

I. Team Leader

a. No. of posts: One

b. Qualifications & Experience:

- Urban Planner/ Management Expert, with strong background in project management with 5 years' experience in a managerial position
- Senior engineers with 5 yrs. experience in a managerial position can also be considered
- Experience in working with large scale urban development projects /programmes
- Experience in urban reform and capacity building programmes for ULBs

c. Role and responsibilities: The Team Leader may support the State UD department to:

- i. Overall coordination, project management, and technical support for UD department And State Level Steering Committee
- ii. Provide technical and handholding support to cities for the preparation of CB plan, its Implementation and monitoring
- iii. Provide technical and handholding support to cities for the preparation of Integrated City plan and business cum financial plan
- iv. Provide technical and handholding support to cities in the preparation of integrated City plans, undertaking city planning survey etc.
- v. Any other related activities as decided by the State Steering Committee and the Secretary, UD department

II. Municipal Finance Specialist

a. No. of posts: One

b. Qualifications & Experience

- Graduate degree in finance from recognized university with 5 years' experience
- Skills to evaluate urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- Experience to advice and train staff in municipal finance, project finance and resource mobilization, public private partnerships etc.

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

- i. Provide technical support and coordinate the work of cities on Integrated City Investment Plans and Financial Operating Plans
- ii. Support Capacity Building Specialist to design and implement training and capacity building programme on resource mobilisation to State and ULB staff and elected representatives
- iii. Support Capacity building specialist to prepare specialised training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for

- undertaking capacity building programmes on financial management;
- iv. Provide technical guidance to State to prepare policy guidance and notes on municipal finance
 - v. Support ULBs to identify finance options available for financing urban infrastructure and leveraging JNNURM funds.
 - vi. Review estimates of detailed economic project costs and identify all project economic benefits in the cities
 - vii. Conduct an affordability analysis and gather information to prepare a sample financial model for the project for ULBs.
 - viii. Support in the implementation of accounting and user charges reforms
 - ix. Any other related activities as decided by the State Steering Committee and the Secretary, UD department

III. IT cum Monitoring and evaluation Specialist

a. No. of posts: One

b. Qualifications & Experience

- The expert will have a management background and 5 years' experience in monitoring and evaluating large projects and programs, preferably in the urban sector.
- Develop and strengthening M E system for projects, reforms and capacity building activities at State level
- Monitor the status of implementation of JNNURM-funded project investments vis-à-vis approved timelines and key deliverables
- Monitoring and evaluation and reporting to SLNA
- Assist the team leader in refining benchmarks and/or indicators against which progress of JnNURM can be measured.
- Assist in conducting survey to assess the conditions of important reforms at each level of government, as well as the status of the full-range basic services and systems expected to be covered through JNNURM in the 63 eligible cities and states.
- Update, refine and expand the database at the city level
- Set up systems for measuring and monitoring and reporting on service level benchmarks set up by MOUD.

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

- i. IT related support for the above components of e-governance reforms
- ii. Reporting to MoUD and SLNA on progress of e-governance reforms
- iii. Coordination of data entry and file uploads into systems used by the ULB on a regular basis,
- iv. Coordinate management of electronic data pertaining to the ULB, including soft copies of

letters, reports and numerical data.

- v. Assist ULB officials in operating IT systems on a daily basis; provide handholding support when required.
- vi. Quarterly Progress Reports related to status of e-governance reforms
- vii. Any other related activities as decided by the State Steering Committee and the Secretary, UD department

IV. Urban Infrastructure Specialist

a. No. of posts: One

b. Qualifications & Experience

- Graduate degree in engineering 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;
- Have 5 years' experience 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.

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

- i. Support cities in the preparation of Integrated City Plan,
- ii. Support cities in assessing the status of infrastructure development in the city on a regular basis and provide independent feedback to the Municipal Commissioner
- iii. Support cities to ensure adequate provision for operation and maintenance, value for money urban infrastructure creation, and overall sustainability.
- iv. 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
- v. Any other related activities as decided by the State Steering Committee and the Secretary, UD department

V. Environmental specialist

a. No. of posts: One

b. Qualifications & Experience

- University degree in environmental engineering or similar field and 5 Years' experience in assessing, monitoring, and mitigating environmental impacts of Urban infrastructure investments.

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

- i. Support ULBs to assess the environmental impacts of proposed on ongoing projects, and monitor their impacts over time.
- ii. In instances where negative impacts are expected, work closely with city and state

Governments, to ensure that all interventions are in full compliance with the Government and other acceptable guidelines. Ensure that all reasonable efforts to minimize negative Impacts are taken.

iii. Provide other necessary support as identified by the team leader.

VI. PPP Specialist

a. No. of posts: One

b. Qualifications & Experience

- 5 years' experience professional experience in developing and managing projects on PPP mode
- Familiarity with the PPP methodology and framework
- Demonstrate familiarity with the formulation, appraisal, and approval procedures for PPP Projects (including relevant concession agreements, due diligence processes, value for Money audits, public sector comparator, etc.)
- Demonstrate familiarity with complex project agreements, tendering arrangements, Detailed legal and contractual agreements, risk management and contingent liability Issues, and financial analysis of complex project proposals with respect to PPP projects

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

- i. Support SLNA to develop State PPP plan of action
- ii. Support ULBs to appraise project activities for properly carrying out of PPP Projects
- iii. Review and analysis of projects received from ULBs
- iv. State wise coordination of PPP Projects implementation
- v. Assist in preparing the pre-feasibility reports for States and ULBs
- vi. Help in appointing / selecting consultants to develop the projects at ULB level
- vii. Inspect, visit, review any PPP project under implementation in the cities
- viii. Awareness Building & Training for relevant State Government Officials on PPP projects
- ix. Any other related activities as decided by the State Steering Committee and the Secretary, UD department