

No.IWAI/WB/NW-1/6/1/2017
PROJECT MANAGEMENT UNIT
(World Bank Assisted Development Project for NW-1)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Government of India)
Head Office: A-13, Sector-1, Noida-201 301
Phone :0120-2424536, 0120-2424540

May 22, 2019

Jal Marg Vikas Project (JMVP) for capacity augmentation of navigation on National Waterway-1 is being implemented with the technical assistance and investment support from the World Bank. The Project period is six years starting from the financial year 2016-17 and the Inland Waterways Authority of India (IWAI) is the Implementing Agency.

2. A Project Management Unit (PMU) has been set up under the charge of a Project Director for preparation and pre-appraisal activities pertaining to the Project. Project Implementation Units (PIUs) have also been set up at Patna, Kolkata, Varanasi, Haldia, Farakka and Sahibganj for field level management and monitoring of the Project activities. The PMU is desirous of engaging professionals in the PIUs as per the details given below, on short-term basis for the project period, initially for a period of one year, extendable for further period of the Project as per requirement. However, the selected person(s) may be posted in other PIUs in exigencies of work.

Sl. No.	Name of the Positions	Location	Number of positions	Consolidated monthly remuneration
1	Land Acquisition Facilitator	One each at Varanasi and Sahibganj	02	₹60,000/-
2	Accountant	Sahibganj	01	₹35,000/-
3	Anganwadi Counsellor (Female)	Sahibganj	01	₹25,000/-
4	Data Entry Operator	One each at Patna, Sahibganj, Kolkata and Haldia	04	₹20,000/-

3. Terms of Reference (ToR) for the above positions are attached. This is not an employment, but only a consultancy for JMVP and for the Project period. Selected person will be engaged on purely short-term contract basis for the delivery of services. The professional will be required to work on full-time basis and will not be permitted to take up any other assignment during the consultancy with the PIUs.

4. The selected professionals will be paid a consolidated monthly remuneration as mentioned above. The consolidated remuneration includes all taxes leviable. Selection will be made based on academic qualifications, merit and experience in the relevant field and working knowledge relating to the subject.

5. The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experience, specifically indicating the position and the location applied for, should be addressed to the Project Director, JMVP and must reach in a sealed envelope at the above mentioned address by post or by hand on or before **24th June, 2019**.

6. The Project Director, JMVP reserves the right to accept or reject any or all applications and to cancel the applications under process at his discretion and his decision shall be final and binding.

Project Director (JMVP)

1. ToR for the position of Land Acquisition Facilitator at the Project Implementation Units at Varanasi and Sahibganj.

2. Qualification, Experience, Competencies & Job Description:

- (i) Educational Qualifications:** Bachelor Degree in Social Sciences
- (ii) Experience:** Minimum five years' experience in Land Acquisition and Resettlement Implementation. Revenue Officers retired from the State Governments of Jharkhand, Bihar or Uttar Pradesh will be preferred.
- (iii) Competencies:**
 - 1. Substantial knowledge of LARR, 2013 and various procedures relating to land acquisition and resettlement.
 - 2. Ability to use MS Excel and MS Word.
 - 3. Solid experience in conducting social development consultative and participatory approaches, and apply them in the course of operation.
 - 4. Good knowledge of issues relating to urban poverty, slum development, housing and amenities.
 - 5. Ability to interact with and motivate/guide institutions/people to carry out socially diligent activities related to the Project.
 - 6. Personal responsibility and accountability for timely response to any queries, requests or needs, working to remove obstacles that may impede execution or overall success.
 - 7. Collaborate with other team members and contribute productively to the team's work and output, taking into account different viewpoints of stakeholders.
- (iv) Job Description:**
 - i) Liaise with the Revenue Department to facilitate timely land acquisition and disbursement of compensation according to norms laid down in RFCTLAR&R, 2013.
 - ii) Undertake joint verification with the concerned State Government of the Project Affected Persons (PAPs) and their R&R entitlements. Verify the information already contained in the RAP and the individual losses of PAPs and validate the same and propose suitable changes, if required.

- iii) To be present at all the disbursement camps during individual disbursement and record the details of each disbursement made. Support the PAPs in completing the required documents for preparation of Affidavits and final cheques.
- iv) Assist PAPs in opening bank accounts, explain the implications, the rules and the obligations of joint accounts and how the entitled resources can be accessed, wherever necessary.
- v) Assist the Consultants in relocation of PAFs, ensure smooth transition and resolve any issues that may come up during the allocation of houses.
- vi) Track all disputes on land acquisition referred to the R&R authority established by the State Government. Prepare updates and submit details of the status of the disputes to the PIU/PMU.
- vii) Prepare and compile micro plans, monthly reports, update information pertaining to land acquisition, reports of public consultations and grievances redressed.
- viii) Collect all documentation including Gazette Notifications, Committee Approvals and R&R Plans from the District Administration.
- ix) Participate in any consultation pertaining to land acquisition and prepare minutes of the meeting.
- x) Update the PIU/PMU on a regular basis on the progress of the construction of resettlement colony and support in the formation of Resident Welfare Society for the resettlement colony after its completion.
- xi) Disseminate information about the grievance mechanism to PAFs and provide inputs to the PIU/PMU to redress grievances, RTI etc. Publish other relevant documents such as entitlement framework.
- xii) Any other work that may be assigned.

2. Terms of Reference for the position of Accountant in the Project Implementation Unit at Sahibganj

(a) Qualification:

- (1) Essential:** Graduate in Commerce or CA Intermediate Pass with knowledge of Tally/other accounting software.
- (2) Desirable:** Post Graduate in Commerce.

(b) Experience:

- (1) Essential:** Minimum 3 years post qualification experience in Accounts and Finance in a reputed company.
- (2) Desirable:** Experience in working in a Government Organization/Office.

(c) Competencies:

1. Knowledge of Tally/any other accounting software.
2. Knowledge/understanding of Finance and Accounts and ability to maintain a good level of accuracy in preparing and processing financial documents.
3. Familiarity with the working of State Governments, Central Government and the World Bank.
4. Computer skills including spreadsheet and word processing programs, and e-mail with proficiency.
5. Effective verbal and listening communication skills in (English and Hindi).
6. Excellent financial analysis skills
7. Knowledge of and ability to apply best practices of industry and accounting standards
8. Vigilant and details oriented with demonstrated skills in financial management.
9. Track record of achieving results in past employment in an accounting area.
10. Good at relationship building and strong interpersonal skills.
11. Advanced negotiation skills to deal with potential external and internal issues.

(d) Duties and Functions:

1. Maintaining financial information at PIU level, reporting the financial information to PMU in order to ensure organizational effectiveness and efficiency. Oversee all accounting and reporting functions including financial reporting, accounts, accounts receivable/payable for respective region/cluster of Jal Marg Vikas Project.
2. Drive the implementation of accounting and reporting processes, policies and tools.
3. Ensure the closing and reconciliation of accounts and prepare all financial reports.
4. Oversee execution of all accounting activities (general ledger, receivables, payables, invoicing etc.)
5. Ensure compliance to relevant accounting system.
6. Preparation of Annual Budget for the Project Implementation Unit (PIU)
7. Control over Expenditure, Maintenance of Project Accounts and Ledgers and reporting.
8. Preparation of financial statements at PIU level and send to Head Office (PMU) on quarterly/half yearly basis.
9. Ensure implementation of accounting policies and procedures and compliance with accounting policies and procedures. Financial Record Keeping and Documents Management i.e. manage the accounting books and ledgers of the Project.
10. Processing and scrutiny of Bills/Invoices for timely payments as per the terms and conditions of the Contract Agreement.
11. Manage inflow-logging and payment-processing (Corporate, Projects and Payroll etc.)
12. Assist in External/Internal Audits of Project.
13. Review forecast of costs and timelines based on changes in Projects.

14. Undertake financial analysis for Departments and cash flow forecasting.
15. Follow-up on receivables and oversee closing of payables.
16. Ensure reconciliation of bank accounts.
17. Ensure that Vouchers, Books, Accounts etc. are maintained/updated properly.
18. Ensure protection and security of files and records.
19. Any other matter related with the project, as may be assigned by the PIU/PMU officials.
20. Oversee, manage and evaluate the performance of the General Service Team.
21. Assist in administration for regional sites for defining General Services Level Agreement (SLAs) with vendors for administration related services and ensure that they are strictly implemented.
22. Scoping and conducting the technical review of general service providers and coordinating with Corporate Procurement during the procurement process.
23. Support the Regional Director's participation in management committees and review meetings by providing information, advice and insights on various financial decisions as requested.

24. Liaise with travel agents for business-related travel services of employees, interviewed candidates, Head Office visitors, concerned officials from the Ministry etc.
25. Liaise with hotels for temporary accommodation of staff or accommodation of visitors and external consultants as per request from Regional Director, Resident Engineer and/or PMU.
26. Manage new employee housing requests and coordinate with external real estate agents, where required.
27. Oversee the provisioning of transportation, catering and other hospitality services to employees and visitors.
28. Manage and monitor the executives/receptionists in office buildings.
29. Directly supervise the collection/distribution of internal and external mail to ensure appropriate coverage.
30. Plan and organize internal employee events as directed by Superiors.
31. Handle requests from Projects for utility services and trade licenses.
32. Ensure proper maintenance of Office.
33. Ensure timely payment of Office Bills.

(e) **Key Performance Indicators:**

1. Accuracy of financial statements (as reported by Internal/External Audit).
2. Financial impact of accounting related errors.
3. Timelines in generating reports.
4. Timelines in responding to auditor requests.
5. Employee satisfaction in administration and document control service.
6. Success of Administration Service Legal Agreements.
7. Update books of accounts at regular intervals.
8. Timelines of administration services for administration related jobs.

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3. ToR for the position of Gender Resource Person (Female) at the Project Implementation Unit (PIU), Sahibganj

1. Qualification, Experience & Job Description:

- (i) Educational Qualifications:** Graduate in Social Sciences
- (ii) Experience:** (i) Minimum one year's experience in conducting social development consultative and participatory approaches.

2. Job Description:

1. Manage all the safeguards pertaining to implementation of Resettlement Action Plan and Gender Action Plan at sites with relocation.
2. Undertake bi-monthly visits to the site and hold consultations with women among the affected families and assisting them.
3. Guide all Women-Headed Households on all aspects related to relocation and encourage them to build toilet facilities at their newly constructed homes. Helping them with utilization of transportation and relocation allowance.
4. Ensure that the joint ownership rule is complied with.
5. Address the grievances of women in particular and supporting them in land acquisition and in other problems during relocation.
6. Helping women in utilizing the livelihood assistance in new ventures like fisheries, cattle rearing, fruit/vegetable production etc.
7. Helping women in identifying the skill needs and incorporating them in skill development programmes.
8. Extend support in the formation of resident welfare societies for the resettlement colonies after their completion.
9. Implement all activities in Gender Action Plan.
10. Update the PIU/PMU on monthly basis on the progress of construction of resettlement colony and related activities.

4. ToR for the position of Data Entry Operator at the Project Implementation Units (PIUs) at Patna, Sahibganj, Kolkata and Haldia.

1. Qualification, Experience & Job Description:

- (i) **Educational Qualifications:** Graduation from a recognised University
- (ii) **Experience & Competencies:**
 - (a) Minimum two years' experience in Data Entry work
 - (b) Capable of handling large volumes of quantitative and qualitative data
 - (c) Knowledge of various computer operating systems, such as MS Word, Excel, Access, Power Point etc. with a speed of 8000 key presses per hour.
 - (d) Record Keeping, documentation etc.
 - (e) Good communication skills in English and Hindi.

2. Job Description:

- (i) Compile, verify accuracy and sort information and prepare source data for computer entry.
- (ii) Typing, Data entry from various proposals and reports received in the PMU.
- (iii) Review data for deficiencies or errors, correct any incompatibilities, if any, and check output.
- (iv) Generate reports, store completed works in designated locations and perform backup operations.
- (v) Follow up with various agencies at International, Central, State and District Level and with other stake holders to obtain relevant information/necessary inputs.
- (vi) Provide support on any data related queries.
- (vii) Receiving and sending fax, e-mail.
- (viii) Record keeping, documentation, file management.
- (ix) Maintain discipline and obedience.
- (x) Any other work assigned from time to time.