

No. IWAI/FV/NW-1/18/3/2018
PROJECT MANAGEMENT UNIT
(Development of Freight Village & Logistics Hub)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Government of India)
Head Office: A-13, Sector-1, Noida-201 301

Freight Village & Logistic Hubs are being developed at Varanasi (Uttar Pradesh) and Sahibganj (Jharkhand) by the Inland Waterways Authority of India (IWAI), a statutory body under the Ministry of Shipping, Government of India . A Project Management Unit (PMU) is being formed in the IWAI Head Office in Noida, Uttar Pradesh to assist IWAI in preparation, pre-appraisal activities and in execution of the said projects. Project Implementation Units (PIU) are also being set up at the IWAI Offices at Varanasi & Sahibganj for field level management and monitoring of the Project activities. IWAI is desirous of engaging professionals for the PMU and the PIUs, as per the details given below, on short-term basis for the project period, initially for a period of two years, extendable for further period of the Project as per requirement:

S.No.	Name of the Position	Place of posting	Number of position	Consolidated remuneration per month
1	Sr. Consultant (HR & GA)	PMU, IWAI, Noida	01	Rs. 1,20,000/-
2	Specialist (Procurement)	PMU, IWAI, Noida	01	Rs. 60,000/-
3	Specialist (Civil Engineering)	PMU, IWAI, Noida	01	Rs. 60,000/-
4	Land Acquisition Officers	Varanasi & Sahibganj	02	Rs. 60,000/-
5	Account Assistant	PMU, IWAI, Noida	01	Rs. 35,000/-

2. Terms of Reference (ToR) for the above positions are attached. The selected candidates shall be engaged purely on short-term contract basis for the delivery of services. The professionals will be required to work on full-time basis and will not be permitted to take up any other assignment during the consultancy with the PMU. Selection will be made based on academic qualifications, merit and experience in the related field and working knowledge, preferably on similar projects.

3. The consolidated remuneration includes all taxes payable and no reimbursement will be made.

4. The curriculum vitae containing information with reference to each item of ToR, along with credentials in relation to the prescribed qualifications and experience, should be addressed to the Deputy

Project Director (FV & LHP) and must reach in a sealed envelope at the above mentioned address by post or by hand on or before **22nd June, 2018**.

5. IWAI, reserves the right to accept or reject any or all applications and to cancel the applications under process at its discretion and the decision in this regard shall be final and binding.

Samir Shukla
Dy. Project Director
(FV & LHP)

Terms of Reference for the position of Senior Consultant (Human Resource & General Administration)

Sl No	Description	Requirement
A	Position	Senior Consultant (Human Resources and General Administration)
B	No of Positions	01
C	Educational Background & Experience	Post Graduate from a recognised University or institute.
D	Work Experience	<p>Officers , who held posts not below the grade of Deputy Secretary or equivalent under the Central Government prior to their retirement from service OR Officers who held posts not below the grade of Joint Secretary or equivalent under the State Governments prior to their retirement from service and possessing the following experience/expertise..</p> <ul style="list-style-type: none"> • Expertise in preparation of Agenda Notes for Board meetings, SFC/EFC/DIB/PIB Memoranda, Note for Cabinet and its Committees. • Thorough knowledge of the rules, and regulations of the Central Government and processes and procedures prescribed by the Central Government with regard to recruitment, personnel management, administration, project management etc. . • Experience of handling Parliament related matters. • Experience of handling RTI Matters. • Experience of handling court cases and legal issues • Proficiency in use of Computers. • Good communication skills in English and Hindi.
E	Job Description	<ul style="list-style-type: none"> • Preparation of proposals for selection of Domain Experts and Support Staff. • Personnel management of the contractual personnel in the PMU and PIUs. • Preparation of proposals for obtaining approvals of the Competent Authorities, including preparation of Agenda Notes for consideration of IWAI Board, PIB/DIB/SFC/EFC Memoranda, Note for Cabinet and its

		<p>Committees and all follow up action emanating from such proposals.</p> <ul style="list-style-type: none">• Provide administrative support for effective and efficient execution of the Project.• Timely preparation of prescribed reports and returns.• Maintenance and safe custody of records.• Procurement of stores for the PMU and their safe custody.• Any other duties as may be assigned by the competent authority from time to time.
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Terms of Reference for the position of Specialist for Procurement Activities

SI No	Description	Requirement
A	Position	Specialist (Procurement)
B	No of Positions	01
C	Educational Background & Experience	Engineering Graduate preferably with MBA
D	Work Experience	<ul style="list-style-type: none"> • Minimum 2 years of experience in managing procurement of consulting and non-consulting services, goods and works for large infrastructure projects, preferably in the transportation sector, multimodal logistics management and waterways. Procurement of Contracts for projects under t PPP mode of delivery as per the procurement guidelines of Govt. of India will be an added advantage. • Experience should include preparation and maintenance of procurement plans, bid process management, documentations, review of procurement records, handling procurement related queries/complaints and any other requirement from concept to award stage. • Knowledge/ understanding of national/ international markets for procurement. • Familiarity with the working of State Governments and Central Government . • Ability to understand technical drawings and sketches. • Proficiency in use of computers. • Good communication skills in English and Hindi language.
E	Job Description	<ul style="list-style-type: none"> • Develop procurement and contracting plans. • Overall management of the tendering process, including preparation of ToR and tender documents. • Issue of procurement notices / Expressions of Interest/request for bids • Contract management, including review of invoices from consultants and contractors engaged by IWAI and match against relevant Terms of Reference (ToR)/ Contracts. • Provide evaluation, oversight and co-ordination during preparation of DPRs by the Consultant. • Assessment of capital expenditure.

		<ul style="list-style-type: none">• Supervision and monitoring for ensuring compliance of prescribed procurement processes.• Preparation of reports for the IWAI on procurement aspects; Preparation of compliance/completion reports of each phase;• Review of reports submitted by the contractors.• Co-ordination with other departments and agencies.• Any other duties as may be assigned by the competent authority from time to time.
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Terms of Reference for the position of Specialist for Civil Engineering Works

Sl No	Description	Requirement
A	Position	Specialist (Civil Engineering)
B	No of Positions	01
C	Educational Background & Experience	Graduate in Civil Engineering from any recognized institution, or AMIE from Institution of Engineers (India).
D	Work Experience	<ul style="list-style-type: none"> • At least two years' experience in construction/ designing/ planning/ supervision of Infrastructure Projects (preferably multimodal logistics parks, waterway, or similar projects). • Conversant with the latest engineering practices and codes. • Ability to understand technical drawings, sketches, specifications and method statements etc. • Proficiency in use of Computer and related software. • Good Communication Skills (in English and Hindi).
E	Job Description	<ul style="list-style-type: none"> • Reviewing feasibility studies / DPR's and other technical documents. • Advising on viability assessment, economic analysis, inputs in determining optimal technical configurations of projects. • Provide technical inputs in preparation of Terms of Reference (ToR) and Bid documents for hiring of consultants and contractors. • Support in finalization of project structuring. • Check the feasibility and adequacy of Civil Engineering Designs suggest by the consultants, contractors and propose latest engineering practices. • Co-ordination during site assessment. • Provide evaluation, oversight and co-ordination during preparation of DPRs by the consultants. • Supervision and monitoring for ensuring compliance of prescribed civil engineering practices during execution of the project. • Preparation of reports on civil works; preparation of compliance /completion reports; and review of reports submitted by the contractors.. • Co-ordination with other departments and agencies.

		<ul style="list-style-type: none">• Monitoring and documentation of the project related activities.• Any other duties as may be assigned by the competent authority from time to time.
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Terms of Reference for the position of Land Acquisition Officer

Sl No	Description	Requirement
A	Position	Land Acquisition Officer
B	No of Positions	02 (one each for the PIUs in Varanasi & Sahibganj)
C	Minimum Educational Background	Graduation in Social Sciences from any recognised University or institute. Preference shall be given to the candidates having the degree of LL.B
D	Work Experience & Skills required	<ul style="list-style-type: none"> • At least 5 years' experience in land acquisition and Resettlement Implementation. Revenue Officers retired from the State Governments of Uttar Pradesh, Bihar, Jharkhand or West Bengal not below the grade of Tehsildar will be given preference.. • Should be fully conversant with the latest "Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act" and should be aware of the procedures prescribed in the said Act. • Good understanding of land laws and legal documents. • Familiarity with state specific reforms/regulations/ amendments to the Land Acquisition in Uttar Pradesh, Bihar, Jharkhand and West Bengal. • Ability to read and interpret 'Khasra'/Revenue maps with area measurements etc. • Conversant with land and property valuation. • Proficiency in use of Computers. • Familiarity with the working of State Government & Central Government. • Good Communication Skills (in English, Hindi and local language).
E	Job Description	<ul style="list-style-type: none"> • Collection of 'Khasra'/ Revenue maps from Revenue Department. • Survey of proposed land & verification/ determination of land price/ valuation assessment etc. • Preparing the legal process of acquiring land by following applicable law and rules; • Scrutiny and verification of all land related documents. Interaction with local intermediary, if any engaged.

		<ul style="list-style-type: none">• Co-ordination with district administrations/ State Revenue Departments for obtaining requisite approvals for land acquisition and other land related activities.• Liaison with various Government departments viz. Revenue, Panchayats, Taluka/ sub division/ district level bodies for obtaining land use approvals.• Handling all legal aspects related to acquisition of land.• Any other duties as may be assigned by the competent authority from time to time.
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Terms of Reference for the position of Account Assistant

SI No	Description	Requirement
A	Position	Accounts Assistant
B	No of Positions	01
C	Minimum Educational Background	Graduate in Commerce or CA Intermediate Pass with knowledge of Tally/ other accounting software.
D	Work Experience	<ul style="list-style-type: none"> • Minimum 3 years post qualification experience in Accounts and Finance in a reputed company or working in a Government Organization/Office. • Knowledge of Tally/ any other accounting software and computer skills including spreadsheets & work processing programs. • Knowledge of Finance & Accounts systems in the Central Government and ability to apply best practices of industry and accounting standards. • Excellent financial analysis skills. • Familiarity with the working of State Governments, Central Government and the World Bank. • Good communication skills in (English and Hindi).
E	Job Description	<ul style="list-style-type: none"> • Maintaining financial information at PMU & PIUs . • Oversee all accounting & reporting functions including financial reporting & accounts receivable/ payable. • Oversee execution of all accounting activities (general ledger, receivables, payables, invoicing etc.) and ensure the closing/ reconciliation of accounts and prepare all financial reports compliant to relevant accounting system. • Preparation of Annual Budget estimates for the Project • Preparation of financial statements on quarterly/half yearly/yearly basis. • Financial Record Keeping and Documents Management i.e. manage the accounting books and ledgers of the Project. • Processing and scrutiny of Bills/ Invoices for timely payments as per the terms and conditions of the Contract Agreement. • Assist in CAG/ Internal Audits of Project.

		<ul style="list-style-type: none">• Review forecast of costs and timelines based on changes in Projects.• Follow-up on receivables and oversee closing of payables.• Ensure that Vouchers, Books, Accounts etc. are maintained/updated properly.• Ensure protection and security of files and records.• Ensure timely payment of Office Bills.• Any other duties as may be assigned by the competent authority time to time.
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