

(i) Duties and Responsibilities of the Environment Specialist

The Environment Specialist will assist PMU on all matters related to environment management in the project and will be mainly responsible for ensuring the appropriate application of the environment aspects of the ESMF to all concerned activities under the project. The specialist's specific tasks would include the following:

- Assess action/s needed to resolve environmental issues in line with ESMF requirements.
- Manage and work closely with other consultant/s undertaking environmental screening, environment assessment/s and preparation of EMP/s for the sub-projects, including review of such documents to facilitate satisfactory and timely completion of such studies.
- Review and provide oversight on the implementation of sub-project specific environment management plans (EMPs) prepared for the sub-projects.
- Coordinate with MoEF/State-level authorities for obtaining the clearances required for the various projects/activities.
- Regularly monitor and liaise with the PIUs and other implementing agencies and provide the necessary advice on environmental matters.
- Organise training for the PIUs and implementing agencies on ESMF implementation, including EMP implementation.
- Conduct periodic site visits to ensure that project activities being implemented are in line with the environmental requirements of the ESMF and prepare environmental inspection reports for each such visit.
- Review of ESMF compliance and other related reports submitted by the PIUs and/or consultants.
- Prepare reporting formats, checklists and guidelines, as necessary, to facilitate/supplement/document various activities under the EMF.
- Prepare quarterly progress reports, mid and end-term reports on environmental aspects pertaining to ESMF implementation.
- Prepare an Information, Communication, and Education (ICE) Strategy and support preparation of the ICE material, as required, with regard to the environmental work being undertaken in the project.
- Undertake documentation of case histories (good practices, lessons learnt) with regard to environment management aspects.
- Support hiring of external environmental auditors as part of Third Party Quality Audit and to coordinate the conduct of these audits as per the ESMF requirements.
- Report to the PMU on a regular basis on environmental matters relevant to ESMF application and implementation, including the actions needed under the Governance and Accountability Action Plan.
- Provide up-to-date media training and capacity building on environment issues to local stakeholders and partners through the state PIUs.
- Work in close co-ordination with other experts/agencies, including the Social Specialist to ensure smooth and timely delivery of results.

For the states coming in later phases,

- (i) Orient the states in applicable project procedures and provide training through workshops / field visits;

- (ii) Review project conceptualization, planning and preparation of components / activities and related project documentation with respect to environment; and ensure their quality, timeliness of preparation and compliance to agreed project guidelines;
- (iii) Provide advice on project design and institutional aspects for the other states, in respective field, for effective project implementation
- (iv) Once the other phases of the project start with new states, provide support in project implementation and monitoring in those states.

Deliverables and Time Frame

The Environment Specialist will deliver the following :

- a) A monthly action plan to be approved by the Project Director.
- b) A monthly progress report documenting the work carried out each month, including issues that need management's attention. This should encompass an analytic presentation of content and outcomes of discussions at all levels.
- c) Facilitate the conduct of workshops and various meetings with the World Bank and other stakeholders.
- d) Ensure that the information in the MIS is up to date and correct

Qualifications and Experience.

Masters Degree/Degree in Environmental Engineering/Environment Planning/Environmental Sciences/Ecology and Environment.

Experience and expectations

An experience of at least 5 years in similar assignments. The specialist selected will need to demonstrate experience and expertise in the areas of :

- a) Environmental regulations relevant to the project.
- b) Environmental assessment of infrastructure development projects.
- c) Preparation and management of project specific Environment Management Plans.
- d) A reasonably high level of written and oral communication skills.

Desirable

Familiarity with the environmental safeguard policies of the World Bank and experience with externally aided projects.

Duration of the contract

The contract will be for a period of two years initially and may be extended with mutual consent based on need and performance.

(ii) Duties and Responsibilities of the Procurement Specialist :

He/She will be mainly responsible for :

- The preparation and implementation of procurement requirements listed under the project, beginning with contract packaging and procurement plan, considering the various requirements for review by the World Bank consistent with the procedures of the World Bank.
- Reviewing the Expressions of Interest, Invitations for Bids etc. of the PIU's and other implementing agencies and assist the PIU's/IA's in the correct preparation of all documents related to procurement in line with the guidelines of World Bank.
- Reviewing procurement award decisions received from various line departments and render expert professional advice in seeking clearances from the designated approving authority in the Government and from the funding agencies in the cases requiring such clearances.
- Preparing the bidding documents/Requests for Proposals, issue, receipt, opening and evaluation of bids/proposals within NDMA for the procurement to be done by NDMA; processing for clearances within the organization and from the external funding agencies at all stages complying with the agreed procedures and guidelines.
- Providing training and facilitate capacity building on procurement in various Project Implementation Units.
- Assist the PMU in coordinating all the work related to prior review and post review by the Bank and follow-up on compliance to the corrective actions.
- Ensure adequate staff capacities, skills and resources at the state agencies for Procurement Management. Provide/facilitate timely training to the staff in the various implementing units on procurement aspects.
- Work in close co-ordination with other experts/agencies, to ensure smooth and timely delivery of results.

For the states coming in later phases,

- Orient the states in applicable project procedures and provide training through workshops / field visits;
- Review project conceptualization, planning and preparation of components / activities and related project documentation with respect to procurement aspects; and ensure their quality, timeliness of preparation and compliance to agreed project guidelines;
- Provide advice on project design and institutional aspects for the other states, in respective field, for effective project implementation
- Once the other phases of the project start with new states, provide support in project implementation and monitoring in those states.

Deliverables and Time Frame

The Procurement specialist will deliver the following:

1. A monthly action plan to be approved by Project Director.
2. A monthly progress report documenting the work carried out each month. This should encompass an analytical presentation of content and outcomes of discussions at all levels including, critical issues needing management attention.

3. .Facilitate conduct of workshops and various meetings with the World Bank and other Stakeholders.
4. Ensure that the information in the MIS is up to date and correct

Qualifications and Experience.

He/she should be a graduate in Engineering from a recognized university

Experience and Expectations

The Specialist selected should have expertise in the areas of:

1. Procurement procedures involved in externally aided projects especially World Bank.
2. Atleast 3 years hands on experience in procurement processes.
3. Familiarity and experience in working with implementing agencies at the state and below state levels.
4. Working Knowledge of basic office software packages.

Desirable

- i) Familiarity and experience in working with implementing agencies at the state and below state level.
- ii) Knowledge of administrative and tender procedures in Government departments.
- iii) A Post Graduate Diploma/Degree in construction/contract management or related field.

Duration of the contract

The contract will be for two years initially and may be extended with mutual consent based on need and performance.

(III) Duties and Responsibilities of the Financial Specialist :

1. Assist in the preparation and consolidation of annual and revised budget estimates for the project and ensuring that activities are budgeted under appropriate budget codes to facilitate generation of financial reports.
2. Consolidation and preparation of Interim Unaudited Financial Reports (IUFR's) both for internal reporting purposes and for submission to IDA.
3. Prepare consolidated annual financial statements of the project.
4. Manage the quarterly internal audit of the project by a firm of Chartered Accountants and follow up compliance of audit observations.
5. Ensure satisfactory account maintenance and update by the state agencies, including regular updates through the computerized Financial Management system being used by the states.
6. Facilitate in getting the accounts/financial statements and statements of expenditure of the project audited in a timely manner by the Accountant General in line with the TOR agreed with the IDA for AP state and external auditors for Orissa, PMU and NIDM.
7. Attend to audit queries and take prompt action to settle the audit objections.
8. Review project costing, expenditures, claims and disbursements and prepare regular summaries. Reconcile such summaries with analysis of information from Client Connection (Bank website).
9. Monitor expenditure and receipt of reimbursement claims from the various implementing units and prepare consolidated reimbursement claims to be sent to the CAAA/IDA.
10. Monitor and review monthly expenditure reports and advances/cash surpluses with the implementing agencies.
11. Ensure adequate staff capacities, skills and resources at the state agencies for Financial Management. Provide/facilitate timely training to the finance staff in the various implementing units i.e. PIU's, line departments and other agencies through the PIU's/external agencies.
12. Work in close co-ordination with other experts/agencies to ensure smooth and timely delivery of results.

For the states coming in later phases,

- Orient the states in applicable project procedures and provide training through workshops / field visits;
- Review project conceptualization, planning and preparation of components / activities and related project documentation with respect to financial aspects; and ensure their quality, timeliness of preparation and compliance to agreed project guidelines;
- Provide advice on project design and institutional aspects for the other states, in respective field, for effective project implementation
- Once the other phases of the project start with new states, provide support in project implementation and monitoring in those states.

Deliverables and Time Frame

The Financial Controller will deliver the following :

- a) A monthly action plan to be approved by the Project Director.

- b) A monthly progress report documenting the work carried out each month. This should encompass an analytic presentation of content and outcomes of discussions at all levels, including critical issues needing management attention.
- c) Facilitate the conduct of workshops and various meetings with the World Bank and other stakeholders.
- d) Ensure that the information in the MIS is up to date and correct

Qualifications and Experience.

Qualified Chartered/Cost Accountant with atleast 5 years post qualification experience.

Experience and Expectations

- 1. Experience in the maintenance of accounts, monitoring of expenditure and forecasting of the budget requirements.
- 2. Familiarity with the use of off-the-shelf accounting packages/working knowledge of MS Office (Excel/Word/Power Point)

Desirable

- 1. Familiarity with government financial procedures and reporting.
- 2. Experience with Externally Aided Projects will be highly desirable.

Duration of the contract

The contract will be for a period of two years initially and may be extended with mutual consent based on need and performance.

(IV) Duties and Responsibilities of the Engineering Specialist

- The Engineering Specialist will assist PMU on all matters related to construction works in the project and will be mainly responsible for ensuring the appropriate application of the construction aspects to all concerned activities under the project. The specialist shall be mainly responsible for overseeing planning, implementation and smooth operation of respective sector investments under the project. He/She will specifically
 - Provide technical guidance to the States in the preparation of the investments
 - Review the technical documents submitted by the states for their respective area of expertise, ensure quality, and guide the states wherever necessary
 - Oversee efficient procurement and implementation planning by the states from respective sector's perspective
 - During implementation, oversee PIUs and Line Departments implementation monitoring for timely and quality delivery of outputs through contractors. Oversee, community intermediation / involvement as required, particularly to make them understand sustainable operation of assets and usage and functionality during disaster times;
 - Review the physical progress of work for their respective areas and provide necessary feedback for corrective action
 - Once the works are completed, oversee smooth transition to integrate with the line departments' regular O&M and upkeep;
 - Undertake periodic site visits to the participating states, to review the progress of work and provide necessary advice to the states. The time and frequency of visits will be decided based on the need by the Deputy Project Director;
 - Monitor and ensure deployment by the states of right skilled staff to the line departments' nodal agencies, suggest and promote timely training and orientation to the teams to ensure effective implementation of respective sector investments;

For the states coming in later phases,

- (i) Orient the states in applicable project procedures and provide training through workshops / field visits;
- (ii) Review project conceptualization, planning and preparation of components / activities and related project documentation with respect to social aspects; and ensure their quality, timeliness of preparation and compliance to agreed project guidelines;
- (iii) Provide advice on project design and institutional aspects for the other states, in respective field, for effective project implementation
- (iv) Once the other phases of the project start with new states, provide support in project implementation and monitoring in those states.

Deliverables and Time Frame

The Engineering Specialist will deliver the following :

- a) A monthly action plan to be approved by the Project Director.
- b) A monthly progress report documenting the work carried out each month, including issues that need management's attention. This should encompass an analytic presentation of content and outcomes of discussions at all levels.

- c) Ensure that the information in the MIS is up to date and correct
- d) Review Project documentation to monitor technical requirements of the Project
- e)

Educational Qualifications

Bachelor`s Degree in Civil Engineering.

Experience and expectations

Minimum 5 years practical experience in construction.

Desirable

- i) Experience of construction in the coastal areas and/or related to disaster management projects.
- ii) A Masters Degree in Civil Engineering.

Duration of the contract

The contract will be for a period of two years initially and may be extended with mutual consent based on need and performance.