

Letter of Invitation

Invitation No:

Date:

Subject: Appointment of Consultants for UIDSSMT Project Implementation Unit

Madhya Pradesh Vikas Pradhikaran Sangh (MPVPS), a registered society under the aegis of Housing & Environment Department of the Government of Madhya Pradesh (GoMP) is the State Level Nodal Agency for UIDSSMT (extension of JNNURM programme) of GoI and is responsible for implementation of UIDSSMT scheme presently in 33 cities (list enclosed in annexure D). The program is designed to support urban reforms and infrastructure development.

1. MPVPS now invites qualified individuals to walk-in for Interview staffing a UIDSSMT Project Implementation Unit (PIU) for contractual appointments on the following positions-

1. Public Health Engineer – Water Supply and Sewerage,
2. E-Governance / MIS Specialist,
3. Finance and Procurement Specialist

2. **ELIGIBILITY:** Senior class I Officers retired from Government Departments with requisite qualification and experience may also Walk-in for interview for appointment.

3. The candidate's remunerations will be competitive and commensurate with qualification and experience.

4. The services would be in terms of a 3 year annually renewable contract. The terms of reference, details of each appointment and the general description and the background is annexed herewith as Annexure- A.

5. Candidates should be below the age of 65 years on the date of appointment. Appointment of a candidate under this age limit shall automatically terminate on attaining the age of 65 years.

6. In case the number of candidates walking -in for any post is more than 5 times, a preliminary merit list to the extent of 1:5 proportion shall be prepared on the basis of eligibility criteria and the number of candidates invited for interview shall be restricted to that extent only.

7. The application should contain a covering letter and a CV, in the prescribed format only, annexed herewith as Annex B and Annex C respectively.

8. The undersigned reserves the right to accept or reject any or all the applications without assigning any reasons.

9. Interested candidates may walk-in at ----- hrs. on ----- in the office of the undersigned on the given address along with their application in the prescribed format, testimonials in original and one set of attested photo copies and 2 passport size photographs .

10. MPVPS reserves right to reject any or all the applications and may cancel/postpone the date of interview without assigning any reason thereof.

**Executive Director
Madhya Pradesh Vikas Pradhikaran Sangh
Government of Madhya Pradesh
Kachnar Paryavaran Parisar,
E-5, Arera Colony,
Bhopal, 462014 (MP)**

Annexure A: Terms of Reference

Appointment of Consultants for UIDSSMT Project Implementation Unit

1. Brief Description of Task

The aim of this proposal is to procure the services of qualified individuals to provide a team of consultants to form a Project Implementation Unit (PIU) at City level to support UIDSSMT and other related reforms and infrastructure development in Madhya Pradesh. The consultants will have expertise in various aspects of urban management and engineering to guide and support the implementation of UIDSSMT and related programme initiatives, at City Level.

The consultants will report to the State Level Nodal Agency UIDSSMT through Executive Director, MPVPS, Bhopal.

2. Background

The UIDSSMT (extension of JNNURM programme of the Government of India) is designed as a response to the urgent need to improve urban infrastructure within the context of a rapidly expanding urban population and the need to provide the infrastructure base for urban economic development. The Programme comprises the principal components of Urban Infrastructure and Governance.

The key objectives of the UIDSSMT are to ensure that the following are achieved in the urban sector:

1. Focused attention to integrated development of infrastructure (water supply, sanitation, solid waste, roads and transportation) in cities covered under the Mission;
2. Establishment of linkages between asset-creation and asset-management through urban reforms for long-term project sustainability;
3. Ensuring adequate funds to meet the deficiencies in urban infrastructural services through improved accounting systems and revenue mobilisation;
4. Scale-up delivery of civic amenities and provision of utilities with emphasis on universal access to the urban poor; and
7. Provision of basic services to the urban poor including security of tenure at affordable prices, improved housing, water supply and sanitation, and ensuring delivery of other existing universal services of the government for education, health and social security.

In order to achieve these objectives, GoMP and the project cities in Madhya Pradesh are now in the process of implementing an agreed infrastructure and reform plan in conformity with the mandated reforms under UIDSSMT.

GoMP intends to appoint a dedicated unit of professional consultants to work as a Project Implementation Unit to support and guide the implementation of UIDSSMT reforms and infrastructure works at municipal level in the 33 UIDSSMT cities (refer annexure D).

3. Objectives of Assignment

The specific objective is to:

- Project management, co-ordination and technical support to Urban Local Bodies for implementation of UIDSSMT Reforms and Projects
- To assure quality control measures in the construction works to ensure optimal technical quality in project implementation and service delivery
- Monitoring project progress and co-ordination with different departments for projects being implemented by the ULB to ensure completion of works in accordance to the schedule agreed upon between the respective ULB and the contractor for the work specific.
- Liaise with the GoMP through SLNA on the above as and when required

Roles and Responsibilities of PIU

The proposed Programme Implementation Unit is designed to provide technical and managerial support to the Urban Local Bodies and SLNA to ensure effective implementation of the programme at city level. The PIU would operate as a unit under the overall supervision and guidance of SLNA to guide urban reforms and infrastructure investment at municipal level. As suggested by GoI the PIU will focus on overall programme management and monitoring. The PIU is meant to be an operations unit supplementing and enhancing the existing skill mix of the ULB, rather than a supervisory body. It is expected to work in tandem with the existing staff with focus on strengthening implementation of UIDSSMT. The focus of PIU is to enhance the pace and quality of implementation of the Mission activities.

The PIU experts shall report to designated senior officers and discuss day-to-day issues proactively. PIU team shall liaison with SLNA regularly and will include the following support roles:

Strategic Support:

- Encourage cities to formulate strategies to serve the under served
- Disseminate good practices
- Facilitate adequate and timely release of funds to projects
- Co-ordinate with various implementing agencies and state departments
- Liaise with SLNA & State Government
- Staying abreast with latest developments in the area of expertise and facilitate transfer of relevant information and best practices to staff for use in ULB functioning

Technical Support:

- Provide technical support to the ULBs / project implementing agencies and state government to implement urban reforms
- Provide technical support to the ULBs / project implementing agencies and state government to implement various projects sanctioned for the specific city

Monitoring & Reporting Support:

- Appraise and monitor efficient utilisation of funds disbursed
- Monitor implementation of UIDSSMT mandatory reforms
- Ensure covenants are adhered to
- Report on progress of UIDSSMT in the city, covering status of Physical Progress, Utilisation Certificates, Quarterly Progress Reports etc
- Ensure effective and timely reporting of progress of implementation of reforms and projects to SLNA,
- Ensure timely completion of works in accordance to the schedule agreed upon between the respective ULB and the contractor for the work specific
- To assure quality control measures in the construction works to ensure optimal technical quality in project implementation and service delivery

4. Description of Posts

The roles and competencies for each of the proposed positions of in PIU are given below for

1. Municipal Finance and Procurement Specialist

The finance and procurement specialist will be responsible for supporting financial reforms (revenue and accounting) as well as providing guidance on procurement

SCOPE OF WORK:

- Assist in smooth migration to accrual based double entry accounting system.
- Assist ULBs to enhance revenue mobilization
- Explore potential for raising debt capital for UIDSSMT projects, if required, including assessment of financial viability of investment plans, etc.
- Ensure speedy implementation of reforms in property tax, user charges and other finance related reforms; facilitate in credit rating of ULBs on an annual basis, and initiate measures to ensure stability or improvement in ratings:
- Support emerging critical areas in municipal finance such as Public Private Partnership (PPP) and credit rating of ULBs, with the objective of making the ULBs financially viable.

Monitor expenditure with reference to UIDSSMT and government grants; ensuring counterpart funding of ULBs

QUALIFICATIONS:

Chartered Accountant/ MBA Finance/ Cost Accountant
8 years experience in accounting, finance and / or procurement
Familiarity with urban sector will be an added advantage.
Fluency in English and Hindi.

2. E Governance/ MIS Specialist/ IT Officer

The E-Governance specialist will support the development and implementation of integrated E-Governance initiatives for improved urban management at city level as well as the development of E-Governance systems for UADD.

SCOPE OF WORK

Support cities with JNNURM e-governance/ IT initiatives including development of integrated systems for back office and citizen services

Support implementation of JNNURM PMES .

Monitor and report the progress to the Mission Directorate on implementation of E-Governance reforms as per the milestones committed in the MoA including:

- ⇒ Property tax;
- ⇒ Accounting;
- ⇒ Water Supply and Other Utilities;
- ⇒ Birth & Death Registration;
- ⇒ Citizens' Grievance Monitoring;
- ⇒ Personnel Management System;
- ⇒ E-procurement;
- ⇒ Building Plan Approval;
- ⇒ Public Health Management;
- ⇒ Licenses;
- ⇒ Solid Waste Management;
- ⇒ Setting up of citizen interface centres like kiosks etc.

Support SLNA's e-governance/ IT initiatives including oversight of state datacenter and Urban Sector MIS including sector-wide Monitoring and Evaluation system to be used by SLNA for monitoring and benchmarking the performance of ULBs

Preparation of standard reporting formats for ULBs; collecting information from ULBs on monthly basis and preparing summary and exception reports; identifying and finalizing monitoring and evaluation indicators for performance measurement and management for ULBs.

QUALIFICATIONS:

BE or BTech in Computer Science or Electronics/ MCA/ MSc Computer Science
8 years experience in IT related projects [in the urban sector preferred]
Fluency in English and Hindi

3. Public Health Engineer Water Supply and Sewerage

Public Health Engineer (Water Supply & Sewerage) will be responsible for providing overall guidance and support to ULBs on all aspects of planning, design, implementation, monitoring and quality assurance of water supply projects

SCOPE OF WORK:

Provide advice for the improvement of ULBs' activities in water supply and sewerage

Provide technical advices in designing of water supply & sewerage systems and in tendering process for water supply and sewerage projects.

Support ULBs to report with precision on progress of construction and utilization of funds under UIDSSMT.

Advice on implementation of reforms related to levy of reasonable user charges and byelaws on reuse of recycled water.

Provide technical backup support as necessary to the UIDSSMT ULBs in design and implementation of water supply & sewerage projects.

Review the Detailed Projects Report (DPR) for precision and detail and provide feedback as necessary.

Preparation of reports on implementation of projects in the ULB to ensure that timelines committed at the time of approval are adhered to.

Supervision and monitoring of water supply and Sewerage projects in project cities.

Capacity building of SLNA engineering wing on water supply & sewerage matters.

QUALIFICATIONS:

Masters degree in Engineering with broad range of experience in urban Infrastructure and strong background in public health engineering.

8 years experience of water supply and/ or sewerage projects.

Familiarity with urban sector

Fluency in English and Hindi

5. Working Arrangement

The contracted staff will report to the Commissioner, Urban Administration and Development Department, Bhopal and Executive Director of the Madhya Pradesh Vikas Pradhikaran Sangh, Bhopal, the State Level Nodal Agency (SLNA) for UIDSSMT and will work on a day to day basis.

The consultant is required to frequently visit the ULBs and the construction sites.

SLNA, i.e. MPVPS will be responsible for:

Provision of office accommodation, furniture, electricity and water

Ensuring PIU consultants have access to all necessary information pertaining to urban reforms and infrastructure

Provision of local and city travel budget

The consultants are expected to have their own laptops

Payment Schedule

The consultants will be paid monthly in arrears at the end of each month.

ANNEXURE B: Covering Letter

[Location, Date]

To:

Executive Director
M.P. Vikas Pradhikaran Sangh
Kachnar Paryavaran Parisar
E-5, Arera Colony
Bhopal, 462016,(MP)

Subject: Appointment of Consultants for UIDSSMT Project Implementation Unit

Dear Sir

I, the undersigned, offer to provide the Consulting Services for **Appointment of Consultants for UIDSSMT Project Implementation Unit** [Insert title of expert position.....] in accordance with your letter of invitation dated [Insert Date]. I am hereby submitting my application, along with the CV in the prescribed format.

I confirm that I will be available to undertake the services during the contractual period and undertake to commence the services within the time as stipulated in the contract and the letter of appointment.

Yours faithfully,

Name:

Address:

Annexure C
Curriculum Vitae (CV) for Applicants

NAME

DATE OF BIRTH

NATIONALITY

EDUCATION [year] [name of institution and degree]

**MEMBERSHIP OF
PROFESSIONAL ASSOCIATIONS**

COUNTRIES OF WORK

EXPERIENCE

LANGUAGES

PROFESSIONAL BACKGROUND
[description]

EMPLOYMENT RECORD
[year(s) starting with present position]
[employer]

PROFESSIONAL EXPERIENCE
[month and [Name of project and client]
year start to
finish]
[Descriptive paragraph of 4-5 sentences on assignment, position held and
responsibilities undertaken.]
... ..
...

Certification:

I, the undersigned, certify to the best of my knowledge and belief that:

- (i) This CV correctly describes my qualifications and experience;
- (ii) I understand that any wilful misstatement herein may lead to my disqualification or dismissal, if engaged.

Expected monthly (consolidated) remuneration: Rs.....[Rupee {in words}]

Signature of expert

[Name of Expert

Date:

Place:

Annexure D
LIST OF THE TOWNS COVERED AND COMPONENTS SANCTIONED
UNDER UIDSSMT

CLUSTER 1 (15 towns)

DIVISION	DISTRICT	S. No	TOWN	NAME OF COMPONENT	COST SANCTIONED (in lakhs)	STATUS OF ULB
1	2	3	4	5	6	7
BHOPAL (2 towns)	VIDISHA	1	VIDISHA	Water Supply	1557.52	NAGAR PALIKA
				Sewerage	218.00	
				SUB TOTAL	1849.10	
		2	SIRONJ	Water Supply	622.95	NAGAR PALIKA
JABALPUR (2 towns)	BALAGHAT	3	MALAJ-KHAND	Water Supply	525.42	NAGAR PALIKA
				Channelisation of Nallah	27.60	
				SUB TOTAL	553.02	
	KATNI	4	KATNI	Water Supply	4080.95	NAGAR NIGAM
GWALIOR (3 towns)	GWALIOR	5	DABRA	Source Augmentation for Water Supply	1112.10	NAGAR PALIKA
				Water Supply	1441.84	
				SUB TOTAL	2553.94	
		6	GWALIOR	Sewerage	6650.00	NAGAR NIGAM
	SHIVPURI	7	SHIVPURI	Water Supply	5964.66	NAGAR PALIKA
SAGAR (7 towns)	DAMOH	8	DAMOH	Water Supply	874.20	NAGAR PALIKA
				Replacement of Worn out pipes	62.35	
				Gajanan Distribution System Upgradation	130.17	
				Water Bodies	53.00	
				Link Bye Pass Road	418.97	
				SUB TOTAL	1538.69	
	TIKAMGARH	9	TIKAM-GARH	Water Supply	983.18	NAGAR PALIKA
	SAGAR	10	GARHA-KOTA	Water Supply	596.36	NAGAR PALIKA
				Up gradation of Roads	143.76	
				SUB TOTAL	740.12	
		11	REHLI	Water Supply	602.75	NAGAR PALIKA
		12	SAGAR	Sewerage	7661.55	NAGAR NIGAM
	CHHATAR-PUR	13	CHHA-TARPUR	Water Supply	1593.80	NAGAR PALIKA
	PANNA	14	PANNA	Water Supply	1808.37	NAGAR PALIKA
REWA (1 town)	REWA	15	REWA	Water Supply	1427.87	NAGAR NIGAM

CLUSTER 2(18 towns)

DIVISION	DISTRICT	S. No.	TOWN	NAME OF COMPONENT	COST SANCTIONED (in lakhs)	STATUS OF ULB	
1	2	3	4	5	6	7	
BHOPAL (9 Towns)	HOSHAN-GABAD	1	ITARSI	Water Supply	1467.83	NAGAR PALIKA	
				Sewerage	708.43		
				Roads	844.57		
				SUB TOTAL	3020.83		
	SEHORE	2	HOSHANGA BAD	Water Supply	1615.26	NAGAR PALIKA	
				3	BUDNI	Water Supply	194.60
	Sewerage	195.05					
	SUB TOTAL	389.65					
	HARDA	4	NASRUL-LAGANJ	Water Supply	488.96	NAGAR PANCHAYAT	
				5	REHTI	Sewerage	143.48
Water Supply						276.48	
SUB TOTAL	419.96						
HARDA	6	SEHORE	Water Supply	1454.52	NAGAR PALIKA		
			7	AASHTA	Water Supply	980.40	NAGAR PALIKA
HARDA	8	HARDA	Water Supply	1787.00	NAGAR PALIKA		
			9	BIAORA	Water Supply	709.47	NAGAR PALIKA
INDORE (2 towns)	KHARGONE	10	SANAWAD	Water Supply	729.68	NAGAR PALIKA	
	KHANDWA	11	KHANDWA	Water Supply	10672.30	NAGAR NIGAM	
UJJAIN (7 towns)	MANDSAUR	12	MANDSAUR	Source Augmentation for Water Supply	1552.45	NAGAR PALIKA	
	RATLAM	13	JAORA	Water Supply	663.00	NAGAR PALIKA	
				Sewerage	294.25		
				SUB TOTAL	957.25		
	SHAJAPUR	14	RATLAM	Water Supply	3265.10	NAGAR NIGAM	
		15	AAGAR	Water Supply	1005.80	NAGAR PALIKA	
		16	SHAJAPUR	Water Supply	996.00	NAGAR PALIKA	
17		SHUJALPUR	Water Supply	1745.32	NAGAR PALIKA		
DEWAS	18	DEWAS	Water Supply	5837.00			

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CLUSTER 1

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				Sewerage	218.00	
				SUB TOTAL	1849.10	
		2	SIRONJ	Water Supply	622.95	NAGAR PALIKA
SUB TOTAL	622.95					
JABALPUR (1 town)	BALAGHAT	3	MALAJ-KHAND	Water Supply	525.42	NAGAR PALIKA
				Channelisation of Nallah	27.60	
				SUB TOTAL	553.02	
GWALIOR (2 towns)	GWALIOR	4	DABRA	Source Augmentation for Water Supply	1112.10	NAGAR PALIKA
				Water Supply	1441.84	
				SUB TOTAL	2553.94	
	SHIVPURI	5	SHIV-PURI	Water Supply	5964.66	NAGAR PALIKA
				SUB TOTAL	5964.66	
SAGAR (6 towns)	DAMOH	6	DAMOH	Water Supply	874.20	NAGAR PALIKA
				Replacement of Worn out pipes	62.35	
				Gajanan Distribution System Upgradation	130.17	
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				Link Bye Pass Road	418.97	
				SUB TOTAL	1538.69	
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				SUB TOTAL	983.18	
	SAGAR	8	GARHA-KOTA	Water Supply	596.36	NAGAR PALIKA
				Up gradation of Roads	143.76	
				SUB TOTAL	740.12	
	9	REHLI	Water Supply	602.75	NAGAR PALIKA	
			SUB TOTAL	602.75		
	CHHATAR-PUR	10	CHHATA RPUR	Water Supply	1593.80	NAGAR PALIKA
SUB TOTAL				1593.80		
PANNA	11	PANNA	Water Supply	1808.37	NAGAR PALIKA	
			SUB TOTAL	1808.37		

CLUSTER 2

DIVISION	DISTRICT	S. No.	TOWN	NAME OF COMPONENT	COST SANCTIONED (in lakhs)	STATUS OF ULB
1	2	3	4	5	6	7
BHOPAL (9 Towns)	HOSHAN-GABAD	1	ITARSI	Water Supply	1467.83	NAGAR PALIKA
				Sewerage	708.43	
				Roads	844.57	
				SUB TOTAL	3020.83	
	2	HOSHAN GABAD	Water Supply	1615.26	NAGAR PALIKA	
			SUB TOTAL	1615.26		
	3	BUDNI	Water Supply	194.60	NAGAR PANCHAYAT	
			Sewerage	195.05		
			SUB TOTAL	389.65		
	4	NASRUL-LAGANJ	Water Supply	488.96	NAGAR PANCHAYAT	
			SUB TOTAL	488.96		
	5	REHTI	Sewerage	143.48	NAGAR PANCHAYAT	
			Water Supply	276.48		
			SUB TOTAL	419.96		
	6	SEHORE	Water Supply	1454.52	NAGAR PALIKA	
			SUB TOTAL	1454.52		
	7	AASHTA	Water Supply	980.40	NAGAR PALIKA	
			SUB TOTAL	980.40		
	8	HARDA	Water Supply	1787.00	NAGAR PALIKA	
			SUB TOTAL	1787.00		
	9	RAJGARH	BIAORA	Water Supply	709.47	NAGAR PALIKA
SUB TOTAL			709.47			
INDORE (1 town)	KHARGONE	10	SANA-WAD	Water Supply	729.68	NAGAR PALIKA
				SUB TOTAL	729.68	
UJJAIN (5 towns)	MANDSAUR	11	MAND-SAUR	Source Augmentation for Water Supply	1552.45	NAGAR PALIKA
				SUB TOTAL	1552.45	
	RATLAM	12	JAORA	Water Supply	663.00	NAGAR PALIKA
				Sewerage	294.25	
				SUB TOTAL	957.25	
	SHAJAPUR	18	AAGAR	Water Supply	1005.80	NAGAR PALIKA
				SUB TOTAL	1005.80	
		19	SHAJA-PUR	Water Supply	996.00	NAGAR PALIKA
				SUB TOTAL	996.00	
	20	SHUJAL-PUR	Water Supply	1745.32	NAGAR PALIKA	
SUB TOTAL			1745.32			