

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

### **For the post of Senior Technical Advisor 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 Senior Technical Advisor (STA) in AUIIP.

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

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

I. **Age:** Applicant should not be more than 65 years.

II. **Educational Qualification:** Full time B.E./B.Tech Graduate in Civil Engineering from a recognized University or AICTE affiliated Institution with atleast 55% or equivalent marks. M.E/M-tech in Civil Engineering or post graduation/ diploma in Construction Management or post graduation /diploma in Project Management is preferable.

III. **Working Experience:** Minimum 20 years of total experience in Central/State Government/ multi-sector public /engineering project with at least 5 years of experience in project/program management on projects funded by external agencies or other international agencies.

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

- Knowledge of project planning , monitoring and budgeting of project.
- Knowledge of preparation of project's cost estimate, DPR, Bid Document..
- Knowledge of Multi-sector project management including environmental /social/ safety/ QA-QC compliances etc.
- Knowledge of institutional capacity & capacity building programs.
- Knowledge of public awareness/participation/consultation works.

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

1. STA will be overall responsible for leading the technical team of AUIIP along with co-ordination among the various units of AUIIP (i.e PMU & PIUs), GoA & GoI in terms of Technical , Co-ordination & administration.
2. Responsibility for overall technical supervision and management and ensure timely completion of contracts, as per technical specifications and within budget.
3. Reviewing all technical & other reports with the support of PMU staff and PIUs.
4. Ensuring achievement of yearly physical & financial targets of the projects and preparing works plans accordingly.
5. Interacting with Engineers/contractors to monitor progress of construction work and ensuring that the quality of construction and materials are tested as required
6. Finalizing and recommending approval of all surveys and investigations including geo-technical and other surveys.
7. Recommending PD & APD for approval of design, drawing, specification, BOQ, cost Estimates and Bid Documents.
8. Reviewing and assessing current standards and procedures adopted by ADB.
9. Evaluation of Bid and Finalizing contractors and carry out regular coordination.
10. Undertaking and reviewing technical analysis, conceptualize design for appropriate scheme improvements.
11. Manage Project review meeting for ongoing projects.
12. Assisting Project Director & Addl. Project Director for all file matters, approvals and solving project related issues whenever required.
13. Ensure overall compliance of all contract agreements including safeguards by observing strict vigilance to avoid time and budget overruns.

## 6. **Conditions of Contract :**

- I. **Duration of contract:** The tenure of Senior Technical Advisor (STA) is intended for entire duration of the project and co-terminus with the project period of AUIIP. However, the duration of the contract of this position will be initially for a period of eleven (11) months from the date of signing of the contract agreement. Continuity of the employee in this position 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 remuneration of Rs. 1.35 lakh to Rs.1.90 lakh (minus the basic salary of pension received for retired Govt. Public sector employees) 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.