

Govt. of Bihar

PUBLIC HEALTH ENGINEERING DEPARTMENT

Public Health Engineering Division, Purnea

Walk in Interview

Walk in Interview for the following post is scheduled as below:

SN	Name of Post	Date of Walk in Interview	Reporting time
1	Procurement Specialist	30-01-2019	10:30 AM to 11:30 AM
2	Financial Management Specialist	30-01-2019	10:30 AM to 11:30 AM
3	Monitoring & Evaluation and MIS Specialist	30-01-2019	10:30 AM to 11:30 AM

Walk-in-Interview Venue/address:

Collectorate Meeting Hall, Purnea

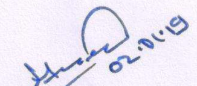
Email ID – eephed_purnea@yahoo.com

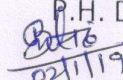
Detail of TOR and other information are available on <http://phedmis.bih.nic.in/>
www.bswsmpatna.org

Important Instruction:

- Person who reports on time in person shall only be allowed for appearing in interview.
- Scrutiny of CVs will be done from 12:00 AM to 01:00 PM
- Interview time 02:00 PM onward till office hour.
- Applicant should come with following documents/certificate at the time of reporting for Walk-in-Interview:
 - a) Two attested photographs.
 - b) Original Certificate of all Educational Qualifications & Experience and a Xeroxcopy of all documents (to be submitted).
- No TA/DA will be provided to participate in the Walk-In-Interview.

The Executive Engineer-cum-DPM reserves the right to cancel the notice without assigning any reason thereof.


Executive Engineer,
P.H. Division, Purnea


02/11/19

BIHAR STATE WATER AND SANITATION MISSION, PATNA**World Bank assisted Rural Water Supply and Sanitation for Low Income State's Project
(SECTOR PROGRAM)****TERMS OF REFERENCE****FOR****ESTABLISHMENT OF DISTRICT PROJECT MANAGEMENT UNITS****A. Introduction**

The Ministry of Drinking Water and Sanitation (MoDWS) and the World Bank have jointly developed the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS) with an objective to 'improve piped water supply and sanitation services for selected rural communities in the target states through decentralized delivery systems'. The Project will be implemented in identified Districts of the four Project States namely Assam, Bihar, Jharkhand and Uttar Pradesh through a district wide approach.

The Public Health Engineering Department, Government of Bihar will be implementing the above program in the selected ten districts of Bihar namely Patna, Nalanda, Nawada, Begusarai, Munger, Banka, Purnea, Saran, Muzaffarpur and West Champaran. In order to execute the implementation of the Project in Bihar, the State Project Management Unit (SPMU) has been established at the State level located within Bihar State Water Sanitation Mission (BSWSM). Similarly, the setting up of District Project Management Unit (DPMU) is envisaged in each District to implement the Project. It is planned that each DPMU will have a dedicated team headed by Executive Engineer (DWS). The DPMU will be located within District Water Sanitation Mission (DWSM) and District Water Sanitation Committee (DWSC) and will function within overall guidance of DWSM/DWSC. The DPMU will work closely under the supervision and direction of the BSWSM/SPMU and will provide necessary support to the DWSM/DWSC for project planning, implementation and supervision. To implement the schemes and project village level activities, the DPMU will be supported by District Project Management Consultants (DPMCs) and their Support Organizations (SOs).

B. Scope of Work

The DPMU will be responsible for planning, implementation and monitoring of the project in the District. The DPMU will provide the requisite technical and managerial support to District Project Management Consultants (DPMCs) and their Support Organization (SO), Gram Panchayats (GPs) and Gram Panchayat Water and Sanitation Committee (GPWSC), District, Block and Village Officials related to Project, and co-ordinate with them to ensure effective implementation of the Project. The DPMU will perform the following functions:

- Support the implementation of project including program policies, communications and capacity building, infrastructure programs, institutional and implementation arrangements, governance and accountability measures, safeguard compliance including social and environment, monitoring and evaluation programs, technical and social audits, procurement and financial management functions.

- Develop annual work plans, capacity and communication strategies, systems and norms of implementation as per project design.
- Coordinate with SPMU to seek necessary inputs as well as provide regular and timely reports
- Provide support to GPs and Gram Panchayat Water and Sanitation Committees in interaction with DPMC/SOs.
- Provide guidance and monitor the functioning of DPMC/SOs and hand-hold them in the initial period of implementation.
- Receive technical and managerial guidance from nodal department through the Executive Engineers at District level.
- Advise the various implementing agencies for project management so as to maximize efficiency of implementation.
- Provide assistance in identification of GPs/Projects/Schemes based on the criteria of the BSWSM and facilitate agreements between GPs and DWSCs as per the scheme cycle
- Coordinate with various Departments at the District level and the implementing agencies at District/ PRI levels to effectively implement Projects, disbursement of funds and reporting on Project Monitoring
- Supervise the schemes and contracts awarded.
- Any other relevant assignment given by DWSM/DWSC/BSWSM/SPMU.

C. Composition of DPMU

The DPMU will be headed by the Executive Engineer, drawn from the government, who will report to District Water and Sanitation Mission (DWSM). They will provide overall strategic support to facilitate the implementation and monitoring of RWSSP-LIS at district level. He/She will be also supported by technical, accounts and other secretarial staff, all drawn from government.

The DPMU will have key specialist Consultants in the areas of Community Mobilisation, Technical Support in Water and Sanitation, Social and Environmental aspects, Communication, Financial Management, Procurement and M&E along with Project Manager who will provide necessary coordination support.

DPMU in each Project District will comprise of Project Manager (Executive Engineer) with one Assistant Project Manager (Assistant Engineer), one Project Supervisor (Junior Engineer), 4 Support Staffs (Office Assistant-2, Data Entry Operator-1, Peon-1) and 5 Consultants (Community and Communication Development Specialist-1; Environment Specialist-1; M&E & MIS Specialist-1; Finance Specialist-1 and Procurement Specialist-1) in each Project District. Executive Engineer -cum- Member Secretary of the DWSC will be Project Manager. Assistant Engineer and Junior Engineer of PHED in the District will be deputed to DPMU. Assistant Engineer-cum- Assistant Project Manager will act as Technical Consultant in DPMU. Support Staff will be deputed from the concerned PHED Divisions or outsourced in case of non availability. Services of consultants will be hired.

The details ToR of Officer/ Specialist/Consultant/Staff are annexed:

Bihar State Water and Sanitation Mission

Vishveshwaraia Bhawan Complex, Bailey Road, Patna-15

Term of Reference for Procurement Specialist

1. POSITION: Procurement Specialist (01)

2. PURPOSE OF ASSIGNMENT

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

3. PROGRAMME AREAS

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

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

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

5. DUTY STATION

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

6. DURATION

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

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

7. SUPERVISOR

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

8. Desired Qualification and Experiences

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

OR

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

9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

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

11. Monthly Deliverables:

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

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

12. Age : Not More than 65 years

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

Terms of Reference for Social Development and Communication Specialist

1. POSITION: Social Development and Communication Specialist (01)

2. PURPOSE OF ASSIGNMENT

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

3. PROGRAMME AREAS

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

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

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

5. DUTY STATION

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

6. DURATION

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

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

7. SUPERVISOR

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

8. Desired Qualification and Experiences

Minimum of Post Graduate Degree in Sociology/ Social Work/ Social Sciences (Sociology/ Psychology/ History/ Geography/ Political Science/ Humanities/ Gender Studies/ Women Studies/ Social welfare/ Rural Development)

- 5 years of relevant experience in the water and sanitation sector particularly with multi sectoral development agencies/ NGOs/ Consultants/ Government Organizations in participatory development approaches;
 - Prior exposure to development communications essential
 - Understanding of decentralization principles and community engagement process
 - Understanding of sector institutions at district, block and village levels
 - Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential
 - Strong communication skills in English, Hindi and Local Language
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9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

1. Assistance to GPs and GPWSCs in implementing the water supply and sanitation schemes in the project villages. Support in social safeguard compliance as per the project design in each scheme and project villages.
2. Support in preparing and implementing a comprehensive capacity building strategy and action plan for the District.
3. Support in preparing and implementing communication strategy and action plan. Prepare IEC materials for different project phases based on best practice examples and readily available IEC materials.
4. Contribute towards execution of institutional and implementation arrangements
5. Contributing to detailing out of the Project Implementation Plan for implementation at district and downstream, development of contracts and service agreements required under the Project.
6. Support in undertaking workshops at various levels on the implementation of various reform initiatives envisaged as a part of the Project.
7. Support DPMC/SOs in effectively carrying out their activities and supervise their outputs and contributions.
8. Timely submission of all relevant project progress reports, budget and utilization certificates.
9. Support in other relevant tasks as assigned.

11. Monthly Deliverables:

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

- a. Progress report on Project Implementation Plan (PIP) & Annual Implementation Plan (AIP)
- b. Monthly status on district level Social mobilization and communication activities
- c. Progress report on the Sanitation and Drinking Water Quality implementation in the district
- d. Ensuring behaviour change communication and capacity building plan for beneficiaries & stakeholders getting implemented within districts

12. Age :Not More than 45 years

(2)

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

Term of Reference for M& E & MIS Specialist

1. POSITION: M & E & MIS Specialist (01)

2. PURPOSE OF ASSIGNMENT

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

3. PROGRAMME AREAS

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

4. BASIC OBJECTIVE TO WHICH THE CONSULTANCY IS RELATED

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

5. DUTY STATION

District Headquarter of Project Districts

6. DURATION

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

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

7. SUPERVISOR

Executive Engineer-cum-Member Secretary, DWSCs

8. Desired Qualification and Experiences

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

9. HONORARIUM AND OTHER ENTITLEMENTS

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

- Report on progress of the project (reforms, financial disbursements and other relevant indicators and formats) and flag issues to the DWSM/DWSC, SWSM, SPMU, NPMU from time to time.

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

11. Monthly Deliverables:

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

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

12. Age :Not More than 45 years

Bihar State Water and Sanitation Mission

VishveshwaraiaBhawan Complex, Bailey Road, Patna-15

Term of Reference for Financial Management Specialist

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

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

3. **PROGRAMME AREAS**

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

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

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

5. **DUTY STATION**

District Headquarter of Project Districts

6. **DURATION**

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

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

7. **SUPERVISOR**

Executive Engineer-cum-Member Secretary, DWSCs

8. **Desired Qualification and Experiences**

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

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

9. **HONORARIUM AND OTHER ENTITLEMENTS**

Rs. 30,000/-PM all inclusive

10. MAJOR TASK TO BE ACCOMPLISHED

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

11. Monthly Deliverables:

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

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