



Indore Municipal Corporation, Indore

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Appointment of Professionals on Contractual Basis for Project Implementing Unit

Indore Municipal Corporation is executing various developmental & infrastructural projects under JNNURM. IMC requires full time personnel on Contractual Basis to form PIU, acting as operations unit of IMC supplementing and enhancing the capacity and skills of IMC. The Terms of Engagement of the professionals will be for a period not exceeding three years, to be reviewed annually based on performance, outputs and desired impacts. The remuneration and facilities will be as per JNNURM guidelines and IMC policy. The employment will be governed by Standard Contractual Agreement. PIU will be responsible for efficiently & effectively monitoring & managing sanctioned Projects and making new Projects.

List of Professionals required are listed below;

	Job Description	Minimum Qualification & Experience	Scope of work
1	Project Management Officer	Graduate in Engineering with Post - Graduate degree in Management / M.Tech with five years of work experience	Ensure effective and timely implementation of JNNURM projects and Prepare investment plans for JNNURM projects for approval of the Government of India,
2	Procurement Officer	Post-graduate degree in Law /Graduation in Engineering with five years of work experience	Responsible for all JNNURM procurement, contracting, administration and financial management.
3	E-Governance Officer	P.G.degree(M.C.A)/B.E(Computer Sc.) with five year experience in designing, and operating MIS.	MIS for investment planning especially of JNNURM project and monitoring of flow of funds.
4	Finance Officer	Chartered Accountant /MBA Finance with at least five years work experience	Reform measures for revenue enhancement from tax and non-tax sources
5	Public Health Engineer	P.G. in Env. Engg. With at least five years work experience in Sewerage works.	Assist the ULBs in formulation and implementation of sewerage and drainage projects under JNNURM
6	Environment Engineer (Solid Waste)	BE in Civil Engineering with at least five years of work experience in Solid Waste Management.	To improve Solid Waste planning and Prepare Environmental Management Plan
7	Urban Transport Engineer	Post Graduate in Urban Transport Planning Engineering with five years of work experience	Monitoring & Implementation of Urban Transport Projects.
8	Structural Engineer	M. Tech in Structural Engineering, with minimum five years of experience	Monitoring and Implementation of Civil Engineering Projects.
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Candidates will be selected in accordance with procedure laid down by IMC. The interested candidate may download the application form and scope of work details from Nigam's website www.imcindore.org or obtain it from JNNURM office Nehru Park. The Details of Roles & Responsibilities of PIU are available at JNNURM website of MoUD GOI. Complete application form along with Bankers Cheque/Demand Draft of Rs 500/- payable to Commissioner Indore will have to be submitted.

Last Date of receipt of applications forms is **31/07/08 (3:00 PM.)** addressed to the Commissioner **JNNURM Cell, Nehru Park Indore (452001).**

**Commissioner
Indore Municipal Corporation**

**Jawaharlal Nehru
National Urban Renewal Mission**

**Proposal for:
Establishing Project Implementation Unit
Indore Municipal Corporation
Madhya Pradesh**

Urban Administration and Development Department
Government of Madhya Pradesh

Job Descriptions

Project Management Expert

This expert will help to anchor the JNNURM reform and infrastructure investment programme with overall responsibility for assisting the corporation to plan, manage, monitor and report on programme progress and performance.

Scope of Work

The Project Management Expert will play a key role in planning, programming and implementation of JNNURM investments and will also support the on-going municipal reforms in finance and accounting, e-governance, OD/ HR and social development. He/ she will work with the Additional Commissioner and line department heads (Deputy Commissioners) Revenue, Accounts, Administration and respective service depts. (Public Works, Health and Water Supply, Mechanical and Electrical) to plan, support implementation and monitor progress of JNNURM projects. S/he will also ensure JNNURM mandatory and optional reforms. Specific tasks will include:

- Prepare investment plans for JNNURM projects for approval of the Government of India;
- Ensure effective and timely implementation of JNNURM projects through effective monitoring and evaluation of implementation of JNNURM projects by designing relevant and appropriate project monitoring systems;
- Take corrective action/steps for addressing delays in project implementation through supervision and control;
- Liaise with the ADB and MPUSP on-going projects for replication of good practices in project planning and management;
- Prepare plans and appropriate programmes for implementation of JNNURM investments in line with the approved;
- Assist Additional Commissioner and Deputy Commissioners in planning and implementing reforms as per the MoA;
- Undertake assessments of required reforms and assist Corporation to prepare reform implementation plan;
- Contribute to discussions and workshops on the implementation of JNNURM projects and municipal reforms;
- Facilitate Public Private Partnership in support of new projects and assist in bid process management, negotiations, contract management and other financial aspects of the project;
- Manage fund flows from funding agencies, SLNAs and private sector for projects;
- Assist in the development of innovative approach towards capital financing;
- Facilitate credit rating exercise as and when undertaken; and
- Timely preparation of reports and reporting for project purposes, to funding agencies and state and central government

Qualifications and Experience:

- Should hold a post-graduate MBA degree with specialization in finance from institutions recognised by the All India Board of Technical Education.
- Must have minimum five years of experience in project planning and management especially of projects relating to public works.
- Should have good knowledge of public sector management.
- Knowledge of municipal administration desirable.
- Ability to work in a team and train staff on the job.
- Fluency in English and Hindi.

Deliverables and Reporting:

- (i) Within three months of joining, produce an updated road map for JNNURM projects in terms of planning, programming and sequencing of investments, and based on a review of the status of reforms measure, prepare an action plan for expediting JNNURM reforms.
- (ii) Monthly progress report on activities, issues and recommendations and work plan for following month.

Procurement Officer

This officer will help on all procurement matters relating to JNNURM with the objective of building municipal capacity in efficient and effective procurement practices at city level. The officer will aim to develop experience in the corporation of approved procurement guidelines and rules for services, equipment and works under JNNURM.

Scope of Work

- Responsible for all JNNURM procurement, contracting, administration and financial management of outsourced contracts, in accordance with the procurement rules and regulations.
- Assist in building procurement expertise in the ULB and key partner organizations.
- Assist in preparation of standard documentation and detailed operating procedures: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates. These procedures must reflect modern procurement practices, suitably adjusted for the JNNURM context and the existing Government practices.
- Support the ULB with the preparation of an Annual Procurement Plan based on the annual work plans and budget availability; undertaking quarterly monitoring of progress with its implementation. As required, the Procurement Officer will advise Municipality on preparation of technical specifications
- Advise Municipality in short listing the potential range of suppliers:
 - a) Advise Municipality on the selection criteria to be used in evaluating suppliers' responses
 - b) Record all responses from interested suppliers both at the expression of interest, pre-qualification and bidding stages
 - c) Complete an initial screening and short-listing of suppliers' submissions with recommendations to concerned head of office.
 - d) Act as Secretary to Short-listing Committee, Evaluation Committee & Procurement Committee and support the committee's functioning.
- Contract administration including:
 - a) Monitor contract performance to ensure that all non-technical requirements are being met by the supplier
 - b) Advise municipality and/or concerned agencies in the event of any contract dispute with the supplier and suggest remedial actions
 - c) Ensure that any contract variations are properly negotiated and documented in line with the rules and regulations.
 - d) Obtain duly authorized payment certificates from the respective contract supervisors within municipality
 - e) Initiate payment procedures through municipality's Finance Officer.
 - f) Maintain a record of all payments made to suppliers
 - g) Maintain a database of all suppliers contracted.

Exclusions:

Roles and responsibilities of the Procurement Officer will exclude the following:

- The PO will not be responsible for monitoring the technical or professional quality of the work of the suppliers. Responsibility for monitoring the delivery against specification rests with municipality. Authority for payment will rest with municipality

- Contracts will be signed by concerned head of office and payments to suppliers will also be made by him / her.
- The PO will not be permitted to bid for any of the contracts. A signed undertaking to comply with this exclusion will be given by the PO, along with the Contract for recruitment.

Qualifications and Experience:

- Should have a Post-Graduate Degree in Law, Engineering, Economics or Commerce;
- Minimum 5 years experience in the financial and administrative management, monitoring and reporting of multiple consultancy projects;
- Should have professional expertise in establishing and operating systems for procurement, contracting and accounting which will be subject to external audit and CAG audit;
- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues;
- Experience in usage of computers and internet will be preferred;
- S/he must be able to demonstrate her/his independence from potential and actual suppliers of services to the JNNURM programme;
- Fluency in Hindi and English

Deliverables and Reporting:

- (i) S/he will report to the PM/ Team Leader of the PIU.
- (ii) Progress on procurement of services for JNNURM.
- (iii) Analysis of progress at each stage of the procurement process.
- (iv) Assessment of overall progress against Procurement Plan.
- (v) Details of any contract under dispute with action plan and timetable for resolution.

E-Governance Expert

E-Governance Expert will support the JNNURM mission in the project cities in designing a management information system for the JNNURM projects that will facilitate effective monitoring of investments and implementation of projects and also the status of mandatory and optional reforms both at the state and the city levels. S/he will also help the municipal corporation in putting in place e-governance systems for effective delivery of pro-poor municipal services.

Scope of Work

- Assist the municipal corporation in developing an MMIS for investment planning especially of JNNURM project and project management;
- Develop a system of monitoring of flow of funds and project implementation;
- Design and develop computer based systems for evaluation of tenders and procurement;
- Interact with the finance and accounts experts of the on-going donor funded projects for providing synergy to the initiatives relating to revenue enhancement and accounting; and
- Help the ULB in identifying reforms in management systems and procedure through the use of information technology;

Qualification and Experience

- Should hold a Post-Graduate degree (M.C.A) from reputed institution.
- Should have minimum of five year experience in designing, establishing and operating management information system in reputed organisation.
- Experience of working in urban sector will be given preference.
- Should be fluent in Hindi and English.

Deliverables and Reporting:

- (i) S/he will report to the Team Leader of the PIU.
- (ii) Within three months of joining, to submit a report on the existing situation of project management and management information system in the municipal Corporation and a road map of systems to be put in place;
- (iii) Develop systems for effective monitoring of project implementation;
- (iv) Suggest reforms needed for effective delivery of municipal services in general and pro-poor services in particular.

Finance and Accounts Expert

Finance and accounts expert will support the municipal corporation in identification and implementation of reforms for revenue enhancement from tax and non-tax sources as mandated under the JNNURM and ensure smooth and expeditious migration to the accrual based double entry accounting systems.

Scope of Work

- Identify reform measures for revenue enhancement from tax and non-tax sources in the ULBs working with the JNNURM and help the ULB in implementation of reforms so identified;
- Develop mechanisms and systems for implementation of accrual based double entry accounting system as required under the JNNURM;
- Interact with the counterpart consultants of ADB and MPUSP for putting in place an effective system of financial management;
- Monitor implementation of municipal financial and accounting reforms
- Help the ULB in asset valuation and preparation of balance sheet; and
- Provide hand-holding support to the ULB in budgeting under the new budget classification as required under the accrual based double entry accounting system.

Qualification and Experience

- Should be a Chartered Accountant.
- Should have a minimum of five years of experience in project accounting.
- Experience of working on contract management for projects will be an advantage.
- Preference will be given to candidate having an experience of working in urban sector projects.
- Should be fluent in Hindi and English.

Deliverables and Reporting:

- (i) S/he will report to the Team Leader of the PIU.
- (ii) Status report on revenue mobilization and implementation of accrual based double entry accounting system.
- (iii) Road map for implementation of financial management reforms.

Public Health Engineer (Sewerage)

The PHE sewerage and drainage will support the corporation in all matters relating to engineering planning, detailed engineering design and estimation, works supervision, monitoring and quality assurance of all sewerage and drainage schemes under JNNURM

Scope of Work

- Assist the ULBs in formulation and implementation of sewerage and drainage projects under JNNURM
- Help to promote convergence of different sewerage and drainage schemes in the city
- Assist in preconstruction, construction and post construction activities of sewerage and drainage projects
- Provide technical advice with PO on tendering process (BoQ and Tech Spec components of procurement) of the projects
- Review Detailed Projects Report (DPR) and give suggestion for the improvement of the reports
- Support ULB officials in formulating and implementing projects and provide handholding support as required
- Assist corporation to implement reforms related to levy of reasonable user charges and byelaws on sewerage
- Help identification and development of surface and ground water conservation projects, etc

Qualifications and Experience:

- S/he should be an M.Tech in Water and Sewerage.
- Should have at least five years work experience in designing and implementing sewerage projects.
- Experience in drainage and related projects will be an advantage.
- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues
- Fluency in English and Hindi

Deliverables and Reporting:

- (i) S/he will report to the Team Leader of the PIU.
- (ii) Report on the review of DPRs within two weeks of receipt of the same, with recommendations.
- (iii) Report of review of tendering and bidding procedures and documents as necessary. Each review should be completed and reported within a week of receiving the relevant document.
- (iv) Report on implementation of projects to Mission Directorate, MoUD on monthly basis.
- (v) Inputs to the monitoring and evaluation reports as necessary in sewerage and drainage projects.

Environment Engineer (Solid Waste Management)

There is a strong requirement in the corporation for capacity development in the field of solid waste management. This is presently the responsibility of Health Department personnel headed by the Health Officer with MBBS qualifications. There is enormous scope for improving SWM especially the downstream activities of household collection, transportation, processing, landfill development and management. Environment Engineer (Solid Waste management) will support the ULB in improving the management of solid waste in the city through financial assistance from the JNNURM. For this s/he will prepare plans and design efficient systems for collection, transportation and disposal of solid waste.

Scope of Work

- Assist ULB in all activities related to improving Solid Waste planning and management;
- Assist in preparation and implementation of Environmental Management Plan (EMP) for SWM projects;
- Assist the ULBs in implementing the norms/guidelines of the State Pollution Control Board, Centre Pollution Control Board and Ministry of Environment and Forest and other relevant state level departments.;
- Responsible for the preparations of periodical environmental status report and circulation to the ULB and other agencies;
- Provide technical support to the ULB in implementing following reforms; and
- Assist in environmental and energy auditing activities of the ULB.

Qualifications and Experience:

- BE in Civil Engineering
- M. Tech Degree in environment will be desirable.
- Minimum five years of experience in solid waste management.
- Experience in use of computers will be preferred.
- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.
- Should have fluency in Hindi and English.

Deliverables and Reporting:

- I. S/he will report to the Team Leader of the PIU.
- II. The following are some of the expected deliverables.
- III. Quarterly report on implementation of Solid Waste management Projects
- IV. Report on implementation of environmental and energy audit activities of the ULB
- V. The Officer shall report directly to the Commissioner and discuss the progress issues proactively with her/his designated supervisor

Urban Transport Expert

The **Urban Transport Expert** will support the corporation in all matters relating to engineering planning, detailed engineering design and estimation, works supervision, monitoring and quality assurance of all transport projects under JNNURM

Scope of Work

- Assist the ULBs in formulation and implementation of Transport I engineering projects under JNNURM
- Survey & study transport plan ,traffic density ,city mobility plan etc.
- Suggestions on new projects like fly over ,grade separator, elevated roads, Hawkers zones ,Parking lots etc.
- Suggestions for carbon credit ,traffic pollution ,road furniture ,signage etc
- Advise on traffic &transport management & public transport system .
- Assist in preconstruction, construction and post construction activities of transport related works .
- Provide technical advice with PO on tendering process (BoQ and Tech Spec components of procurement) of the projects
- Review Detailed Projects Report (DPR) and give suggestion for the improvement of the reports
- Support ULB officials in formulating and implementing projects and provide handholding support as required

Qualifications and Experience:

- BE Civil Engineering. with P.G. in transportation engineering
- 3-5 years work experience in planning, designing and implementing Urban transport projects.
- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.
- Fluency in English and Hindi.

Deliverables and Reporting:

The following are some of the expected deliverables:

- (i). She/he will report to the Team Leader of the PIU.
- (ii) Report on implementation of projects to Mission Directorate, MoUD on monthly basis.
- (iii) Provide inputs to the monitoring and evaluation reports as necessary in urban transport projects.

Structural Engineer

Structural Engineer will give support for detailed engineering planning, engineering design, estimate and implementation of flyovers and multistoried buildings that involve structural engineering expertise and safety consideration. S/he will therefore prepare proposals for getting approvals from the JNNURM.

Scope of Work

- Assist the ULB in formulation and implementation of civil engineering projects such as flyovers and multi-storied buildings;
- Help to promote convergence of different housing and road schemes in the city;
- Assist in preconstruction, construction and post construction activities of flyovers and multi- storied housing projects;
- Provide technical advice on tendering process of projects;
- Review detailed project reports (DPRs) and give suggestion for further improvement in it;
- Support ULB officials in formulating and implementing projects and provide hand-holding support as required; and
- Promote rain water harvesting and other environmentally friendly technologies.

Qualifications and Experience:

- Engineering Degree with M. Tech in Structural Engineering.
- S/he should have a minimum of five years experience in planning, designing. Making cost estimates and implementing flyovers and multi-storied buildings.
- Should have fluency in Hindi and English.

Deliverables and Reporting:

- (i) S/he will report to the Team Leader, PIU.
- (ii) Plan for flyovers and multi storied buildings based on the needs of the city.
- (iii) DPRs for the projects to be implemented.