

No. IWAI/PMU-FV/AG(PIU)/1/2020
PROJECT MANAGEMENT UNIT
(ARTH GANGA PROGRAMME OF JMVP)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Ports, Shipping & Waterways, Government of India)
Head Office: A-13, Sector-1, Noida-201 301

Inland Waterways Authority of India (IWAI), a statutory body under the Ministry of Ports, Shipping & Waterways, Government of India has set up a Project Management Unit (PMU) in the Head Office at Noida, Uttar Pradesh to assist in preparation, pre-appraisal activities and in execution of the Arth Ganga Programme of JMVP. Project Implementation Units (PIUs) are being set up at Varanasi, Patna, Sahibganj, Farakka & Kolkata for field level management and monitoring of the Project activities.

PMU (Arth Ganga), IWAI is desirous of engaging the following positions in the PIUs initially for a period of about two years and eleven months, extendable for further period of the Project as per requirement:

Sl.No	PIU Location	Name of the Position	No of Positions	Consolidated Monthly Remuneration
1	Varanasi	Civil Engineer	2	40000/-
		EHS	1	40000/-
		DEO	1	20000/-
		MTS	1	18000/-
2.	Patna	Civil Engineer	3	40000/-
		Social Officer	1	40000/-
		Environment Officer	1	40000/-
		Accountant	1	35000/-
		DEO	1	20000/-
3.	Sahibganj	MTS	1	18000/-
		Civil Engineer	2	40000/-
		EHS	1	40000/-
		DEO	1	20000/-
4.	Farakka	MTS	1	18000/-
		Civil Engineer	2	40000/-
		EHS	1	40000/-
		DEO	1	20000/-
5	Kolkata	MTS	1	18000/-
		Civil Engineer	2	40000/-
		Social Officer	1	40000/-
		Environment Officer	1	40000/-
		Accountant	1	35000/-
		DEO	1	20000/-
		MTS	1	18000/-

2. Terms of References (ToRs) for the above positions are attached. The selected candidates shall be engaged purely on contract basis for the delivery of services. The professionals will be required to work on full-time basis and will not be permitted to take up any other assignment during the engagement in the PIU. Selection will be made based on academic qualifications, merit and experience in the related field and working knowledge, preferably on similar projects.

3. The consolidated remuneration includes all taxes payable and no reimbursement will be made.

4. The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experiences 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 18th February 2021.

5. IWAI, reserves the right to accept or reject any or all applications and to cancel the applications under process at its discretion and the decision in this regard shall be final and binding.

Project Director (JMVP), IWAI

Arth Ganga Program of JMVP**Terms of Reference for the position of Civil Engineer**

Sl. No.	Description	Requirement
A	Position	Civil Engineer
B	No of Positions	02 each at Sahibganj, Farakka, Kolkata ,Varanasi and 3 at Patna Office
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Graduate in Civil Engineering preferably Post Graduate with specialization in structures/ hydraulics from any recognized university/institution, or AMIE from Institution of Engineers (India). • 3-5 years' experience in construction/ designing/planning/ supervision of Infrastructure Projects (preferably multimodal logistics parks, waterway, or similar projects). • Experience in designing, planning for large projects of waterways development, cross river structure • Conversant with the latest engineering practices and codes. • Ability to understand technical drawings, sketches, specifications and method statements etc. • Familiarity with the working of Central/ State Govt. and the World Bank. • Proficiency in use of Computer and related software. • Good Communication Skills (in English and Hindi).
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidate's relaxation may be considered depending on Health and Work Experience)
E	Job Description	<p>The assignment will involve frequent travel to Project Corridors. The Specialist will assist Project Co-Ordinator Arth Ganga. The Specialist would be responsible for, but not limited to the following activities:</p> <ul style="list-style-type: none"> • Reviewing feasibility studies / DPR's and other technical documents. • Advising on viability assessment, economic analysis, inputs in determining optimal technical configurations of projects. • Provide technical inputs in preparation of Terms of Reference (ToR) and Bid documents for hiring of consultants and contractors. • Support in finalization of project structuring. • Check the feasibility and adequacy of Civil Engineering Designs suggest by the consultants, contractors and propose latest engineering practices. • Co-ordination during site assessment. • Provide evaluation, oversight and co-ordination during preparation of DPRs by the consultants. • Supervision and monitoring for ensuring compliance of prescribed civil engineering practices during execution of the project. • Preparation of reports on civil works; preparation of compliance /completion reports; and review of reports submitted by the contractors. • Co-ordination with other departments and agencies and World Bank. • Monitoring and documentation of the project related activities. <p>Any other duties as may be assigned by the competent authority from time to time.</p>

Arth Ganga Program of JMVP

Terms of Reference for the position of Environment Officer

Sl. No.	Description	Requirement
A	Position	Environment Officer
B	No of Positions	01 each at Patna and Kolkata Offices
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Graduate/ Post Graduate Degree preferable in Environment Planning/Engineering/Sciences. • Experience of 3-5 years in Environmental Impact Assessment of Infrastructure Projects (preferably waterway, highway, barrage or at least similar linear projects). • Knowledge/understanding of typical environmental impacts; associated mitigation measures and community consultation. • Experience of working as social/resettlement expert for major civil engineering projects is preferred. • Familiarity with the working of State Govt., Central Govt. and the World Bank. • Ability to understand and comprehend technical drawings and sketches. • Proficiency in use of Computers. • Good Communication Skills (in English and local language).
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidate's relaxation may be considered depending on Health and Work Experience)
E	Job Description	<ul style="list-style-type: none"> • This assignment will involve frequent travel to project corridors, affected villages, block and district headquarters. The Specialist will assist Project Coordinator, Arth Ganga. He would be responsible for, but not limited to, the following activities: • Preparation of EIA, EMP, ToR, bidding documents for hiring of Consultant for EIA, EMP study. • Assist in co-ordination during site assessment etc. • Provide oversight and co-ordination during preparation of Environmental Screening, EIA, EMP Reports including various Reporting Formats, Checklists and Guidelines • Ensure integration of EIA/EMP findings in engineering design and bidding documents • Assist in assessment of fauna including fish and benthic diversity and flora and impact of movement on fisheries, aquatic life and river ecology through the consultant • Compilation of Pollution Monitoring Data, report preparation and co-ordination with monitoring agencies, • Prepare plan for trust building exercise between the Community and IWAI • Prepare guidelines for community consultations; reports on consultations; plans for further action and guide during implementation of Resettlement Action Plan (RAP) • Assist and guide IWAI for information dissemination and proper disclosure of related documents. • Preparation (as needed with regard to project scope) of applications and follow-up on Environmental Clearances; SPCB NOC; Forestry Clearances; Tree • Cutting Permissions; NOC for construction activities on river, near ASI monuments etc.

Arth Ganga Program of JMVP**Terms of Reference for the position of Social Officer**

Sl. No.	Description	Requirement
A	Position	Social Officer
B	No of Positions	01 each at Patna and Kolkata Office
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Graduate/ Post Graduate Degree preferably in Social Work/Sociology/ Anthropology/Urban and Regional Planning. • Experience: 3- 5 years in the areas of land acquisition process, involuntary resettlement, consultation and participation, socio-economic surveys, monitoring and evolution, etc. • Knowledge/understanding of typical sociological impacts of large infrastructure projects; associated mitigation measures; and community consultation. • Experience of working as social/resettlement expert for major civil engineering projects. • Familiarity with the working of State Govt., Central Govt. and the World Bank. • Proficiency in use of Computers to manage data base and generation of reports. • Good Communication Skills (in English and local language).
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidate's relaxation may be considered depending on Health and Work Experience)
E	Job Description	<p>This assignment will involve frequent travel to project corridors, affected villages, block and district headquarters. The Specialist will assist Project Coordinator, Arth Ganga. He would be responsible for, but not limited to, the following activities:</p> <ul style="list-style-type: none"> • Overall responsible for preparation, implementation and monitoring of Social Impact Assessment and Resettlement Action Plans (RAPs) and Communication Strategy and implementation of communication action plan. • Respond to queries from stakeholders • Organize and facilitate consultations and workshops with stakeholders. • Prepare minutes and proceedings of consultations. • Maintain and upgrade the computerized data base related to the delivery of Resettlement Entitlements and generation of periodical progress reports; • Co-ordinate with state revenue department to implement land acquisition. • Undertake field visit and organize focus group discussions with settlements around respective project and other sites that may be affected by project and ancillary activities. • Co-ordinate the meetings of various committees established for the implementation Resettlement activities; • Undertake field visits as appropriate to review the progress at ground level; • Manage the resettlement impact assessment studies and other studies related to Resettlement. • Set up system for grievance management. • Track and document grievance management. • Assist the Resident Engineer, Regional Director and the PMU in overseeing and monitoring of the social and environmental safeguards and compliance with applicable frameworks during the construction phase. • Assist in coordination, report and linkages with the institutional

		<p>setups, State Governments and its Departments, consultancy services and other individuals, who are involved in the implementation of the Project and have impact on the Project directly or indirectly.</p> <ul style="list-style-type: none"> • Ensuring and reviewing the performance of the Consultants implementing the RAP in disbursing compensation, assistances and other allowances to Project Affected Families as per the entitlement framework. • Preparation of micro plans, preparation/distribution of Identity Cards, Verification of PAFs. • Assist in relocation of PAFs, ensuring smooth transition and resolving any issues that may come up during the allocation of houses • Preparation of monthly reports, updating information pertaining to land acquisition, reports of public consultations and redressal of grievances. • Conducting and convening public consultations with PAFs whenever required. Additionally, coordinate events or visits of the World Bank/PMU. • Disseminate information about the grievance redressal mechanism to PAFs and provide inputs to the PIU/PMU to redress grievances, RTI etc. Publish other relevant documents such as entitlement framework. Directly liaise with PAFs in case of conflict. • Oversee the implementation of Gender Action Plan and HIV/AIDS prevention programme, assist in ensuring compliance with applicable labour laws and provision of temporary housing and day care facilities. • Identify relevant skill development programs and hold counselling sessions and consultations, as and when required. • Coordinate with Contractor and assist other members of the PIU in management of day-to-day affairs of the PIU. • Provide guidance and support during the process of land acquisition, voluntary land donation and transfer of public land, if any. • Coordination with relevant agencies and prepare periodic (monthly, quarterly and annual) reports and document good practices and lessons learnt for dissemination within the PMU/PIU. Provide support to the communication team as and when necessary • Other relevant work given by the Regional Director.
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Arth Ganga Program of JMVP**Terms of Reference for the position of Environment, Health & Safety (EHS Officer)**

Sl. No.	Description	Requirement
A	Position	Environment, Health & Safety (EHS Officer)
B	No of Positions	01 each at Varanasi, Sahibganj and Farakka Offices
C	Educational Qualification & Work Experience	<ul style="list-style-type: none"> • Post graduate degree in Environmental Sciences Ecological Science Botany Zoology! Chemistry Microbiology Biotechnology Environmental Engineering Chemical Engineering Civil Engineering. • Any other related qualifications along with certificate / diploma in Occupational Health and Safety.
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidate's relaxation may be considered depending on Health and Work Experience)
E	Job Description	<ul style="list-style-type: none"> • Ensuring smooth implementation of Environmental Management Plan (EMP). Health & Safety for maintenance dredging and other interventions activities at project site during pre-construction, construction and operation phase of the project; HSE Compliances as per statutory requirements. This will involve frequent travel to project sites and other places for the purpose of implementation. • Implementation of Health, Safety and Environment standards for construction & operation of terminal facilities, Ro-Ro maintenance dredging, bank protection and navigation operations. • Ensure implementation of suggestive management plans and to integrate this at policy level so that the measures can be mandated for compliance during respective project stage. • Review, monitor and inspect implementation of the EMP during design, construction and operation stages at project site. Implementation of the environmental capacity building and awareness program. • Coordinating with field units. • Reviewing and ensuring effective implementation of EMP, health & safety and regulatory compliance by contractor, and IWAI. • Managing the environmental, health, safety reporting, and audit process. • Provide assistance in co-ordination during site assessment etc. • Provide evaluation, oversight and co-ordination during preparation of Environmental Screening, EIA and EMP reports including various other reports, formats, checklists and guidelines. • Assist in assessment of fauna, including fish, turtle, dolphin and other benthic diversity, and flora and impact of vessel movements on fisheries, aquatic life and river ecology through the Consultant firm. • Compilation of pollution monitoring data, reports preparation and coordination with the monitoring agencies. • Assist and guide IWAI for information dissemination and proper disclosure of documents. • Prepare plan for trust building exercise between the community and IWAI. • Prepare reply to the queries related to HSE and wildlife issue. • Preparation (as needed with regard to project scope) of applications and follow-up on environmental and wildlife clearances/aspects with particular reference to preparation of status/monthly/quarterly reports for the IWAI and the World Bank on regulatory/forestry clearances, SPCB NOC, tree cutting permissions, EMP and EHS implementation. afforestation program, NOC for construction activities on river, nearby ASI monuments etc. • Co-ordination with other departments and agencies with particular reference to preparation (as needed with regard to project scope) of applications and follow-up on Environmental and wildlife Clearances: SPCB NOC, forestry clearances, tree cutting permissions, NOC for

		<p>construction activities on river, nearby ASI monuments etc.</p> <ul style="list-style-type: none">• Monitoring and Documentation of HSE Compliance.• General training of IWAI Officials and Contractors on HSE & wildlife aspects of waterways transportation and training selected/designated Site Officials of the Contractors.• Preparation of checklists/guidelines for sustainability of practices/ long term usage by IWAI.• Preparation of status/monthly quarterly reports for the IWAI and the World Bank on HSE and Wildlife aspects (such as Regulatory Clearances, Tree cutting, EMP implementation, Afforestation Program etc.)• Preparation of compliance reports on the observations/ reports of the Department of Environment and Forests of State Governments/ Ministry of Environment and Forests (Govt. of India) (as required);• Preparation of compliance completion reports of each phase.• Review of reports submitted by the Contractors and Supervision of Consultants.
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Arth Ganga Program of JMVP**Terms of Reference for the position of Accountant**

Sl. No.	Description	Requirement
A	Position	Accountant
B	No of Positions	01 each at,Kolkata and Patna Offices
C	Educational Qualification Work Experience	<p>Essential: Graduate in Commerce or CA Intermediate Pass with knowledge of Tally/ other accounting software.</p> <p>Desirable: Post Graduate in Commerce,</p> <p>Essential: Minimum 3 years post qualification experience in Accounts and Finance in a reputed company.</p> <p>Desirable: Experience in working in a Government Organization/Office.</p>
D	Age	Not exceeding 50 years on closing date of receipt of application. (However, for deserving candidate's relaxation may be considered depending on Health and Work Experience)
E	Job Description	<ul style="list-style-type: none"> • Knowledge of Tally/ any other accounting software. • Knowledge/understanding of Finance and Accounts and ability to maintain a good level of accuracy in preparing and processing financial documents. • Familiarity with the working of State Governments, Central Government and the World Bank. • Computer skills including spreadsheet and work processing programs and e-mail with proficiency. • Effective verbal and listening communication skills in (English and Hindi). • Excellent financial analysis skills. • Knowledge of and ability to apply best practices of industry and accounting standards. • Vigilant and details oriented with demonstrated skills in financial management. • Track record of achieving results in past employment in an accounting area. • Good at relationship building and strong interpersonal skills. • Advanced negotiation skills to deal with potential external and internal issues.

<p>F</p>	<p>Duties and Functions</p>	<ul style="list-style-type: none"> • 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. • Drive the implementation of accounting and reporting processes, policies and tools. • Ensure the closing and reconciliation of accounts and prepare all financial reports. • Oversee execution of all accounting activates (general ledger, receivables, payables, invoicing etc.) • Ensure compliance to relevant accounting system. • Preparation of Annual Budget for the Project Implementation Unit (PIU). • Control over Expenditure, Maintenance of Project Accounts and Ledgers and reporting. • Preparation of financial statements at PIU level and send to Head Office (PMU) on quarterly half yearly basis. • 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. • Processing and scrutiny of Bills/ Invoices for timely payments as per the terms and conditions of the Contract Agreement. • Manage inflow-logging and payment-processing (Corporate, Projects and Payroll etc.) • Assist in External Internal Audits of Project • Review forecast of costs and timelines based on changes in Projects. • Undertake financial analysis for Departments and cash flow forecasting. • Follow-up on receivables and oversee closing of payables. • Ensure reconciliation of bank accounts. • Ensure that Vouchers, Books, Accounts etc. are maintained/updated properly. • Ensure protection and security of files and records. • Any other matter related with the project, as may be assigned by the PIU/PMU officials. • Oversee, manage and evaluate the performance of the General Service Team • 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. • Scoping and conducting the technical review of general service providers and coordinating with Corporate Procurement during the procurement process. • Support the Regional Director's participation in management committees and review meetings by providing information, advice and insights on requested various financial decisions as requested. • Liaise with travel agents for business-related travel services of employees, interviewed candidates. Head Office visitors, concerned officials from the Ministry etc. • 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. • Manage new employee housing requests and coordinate with external real estate agents, where required. • Oversee the provisioning of transportation, catering and other hospitality services to employees and visitors. • Manage and monitor the executives/receptionists in office buildings. • Directly supervise the collection distribution of internal and external mail to ensure appropriate coverage. • Plan and organize internal employee events as directed by Superiors. • Handle requests from Projects for utility services and trade licenses. • Ensure proper maintenance of Office. • Ensure timely payment of Office Bills.
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G	Key Performance Indicators	<ul style="list-style-type: none"> • Accuracy of financial statements (as reported by Internal/External Audit). • Financial impact of accounting related errors. • Timelines in generating reports. • Timelines in responding to auditor requests • Employee satisfaction in administration and document control service. • Success of Administration Service Legal Agreements. • Update books of accounts at regular intervals 8. Timelines of administration services for administration related jobs
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Arth Ganga Program of JMVP**Terms of Reference for the position of Data Entry Operator (DEO)**

Sl. No.	Description	Requirement
A	Position	Data Entry Operator (DEO)
B	No of Positions	01 each at Sahibganj, Farakka, Kolkata ,Varanasi and Patna Offices
C	Educational Qualification & Work Experience and competencies	<ul style="list-style-type: none">• Graduation from a recognized University. • Capable of handling large volumes of quantitative and qualitative data• Knowledge of various computer operating systems, such as MS Word, Excel, Access, Power Point etc. with a speed of 8000 key presses per hour.• Record Keeping, documentation etc.• Good communication skills in English and Hindi.
D	Job Description	<ul style="list-style-type: none">• Compile, verify accuracy and sort information and prepare source data for computer entry.• Typing, Data entry from various proposals and reports received in the PMU/PIU.• Review data for deficiencies or errors, correct any incompatibilities, if any, and check output.• Generate reports, store completed works in designated locations and perform backup operations.• Follow up with various agencies at International, Central, State and District Level and with other stake holders to obtain relevant information/necessary inputs.• Provide support on any data related queries.• Receiving and sending fax, e-mail.• Record keeping, documentation, file management.• Maintain discipline and obedience.• Any other work assigned from time to time.

Arth Ganga Program of JMVP

Terms of Reference for the Position of Multi-Task Staff (MTS)

Sl. No.	Description	Requirement
A	Position	Multi-Task Staff (MTS)
B	No of Positions	01 each at Sahibganj, Farakka, Kolkata , Varanasi and Patna Offices
C	Educational Qualification & Work Experience and competencies	<ul style="list-style-type: none">• Matriculation from a recognized Board or Institute. • Minimum one year in multitasking services in a Government Organization or a large reputed company.• Understanding of procedures and work methods in office environment.• Proficiency in Hindi language.
D	Job Description	<ul style="list-style-type: none">• Physical maintenance of records of PIU• General cleanliness and upkeep of the Unit.• Carrying of files and other papers within the building.• Photocopying, sending Fax etc.• Other non-clerical work in the Unit.• Assisting in routine office work like diary, dispatch, etc. including on computer.• Delivering of post/dak (inside and outside the building)• Watch & ward Duties• Opening and Closing of Rooms.• Cleaning of rooms• Dusting of furniture etc.• Upkeep of parks, lawns, potted plants etc.• Any other work assigned by superior authority.