

Annexure-II

DETAILED TERMS OF REFERENCE FOR PERSONNEL

I. For SMMU

1. Capacity building/Institutional Strengthening Specialist

Qualifications & Experience

- University degree in the development field (urban development or social development)
- 3-5 yrs for Post graduate and 5-7 yrs for graduate having experience in training and capacity building, as well as competence in urban sector issues in India
- Knowledge of adult learning methodology and capacity building experience within the urban sector, including experience in areas such as capacity assessment, curricula development, course organization, problem-based (and not only content-based) training, and training impact evaluations
- Computer literacy (word processing, presentation).
- Ability to work in a high pressure, ethnically diverse, political setting.
- Knowledge and experience of government systems and procedures

Role and responsibilities: The Specialist may support the State UD department to:

- Prepare State capacity building strategy and CB plan
- Advise ULB on matters relating to CB activities and their effective implementation;
- Provide technical support to ULB for the Capacity Need Assessment of ULB and to prepare capacity building plan
- Develop performance indicators and monitoring mechanism to monitor and evaluate the CB activities at State as well as ULB level
- Design and develop training modules on CB in consultations with other specialists in the team o
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

II . For CMMU

1. Urban Planner

a. Qualifications & Experience

- Graduate/Post Graduate Degree in Planning or equivalent (Post Graduate preferred) from recognized University.
- Urban Planner/Management Expert having strong background in project management with 1-2 yrs for Post graduate and 2-3 yrs for graduate in a managerial position.
- Senior engineers with at least 2-3 years urban sector experience in a managerial position can also be considered.

- Experience in working with large scale urban development projects/programmes.
 - Experience in urban reforms and capacity building programmes for ULBs
- b. Role and responsibilities:** The Specialist may support the ULB to:
- Co-ordinate and support the implementation of AMRUT 2.0 reforms, projects and capacity building activities.
 - Prepare integrated City Plans and Capacity Building (CB) plan, business cum financial plan.
 - Prepare reports (including QPRs and Utilization Certificates) for State and MoH&UA on the progress of implementation of CB programmes as well as other related programmes.
 - Coordinate the engagement of service providers and external experts for implementation of CB activities.
 - Assist in increasing sources of municipal finance of all AMRUT 2.0 cities and assist in identifying avenues for leveraging funds for infrastructure.
 - Any other related activities as decided by the administrative / technical head to the ULB.
 - Improve the capacity of ULB planners in related activities.

2. Urban Infrastructure Expert

a. Qualifications & Expérience.

- Graduate in civil engineering or equivalent (Post Graduate in Civil Engineering preferred) from recognized university.
- Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation;
- Urban Infrastructure Expert having strong background in project management with 1-2 yrs for Post graduate and 2-3 yrs for Graduate in a managerial position in designing and managing municipal infrastructure projects, preferably projects funded by aid agencies; and
- Be very familiar with the laws and procedures of the Indian municipal environment.

b. Role and responsibilities: The Specialist may support the ULB to:

- Asses the status of infrastructure development in the city on a regular basis and provide independent feedback to the Municipal Commissioner
- Ensure adequate provision for operation and maintenance, value for money urban infrastructure creation, and overall sustainability.
- Provide knowledge support – including presentation of regional best practices – relating to project management, monitoring quality of construction, good procurement practices, PPPs, use of information systems,

among others.

- Provide technical support to ULB to prepare city development plan and economically viable DPRs on projects.
- Any other related activities as decided by the administrative/technical head of the ULB.
- Improve capacity of ULB engineers in related activities.

Sd/-
Administrative Manager,
TUFIDC