

## **Terms of Reference (TOR)**

### **For the post of Environmental Specialist in Project Management Unit (PMU), Guwahati of Assam Urban Infrastructure Investment Program (AUIIP).**

#### **1. Brief about AUIIP**

The Assam Urban Infrastructure Investment Program (AUIIP) is a key urban infrastructure initiative of the Government of Assam (GoA) under Department of Housing and Urban Affairs. AUIIP in its first phase have completed construction of three reservoirs and Transmission pipelines under South East Guwahati Water Supply Scheme in Guwahati and Dibrugarh Town Protection (DTP) Drain & Solid Waste Management projects in Dibrugarh under ADB loan. Upcoming projects are in pipeline for AUIIP phase II for completion of South East Guwahati Water Supply Scheme which is to be financed by New Development Bank (NDB).

AUIIP consist of Program Management Unit (PMU) which manages and implements its projects through two Project Implementation Units (PIUs) each in Guwahati & Dibrugarh.

#### **2. No. of Positions : 01 (One)**

Project Director, AUIIP intends to recruit and fill the vacant position of one Environmental Specialist in AUIIP.

#### **3. Place of Posting: Project Management Unit (PMU) in Guwahati of AUIIP.**

#### **4. Age ,Qualification, Experience & Skills:**

I. **Age:** Applicants should not be more than 50 years.

II. **Educational Qualification:** Full time Masters/Post Graduate Degree in Environment Engineering/ Environmental Science/ Environmental Planning or any relevant discipline from a recognized University or AICTE affiliated Institution.

Or, full time Graduate in Civil Engineering with Post Graduate Diploma in Environmental Science or any relevant discipline is a must from a recognized University or AICTE affiliated Institution.

III. **Working Experience:** Minimum 08 years of professional experience as Environmental Expert. Working Experience in externally aided projects will be given preference.

#### **IV. Working Skills**

- Knowledge of Environment Rules & Regulations to be compiled at Construction site.
- Knowledge on Environment Health & Safety to be compiled at Construction site.
- Knowledge on drafting reports on Environmental Impact Assessment / Environmental Management Plan related to externally aided projects.

- Knowledge of policies on environmental aspects related to externally aided projects.
- Proficiency with working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.

**5. Major Responsibility of the position:**

- Conduct surveys for Initial Environment Examination of subprojects.
- Preparation of Initial Environmental Examination (IEE), Environmental Management Plan, Environmental Appraisal Review Framework, Environmental Management Framework in accordance with the external funding agency's safeguard policy.
- Obtaining of environmental clearances related to all projects under AUIIP.
- Supervise and monitor the implementation of the environmental management plan.
- Monitor implementation of environmental standards and facilitate submission of monthly environmental monitoring reports.
- The officer will ensure that the design engineers take into account safeguard issues and try to avoid or minimize environmental impacts through appropriate design.
- Ensure all activities are in compliance with the policies of the government and the external funding agency on environmental.
- May be assigned any other responsibilities as per requirement of the project.
- Any other duty assigned by the Project Director-AUIIP.

**6. Conditions of Contract :**

- I. **Duration of contract:** The tenure of Environmental Specialist (ES) is intended for entire duration of the project and co-terminus with the project of AUIIP. However, the duration of the contract of this post will be initially for a period of 11 months or as per decision of the Project Director. Continuity of the employee in this post is subject to his performance appraisal. The decision of the Project Director is final and binding in this regard.
- II. **Remuneration and Payment terms:**
  - The employee will be entitled to a consolidated remuneration of Rs. 0.50 lakhs to Rs 1.00 lakhs per month in respect of his services. Taxes as applicable will be dealt with as per applicable law.
  - Travelling, Boarding & Lodging expenses for approved official tours will be reimbursed as per the HR policy.
  - The provision of leave would be as per the HR policy.
- III. **Termination of Contract:** The employer may terminate the agreement at any time due to any misconduct, misreporting, unsatisfactory performance or negligence in duty, by giving a 30 days' notice period or by giving one month's remuneration in advance. The employee may also resign with prior notice of one month.