review of Project Head at ASDMA.
  - f. Monitor expenditure incurred and process payments and disbursements as required under the project
  - g. Work with various PIUs to implement an effective accounting solution for proper maintenance of books of accounts of the project.
5. **Statutory compliance:**
  - a. Preparation and filling of annual e-TDS Returns, Annual ITR of the Authority, documents for IT exemption etc.

- b. Obtaining registration under GST and all other applicable statutes from time to time and preparing and filing returns as required.
- c. Filing and preparation of various statutory returns applicable to society and issuing certificate to concerned parties.
- d. Filing of annual report and audited financial statements with the **Registrar of Societies**.

6. **Audits (internal and statutory):**

- a. Providing support for conduct of internal and external audits of the Authority for the project, including assistance in selection & contracting of the audit firms.
- b. Monitor and support internal audit work. The Specialist will help in determination of internal audit plans, including coverage of high-risk transactions. Assist in framing internal control questionnaire in coordination with internal auditor.
- c. Ensure timely compliance of the audit observations and assist in ensuring that appropriate and timely follow up and remedial actions were taken at the Society as well as the PIUs.
- d. Undertake field visits and carryout random checks of books of accounts maintained by PIUs from time to time.

7. **Reporting:**

- a. Consolidate the financial position of the project with information from all PIUs.
- b. Prepare quarterly Interim Unaudited Financial Reports (IUFRR) as per financing agreement with IBRD.
- c. Preparation of Annual Financial Statements such as Balance Sheet, Income & Expenditure Statement and other statements and reports that are required as per various statutory requirements
- d. Assisting in submission of IUFRRs and Audit Reports to the World Bank (online in the Client Connection portal), and any other reporting obligations to stakeholders.
- e. Provide timely FM inputs for preparation of annual and mid-term progress reports, and other such reports.

8. **Other matters:**

- a. Coordinate on FM matters with all relevant line departments in the state to facilitate project implementation.
- b. Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of accounts.
- c. Conduct training and capacity building of the FM staff of ASDMA and other project implementation units (PIUs) to ensure maintenance of separate books of accounts for the project and related documentation.
- d. Any other work as directed by the CEO/ Executive Committee/ Governing body of ASDMA from time to time.

F. **Deliverables:**

Finance management manual, quarterly IUFRRs, AFS, annual budgets and expenditure forecasts, expenditure progress reports, and other such reports solicited by the Project Head i.e. CEO, ASDMA; and any other deliverables arising out of the above mentioned tasks.

**G. Qualification and Experience:**

A qualified Chartered Accountant having at least 6 years of experience **OR** a candidate with a MBA in Finance **OR** a Master degree in Commerce from a recognised university with at least 10 years of experience in accounting and financial management. Experience of at least 2-3 years in externally aided project is required with a proven track record in conducting financial management tasks. Knowledge of TALLY and other computerized accounting packages is required.

**H. Duration of Contract:**

The duration shall be for minimum period of one year, to be reviewed and renewed based on performance and work requirement. The consultant shall be based full time at the ASDMA office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

**I. Reporting and Performance Review:**

The Specialist will report to the Project Head of ASDMA. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

**J. Facilities to be provided by the Client (ASDMA):**

ASDMA will provide the team with the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities, upon the request of FMS.

**K.** The applicant should be physically fit to undertake extensive field visit within and outside the state.

**L. Remuneration:**

Rs 70,000/- to Rs 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and Allowances admissible as per project norms

**Assam Integrated River Basin Management Project  
Terms of Reference for National Procurement Specialist**

**A. Background of the Project:**

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

- B.** Therefore, The Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation.

The project has been designed and developed keeping in view the ongoing initiatives, which are already in place, and incorporate lessons of global best technologies and practices. Assam State Disaster Management Authority (ASDMA) has also partnered for implementation of the project along with FREMAA & Water Resource Department.

- C.** The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

Component 1 – Institutional Strengthening

Component 2 – Integrated River Basin Planning and Demonstrative Investments.

Component 3 – Flood and Erosion Management.

Component 4 – Project Management

Component 5 – Contingency Emergency Response Component (CERC)

- D.** The project shall be implemented by the Assam State Disaster Management Authority (ASDMA) the implementing agency of Government of Assam under the Assam State

Disaster Management Authority (ASDMA). ASDMA now invites applications from eligible Indian citizens to provide the Services of Procurement Specialist. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

**E. Scope of the Services:**

The Procurement Specialist will carry out the following main activities, in conjunction with other PIU members as needed:

- (i) Assist in preparing and updating periodically the project procurement plan and use of Systemic Tracking of Exchanges in Procurement (STEP) for the procurement activities;
- (ii) Prepare/update project procurement strategy for development (PPSD) taking into account the nature of the procurement activity, capacity of the procuring entities, prevailing market conditions, activity level risks etc. The PPSD document will spell out the detailed procurement arrangements (e.g., procurement packaging strategy, method, bid evaluation methodology of the major packages, timeline for the procurement activities, contracting arrangement etc.) for the Project including the risk mitigation measures.
- (iii) Prepare the drafts of Invitation for Bids (IFB), Request for Expressions of Interest (REOI), Amendments, Bidding Document, Prequalification Document, and Request for Proposals (RFP) following the Standard Procurement Documents/Model Procurement Documents agreed by the World Bank;
- (iv) Assist in bid opening and evaluation of bids, applications for prequalification, Expressions of Interest, Technical Proposals, and Financial Proposals received from business entities competing for contracts;
- (v) Assist the Project Head (PD) and Project team in conducting negotiations with awardee(s) of contracts;
- (vi) Assist in drawing up draft negotiated contracts;
- (vii) Assist the PD and Project team in responding and taking necessary actions on procurement related complaints, if any;
- (viii) Provide advice and training to PIU members on procurement related matters on a need basis as part of the institutional capacity building;
- (ix) Provide hands on support to the PIU for effective contract management;
- (x) Assist in maintaining records and other documentations required for procurement audit and progress reporting purposes;
- (xi) Prepare monthly progress reports of procurement activities according to formats provided by the PD and the World Bank;
- (xii) Any other relevant activity assigned by the Project Head.

**F. Required Qualifications and Experience:**

- (i) B.E. / B.Sc. in civil engineering or Master's in Procurement/Supply Chain Management/ Law/Business Administration or other relevant subjects like Economics/Accounting/Finance. Candidates having advanced academic/professional qualification in procurement will be an added advantage.
- (ii) General Experience:
- A minimum of 05 (five) years of general experience in Public Procurement and/or project management;
- (iii) Specific Experience:
- Experience in procurements following World Bank's or other Multilateral Development Banks' Procurement Guidelines.
  - The candidate should have up to date knowledge of various procurement acts/rules/guideline etc. issued by Govt. organization/autonomous body/PSUs

**G. Reporting Requirements:**

The Project Head will be the direct report of the Procurement Specialist. The consultant will submit monthly report on significant procurement activities and issues. The work and performance of the Specialist shall be reviewed by the Project Head on a periodic basis.

**H. Tenure / Duration:**

The contract with the consultant would be signed initially for a period of one year and renewed based on his performance.

**I. Procurement Specialist's Responsibility**

The Procurement Specialist (PS) shall be fully responsible to manage his day to day works with the Project Head and Project team with high dedication, integrity and ethical behavior. The PS should not have any conflict of interest while working in the procurement activities and should have integrity and keep all the project information confidential.

**J. Travel Requirements:**

The consultant shall be based full time at the ASDMA project office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when necessary.

**K. Facilities to be Provided by the Client (ASDMA):**

ASDMA will provide the team with the following facilities and services:

- Office space including furniture and utilities.

- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the consultant. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs and per diem as per contract. The PIU may provide further reasonable assistance in connection with carrying out his / her responsibilities, upon the request of NPC.

**L. Remuneration:**

- Rs 70,000/- to Rs 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and other allowances admissible as per project norms.