

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 – 201301.

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The Jal Marg Vikas Project 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 and IWAI is the Implementing Agency (IA).

A Project Management Unit (PMU) has been set-up under the charge of a Project Director for the preparation and pre-appraisal activities pertaining to the Project. Project Implementation Units (PIUs) have also been set up at Patna and Kolkata for field level management and monitoring of the project activities. The PMU is desirous of engaging Professionals, as per details given below, on short-terms basis for the project period (initial engagement will be for a period of one year, extendable for further period of the project as per requirement).

S. No	Name of the Position	Place of Posting	Number of Positions
1.	Land Acquisition Facilitator	PIU, Patna with station at IWAI Office Sahibganj.	01
2.	Livelihood Expert	PIU, Patna with station at IWAI Regional Directorate at Patna.	01
3.	MIS Analyst	PIU, Patna with station at IWAI Regional Directorate at Patna.	01
4.	Social Officer	PIU, Kolkata with station at IWAI Regional Directorate at Kolkata.	01
5.	Specialist (Communications)	PMU, IWAI Head Office, Noida	01
6.	Specialist (Communications)	PIU, Patna with station at IWAI Office at Varanasi.	01
7.	Specialist (Communications)	PIU, Patna	01

		with station at IWAI Regional Directorate at Patna.	
8.	Specialist (Communications)	PIU, Kolkata with station at IWAI Regional Directorate at Kolkata.	01

Terms of Reference (ToR) for each of the positions are attached.

This is not an employment, but only a consultancy for the Jal Marg Vikas Project and for the project period. Persons will be engaged on contract purely on short-term basis for the delivery of services. The Professionals will be required to work on full time basis, but in deserving cases, part-time engagement will also be considered.

The Professionals will be paid a consolidated monthly remuneration commensurate with his/her qualifications and experience and availability of his services on full time/part time, which will be at a level comparable for similar positions in the industry.

Selections will be based on academic qualifications, merit and experience in the related field and working knowledge, preferably on World Bank Projects.

The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experience, should be addressed to the Project Director, PMU and must reach in a sealed envelope at the above mentioned address by post or by hand on or before 12.08.2016.

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

Project Director

Job Title	Land Acquisition Facilitator		
Administration Division	Project Implementation Unit	Sector	Social
Reports To	PMU , Specialist (SIA)		
Location	Sahibganj		
Job Summary			
<p>The land acquisition facilitator will liaison with the Revenue Department to facilitate timely land acquisition and disbursement of compensation according to norms laid down in the RFCTLAR&R 2013.</p>			
Key Responsibilities/Duties			
<ul style="list-style-type: none"> ▪ Undertake joint verification with the state government of the project affected persons and their R&R entitlements. The LA facilitator will verify the information already contained in the RAP and the individual losses of PAPs and validate the same and make/ suggest suitable changes if required. ▪ The facilitator will be present at all the disbursement camps or during individual disbursement and will record the details of each disbursement made. He/she will support PAPs in completing the required documents for preparation of affidavits and final cheques. ▪ Assist the PAPs in opening bank accounts, explaining the implications, the rules and the obligations of a joint account and how she/he can access the resources she/he is entitled to, wherever necessary. ▪ Assist the consultants in relocation of PAFs, ensuring smooth transition and resolving any issues that may come up during the allocation of houses. ▪ Tracking all disputes on land acquisition referred to the R&R authority established by the State Government. Preparing updates and submitting details of the status of disputes to the PIU/ PMU. ▪ Preparing and compiling micro plans, monthly reports, updating information pertaining to land acquisition, reports of public consultations and grievances redressed. ▪ Collect all relevant documentation including gazette notifications, committee approvals and R&R plans from the district administration. ▪ Participate in any consultation pertaining to land acquisition and preparing minutes of the meeting. ▪ Updating the PIU/PMU on a monthly 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. ▪ Disseminate information about the grievance redressal mechanism to PAFs and provide inputs 			

to the PIU/PMU to redress grievances, RTIs etc. Publish other relevant documents such as entitlement framework.

Required Education, Experience and Competencies

Education

- Graduate in social sciences

Experience

- Preferably Retired revenue officer from Jharkhand/ Bihar or Uttar Pradesh ; or 8 years of experience in Land Acquisition and resettlement implementation

Competencies

- Substantial knowledge of LARR 2013 and various procedures relating to land acquisition and resettlement.
- Ability to use MS EXCEL and MS Word
- Solid experience conducting social development consultative and participatory approaches, and applying the approaches in the course of an operation

Duration of Assignment

12 months

Job Title	Livelihood Specialist		
Administrative division	PIU	Sector	Social
Reports To	PMU, Specialist (SIA)		
Stationed at	Patna (with travel to Sahibganj and Varanasi)		
Job Summary			
<p>Planning, implementing and monitoring the livelihood restoration plan of PAPs losing assets. Counselling the PAPs towards efficient utilization of compensation and linking PAPs with Government programmes and ensure creation of alternate assets and economic rehabilitation for affected families losing assets and livelihood.</p>			
Key Responsibilities/Duties			
<ul style="list-style-type: none"> ▪ Conducting group and individual counselling sessions with the project affected families in order to generate awareness on efficient utilization of disbursements and creation / purchase of productive assets. ▪ Provide clarifications and additional information to PAFs especially those losing land, regarding their options on utilizing the compensation. ▪ Planning and conducting consultations with the project affected persons to understand the needs of the Project Affected families and their existing skills set. ▪ Identifying and designing livelihood restoration plans for the PAFs in response to their needs and skills identified during consultations with the affected persons and implementation of the plan in a timely manner. ▪ Assist women, especially women headed households and senior citizens in linking them to the other projects of the state government, assessing needs and linking them to SHGs if required. identifying and facilitating suitable community activities where women can engage in creation alternate livelihood options (community nurseries / tree plantation/ anganwadi workers etc). ▪ Linking the PAFs to other government programmes on skill development (Kaushal Vikas Yojana), including facilitation of enrollment and follow up. ▪ Advising PAFs losing land or employment relating to land on the various options of purchasing or developing alternate land / other productive assets . ▪ Implementing any other special assistances to indirectly affected persons mentioned in the Resettlement Action Plan cum Social Management Plan at project locations where there is no private land acquisition involved. ▪ Documenting the impact on the restoration plan; keeping records of the counseling sessions, reviewing gaps and addressing them. 			

Required Education, Experience and Competencies

Education

- Preferably Post Graduate in relevant Social Science/Social Welfare, graduates with substantial relevant experience will be considered.

Experience

- 6 years of experience of livelihood / income generation /restoration and counselling support

Competencies

- Proven ability in assessing skill gaps, facilitating income generation activities, mobilizing Self Help Groups etc .
- Familiarity with government programmes and important livelihood schemes in Jharkhand, UP and West Bengal
- Ability to use MS EXCEL and MS Word
- Solid experience conducting social development consultative and participatory approaches, and applying the approaches in the course of an operation

Duration of assignment

- 12 Months

Job Title	MIS Analyst		
Administration Division	Project Implementation Unit	Sector	Social
Reports To	Specialist (SIA)		
Location	Patna (with travel to Sahibganj for data collection and updating details)		
<p>Capturing, updating and uploading information of Land Acquisition and relocation through . Uploading geo tagged photograph of the PAF with details of assets and compensation on the revenue map of the Project affected areas wherever land acquisition is involved.</p>			
Key Responsibilities/Duties			
<ul style="list-style-type: none"> • Data collection through a mobile application* in coordination with the land acquisition facilitator on details of each project affected family, compensation received and utilization of the compensation. • Capturing , updating and plotting the data (geo-tagged photographs of PAFs, details of assets lost, and compensation received) on to a khasra map . • Assisting in preparing monthly reports, updating information pertaining to land acquisition, reports of public consultations and grievances redressed. • Managing, analyzing , reporting data pertaining to physical and financial indicators included in the RAP. • Additional compilation, analyzing and reporting on other M&E indicators included in the RAP (trainings conducted, other additional expenditures incurred, assets and livelihoods restored, labor details at project sites). 			
Required Education, Experience and Competencies			
Education			
<ul style="list-style-type: none"> ▪ Preferably Post Graduate in relevant Statistics/ computer science/ computer application graduates with substantial experience in IT support for Monitoring and evaluation may be considered. 			
Experience			
<ul style="list-style-type: none"> ▪ At least 5 years of data collection and management ▪ Experience of handling data collection on mobile application in at least one project 			

- Preferable familiarity in remote sensing and other GIS applications.

Competencies

- Ability to use MS EXCEL and MS Word
- Demonstrated skill in Data collection and management of MIS

Duration of assignment

12 months

*Mobile application will be developed separately

Job Title	Social Officer , PIU KOLKATA		
Division	Project Implementation Unit	Sector	
Reports To	Director , Kolkata; Social Specialist PMU		
Location	Kolkata with frequent travel to Farakka (and neighbouring districts for bank protection) , Haldia		
Job Summary			
<ul style="list-style-type: none"> ▪ Assist the Resident Engineer, Regional Director and the PMU in overseeing and monitoring and implementation of the social and environmental safeguards and compliance with applicable frameworks during the construction phase. ▪ Assisting in coordination, report and linkages with the institutional setups, state government and its department, consultancy services and other individuals, who are involved in the implementation of the project and have impact on the project directly or indirectly. 			
Key Responsibilities/Duties			
<ul style="list-style-type: none"> ▪ Preparation monthly reports, updating information pertaining to land acquisition, reports of public consultations and grievances redressed. ▪ Conducting and convening public consultations with PAFs whenever required. Additionally, coordinate events or visits of the World Bank. Liaison with local state officials ▪ Facilitate other sub projects like bank protection and facilitate consultations on social and environment issues wherever required. ▪ Disseminate information about the grievance redressal mechanism to PAFs and provide inputs to the PIU/PMU to redress grievances, RTIs etc. Publish other relevant documents such as entitlement framework. Directly liaise with PAPs in case of conflict. ▪ Oversee the implementation of Gender Action Plan and HIV / AIDS prevention program, assist in ensuring compliance with applicable labour laws and provision of temporary housing and day care facilities. Preparing relevant IEC material for the awareness on various labour laws. ▪ Identify relevant skill development programs as and when required. ▪ Coordinate with contractor and assist other members of the PIU in management of day to day affairs of the PIU. 			

- Prepare relevant documents for the construction work to proceed in accordance with the Project's resettlement framework. Supporting the project in terms of any documentation regarding environmental clearances etc.
- Coordinate with relevant agencies and prepare periodic (monthly, quarterly, and annual) report. Provide support to the communication team as and when necessary.
- Other relevant work given by the Regional Director.

Required Education, Experience

- Preferably Post Graduate in relevant social Science/Social Welfare, graduates with substantial relevant experience will be considered.

Experience

At least 3 years of experience in monitoring safeguards, labour issues, R&R in and around West Bengal.

Competencies

- Good communication skills and knowledge of Bengali
- Ability to use MS EXCEL and MS WORD
- Previous experience in conducting training workshops, and mobilization of people
- Good knowledge of local context and awareness of social and environmental issues in and around the project locations in Bengal.

Job Title	Specialist, Communications		
Administration Division	Project Implementation Unit	Sector	Communication
Reports To	PMU , Senior Consultant (Communications)		
Location	Noida, Kolkata, Patna, Varanasi		
Job Summary			
Specialist, Communication will liaison with local media for regular coverage on Jal Marg Vikas Project and also conduct consultations and organize workshop sessions with stakeholders.			
Key Responsibilities/Duties			
<ul style="list-style-type: none"> ▪ Help conceptualise and implement Communication Strategy ▪ Conduct consultations and organise workshop sessions with stakeholders ▪ Liaise with local media on a regular basis ▪ Local media monitoring on a daily basis ▪ Provide content on an ongoing basis for IWAI/JMVP website and Social Media channels ▪ Document on an ongoing basis progress of the project and its benefits ▪ Maintain detailed database of media, NGOs, central/ state government ministers and officials 			
Required Education, Experience and Competencies			
Education			
<ul style="list-style-type: none"> ▪ Graduate in Arts/Commerce/Science ▪ A post graduate degree/diploma in Mass Communication or Journalism from a recognized University or Institute 			
Experience			
<ul style="list-style-type: none"> ▪ Not less than three years' experience in Public Relations/Journalism in a reputed PR Agency/Newspaper ▪ Familiarity with issues related to infrastructure and Transport ▪ Familiarity with local socio-economic and political environment ▪ Good Communication Skills (In English and local language) ▪ Familiarity with management of social media including Twitter and Facebook. 			
Duration of Assignment			
12 months			