

FOR POSTING IN WEBSITE

STATE URBAN DEVELOPMENT AGENCY (SUDA) invites sealed proposals in the two-envelop system (separately Technical and Financial) from bonafied and resourceful organisations to function as Project Implementation Agency of the on-going UIDSSMT projects under JNNURM in West Bengal. Terms of Reference and other details are furnished in the following pages.

The Technical proposal shall include the following

- a. Introduction
- b. Plan of action including proposed method of implementation
- c. Support needed from SUDA for the assignment
- d. Brief CV of the Team Leader to be involved in the assignment.
- e. Any other point the proposer considers relevant to establish credibility and worth of the firm.

The financial proposal should contain the all-inclusive fees payable for the assignment per month with a break-up, terms of payment and special terms and conditions for the work, if any.

The entire assignment is likely to be for a period of one year. Initially the contract shall be for a period of six months to be renewed for a further period of six months on assessment of performance.

Sealed proposals completed in all respect should be sent to Director, State Urban Development Agency (SUDA), West Bengal, ILGUS Bhavan, Salt Lake, Kolkata-700 106, **Contact No.- 2358-5767/ 6403** so as to reach there latest by 3.00 P.M. on 08.07.2011. The proposals will be opened on the same day at 4.00 p.m. in the presence of representatives of the proposers.

FOR PRESS ADVSERTISEMENT

STATE URBAN DEVELOPMENT AGENCY (SUDA) invites sealed proposals in the two-envelop system (separately Technical and Financial) from bonafied and resourceful organisations to function as Project Implementation Agency of the on-going UIDSSMT projects under JNNURM in West Bengal.

The last date of receipt of proposals is 08.07.2011 (3.00 P.M.). The proposals will be opened on the same day at 4.00 p.m. in the presence of representatives of the proposers.

Terms of Reference (ToR) of the assignment may be seen at www.changekolkata.org and www.wbdma.gov.in

Director, SUDA

**SUDA
ILGUA Bhavan,
Salt Lake, Kolkata-700 106
Telephone- 2358-5767/6403**

Terms of Reference for Project Implementation Agency for UIDSSMT programme in West Bengal.

01. Background

In West Bengal there are 80 (eighty) non-mission towns out of which in 26 towns 26 projects (22 Water Supply, 2 on Drainage, 1 on Sewerage and 1 on Roads) with an approved project cost of Rs. 385.65 crores have so far been sanctioned. 8 of the project towns are in the Northern Part of the State while 8 are located in the Southern Part. More towns in the North are envisaged to be covered this year.

02. Role and Responsibilities of PIA

The PIA is meant to be an operations unit supplementing and enhancing the existing skill mix of the ULB, rather than a supervisory body. It is expected to work in tandem with the existing staff with focus on strengthening implementation of JNNURM. The focus of PIA is to enhance the pace and quality of implementation of the Mission activities.

The PIA shall assist the ULB in carrying out the following activities:

- Project management, co-ordination and technical support for implementation of JNNURM Reforms and Projects
- Ensuring optimal technical quality in project implementation and service delivery
- Monitoring project progress in co-ordination with other departments including Parastatals

- Monitoring project progress and co-ordination with departments (e.g. Revenue, Accounts, Engineering, Health etc.) for projects being implemented by the ULB
- Preparation of reports (including QPRs and Utilisation Certificates) for SLNA and MoUD on progress of implementation of JNNURM projects and reforms
- Suggest the ULBs in engaging and managing service providers and external experts for implementation of projects and reforms
- Staying abreast with latest developments in the area of expertise and facilitate transfer of relevant information and best practices to staff for use in ULB functioning

03. Number and Location

It is proposed that the PIAs will have two units for the moment – one in Kolkata to cater for the project towns in the Southern Part of the State and the other in Siliguri to look after the towns in the North. Jurisdiction of the two units of the PIA is furnished in **Annexure-A**.

04. Composition of the units under the PIAs – Professionals to be hired

It is proposed that the following professionals will be hired for each unit of the PIAs following the suggestions of the Govt. of India in their memo No. K-1401/20/2008-UD-1 dated 22.04.09 of the Ministry of Urban Development

- Public Health engineer - One
- Municipal Finance Officer - One
- Social and Community Development Officer - One

05. Contractual Remuneration and period of Contract

The professionals will be engaged by the PIA on an all-inclusive contractual remuneration of Rs. 25,000/- (Rs. Twenty-five thousand) each without any periodical increment and the contract will be for a total period of one year (from 1st April 2011 to 31st March 2012 i.e. till end of Mission period) to be extended on six-monthly basis based on the performance of the incumbent concerned.

06. Recruitment Process

The professionals will be recruited by the PIA in consultation with SUDA which is the State Level Nodal Agency for UIDSSMT through a transparent recruitment process. The notice for recruitment will be widely circulated through press advertisements and posting in websites.

07. Recruitment Qualifications and Experience

The scope of work, qualification and experience and deliverables of the professionals are furnished in **Annexure B-1, B-2 and B-3 enclosed herewith.**

- 08.** Apart from the units in the two locations as mentioned in paragraph 03, the Agency shall have a small Cell in the office of SUDA in Kolkata with the team leader and necessary support staff. In the Units of the PIA in the two locations, in addition to the key professionals stated in paragraph 04 above, requisite support staff should be provided to deliver the stipulated scope of work.
- 09.** An unfurnished space will be provided in SUDA for the Cell in Kolkata. The office accommodation for the two units and all other recurring and non-recurring expenses will have to be incurred by the Agency.
- 10.** For unsatisfactory performance, penal action by way of reduction of payable fees to an extent as may be decided by SUDA will be taken

Location of PIA Unit	Project towns under its Jurisdiction
1. Kolkata	Haldia, Tamluk, Rampurhat, Suri, Gushkara, Krishnagar, Santipur, Katwa, Arambag, Habra-Ashokenagar, Contai, Tarakeswar, Diamond-Harbour, Taherpur, Kharar, Nalhati, Khirpai
2. Siliguri	Siliguri, Balurghat, Old Malda, Kurseong, Kaliaganj, Berhampur, Kandi, Dhuliyan

Public Health Engineer

Annexure-B-1

01. Scope of Work

The ToR is not limited to the services indicated below; the incumbent shall incorporate more activities in the related field that are relevant to the job as required from time to time.

- Assist the ULBs in formulation and implementation of Water supply, Sewerage, Drainage and Solid Waste Management projects
- Assist in preconstruction, construction and post construction activities of Sewerage, Water supply, Drainage and Solid waste Projects
 - Provide technical advice in tendering process of the projects
- Review the Detailed Projects Report (DPR) and give suggestion for the improvement of the Reports
- Support ULB officials in formulating and implementing projects and provide handholding support as required
- Facilitate implementation of reforms related to levy of reasonable user charges and byelaws on reuse of recycled water.

02. Qualifications and Experience

- (i) BE/B.Tech/ME/M Tech Civil Engineering, Mechanical Engineering
- (ii) BE/B.Tech /ME/ (M.Tech) Environmental Engineering
- (iii) Experience of design and implementation of STP/WTP/SWP
- (iv) Experience in usage of computers, will be preferred.

- (v) Ability to work in a team and train staff on the job to use the systems and assist in day to day issues
- (vi) Minimum 5 years of experience would be preferred.

03.Deliverables and Reporting

The following are some of the expected deliverables:

- (i) Report on the review of DPRs within two weeks of receipt of the same, with recommendations.
- (ii) Inputs to the monitoring and evaluation reports as necessary in water, sewerage, and sanitation projects.
- (iii) Report of review of tendering and bidding procedures and documents as necessary. Each review should be completed and reported within a week of receiving the relevant document.
- (iv) Report on implementation of projects to Mission Directorate, MoUD on monthly basis.

Social and Community Development Officer

Annexure-B-3

01. Scope of Work

The Terms of Reference of the incumbent shall include, but not be restricted to the following activities:

- Provide necessary inputs for enactment of the Community Participation Law to institutionalize citizen participation and introducing the concept of Area Sabha in urban areas
- Help set up City level Voluntary Corps for enhancing community participation.
- Identify and address concerns related to gender and urban poor.
- Network 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 UIG.
- Render advice on all matters pertaining to social development, community participation, urban poverty alleviation, on demand.

02. Qualifications and Experience

- (i) The incumbent should be a qualified sociologist/ social worker from an Institution of repute, preferably with some hands-on training with development communication.
- (ii) The person should have at least 5 years experience in programme delivery in services, particularly to

underserved sections of the society, preferably in urban areas, with adequate experience in social audit.

- (iii) Experience of having dealt with Government Agencies and familiarity with government procedures of financing, implementation etc.
- (iv) Ability to work in a team and train staff on the job and assist in day to day issues related to social concerns.
- (v) Experience in usage of computers and internet will be preferred. If not computer literate, the incumbent shall upgrade the skills within three months of joining.

03.Deliverables and Reporting:

The following are some of the expected deliverables

- (i) Assist the city in setting up City Level Voluntary Corps
- (ii) Within six months of joining, produce a road map for Monitoring &
- (iii) Evaluation, along with formats for assessment of social impacts, to become part of the ULB's monitoring system in the long run
- (iv) Monthly progress report on activities, issues and recommendations and work plan for following month. This may include but no be limited to preproject consultations when preparing DPRs for the ULB, social audit, impact assessments, networking programme and communication activities.

Municipal Finance Officer

Annexure-B-2

1) Scope of Work

The Municipal Finance Officer shall play a key role in the accounting reforms initiatives. He / she shall work with the Accounts Officer and the existing accounting team of the ULB to undertake all preparatory work, data migration, training initiatives, piloting, implementation, trial runs, etc. of the reforms. The ToR shall include but not limited to the services indicated below.

- Assistance to the ULB in preparatory work for implementation of the ULB reforms.
- Implementation of reforms related to Double entry based accrual accounting.
- Reporting on the following reforms:
 - Enactment of Public Disclosure law
 - Internal earmarking budgets for basic services to the urban poor
 - Property tax reforms to improve coverage and collection efficiency
 - Levy of User charges
 - Stamp duty rationalization
 - Rent control
- Feedback to ULB leadership on constraints being faced in implementation in line with agreed work plans
- Facilitate credit rating exercise as and when undertaken

The Municipal Finance Officer shall also work with the current Finance Officer and play an important role in revenue potential assessment, financial analysis of revenue and expenditure, explore potential for raising debt capital for projects, assess financial viability of investment plans, preparation of financial projections and revenue mobilization plans of the ULB. More Specifically:

- Render advice on all financial matters. Coordinate with all Government and funding agencies on all financial matters
- Undertake detailed revenue potential assessments together with Revenue Department staff, contribute to cost reduction analysis in the utility departments of the ULB
- Facilitate Public Private Partnership in new projects and assist in bid process management, negotiations, contract management and other financial aspects of the project
- Manage fund flows from funding agencies, SLNAs and private sector for projects
- Develop innovative approach towards capital financing
- Timely preparation of reports and reporting for project purposes, to funding agencies and state and central government

2) Qualifications and Experience

- (i) The incumbent should be from a finance/ commerce background. She/He should be a Chartered Accountant or Cost Accountant or MBA with specialization in Finance.

- (ii) Thorough knowledge of Accounting Standards, and other pronouncements of the ICAI
- (iii) The person should have 5-10 years experience in handling financial matters of Government Agency/ Development Authority/ Public Sector and should be conversant with accounting on an accrual basis. Experience in working of municipal environment would be an added advantage
- (iv) Exposure to handling loans for project purposes is desirable
- (v) Ability to work in a team and train staff on the job to use the systems and assist in addressing day to day issues.

3. Deliverables and Reporting

The following are some of the expected deliverables:

- i) Within three months of joining, produce a road map for implementation of reforms in accounting, property tax, recovery of user charges, and related issues.
- (ii) Monthly progress report on activities, issues and recommendations and work plan for following month.