

**STATE PROJECT IMPLEMENTATION UNIT
NATIONAL CYCLONE RISK MITIGATION PROJECT PHASE – II, WEST BENGAL
DEPARTMENT OF DISASTER MANAGEMENT, GOVERNMENT OF WEST BENGAL
Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014
Ph. No.: 033-22497358/033-22143526, Fax: 033-2479 5820 Email: wbdmncrmp2@gmail.com**

Advt No: WB/DMD/NCRMP/05/2014-15

Date: 30/01/2015

1. The Government of India has applied for financing in the amount of US\$ 270 million equivalent from the World Bank towards the cost of National Cyclone Risk Mitigation Project Phase - II (NCRMP – II) and it intends to apply the proceeds to payments for goods, works, related services and consulting services under this Project. 2. The Government of West Bengal is also recipient of the credit and the West Bengal State Project Implementation Unit, Department of Disaster Management, Government of West Bengal will implement the relevant component of the Project in West Bengal. 3. State Project Implementation Unit, Department of Disaster Management, Government of West Bengal is inviting applications for the positions given in the table below. 4. The project period is around five years and the staff for this project will be selected based on contract / co-terminus with the project. However, the continuation will be subject to review. 5. Increment of salary during this period will be completely based on involvement in the project, performance and output.

Sl. No.	Designation	No. of Posts	Salary in Rs. / Month
1	Social Development Specialist	01 (One)	₹ 25,000.00
2	Environment Specialist	01 (One)	₹ 25,000.00
3	GIS Specialist	01 (One)	₹ 30,000.00
4	MIS Specialist	01 (One)	₹ 25,000.00
5	IT Manager	01 (One)	₹ 70,000.00
6	Architect	01 (One)	₹ 40,000.00
7	Architectural Assistant	01 (One)	₹ 30,000.00
8	Account Assistant	01 (One)	₹ 15,000.00
9	Finance Assistant	01 (One)	₹ 15,000.00
10	Office Assistant	02 (Two)	₹ 15,000.00
11	Data Entry Operator	06 (Six)	₹ 10,000.00
12	Data Entry Operator with Auto CAD Specialization	02 (Two)	₹ 15,000.00
13	Helper	10 (Ten)	₹ 08,000.00

General Conditions: 1. Details on Qualification and Scope and Nature of work for the Posts mentioned above will be available on the website wbdmd.gov.in. 2. In all cases, experience in any World Bank Assisted / International Agency funded project / Project preparation cell will be preferred. 3. Candidates applying for more than one post should submit separate applications. 4. Persons working in Government / Public Sector Undertakings / Autonomous Organizations should submit their application through proper channel. 5. Candidates will have to produce the proof of details furnished in their applications, in original, as and when required. 6. Applications received after due date, unsigned applications, applications without mentioning the post for which applied, applications not followed by the copy through proper channel (wherever applicable) and applications incomplete in any respect, will not be considered. 7. Only Indian Nationals need apply. 8. Canvassing in any form will be a disqualification. 9. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully conceal or misrepresent the fact, his / her candidature will be summarily rejected or his / her employment terminated. 10. The applications must be sent in neatly hand written or typed out A4 size paper. 11. Interested qualified persons may send applications to the above mentioned address within 20/02/2015 upto 17:30 hrs. Contact Person: Sri Rahul Nath, Procurement Officer, SPIU. Mobile No. 9434688779.

**Project Director, SPIU, NCRMP-II,
Disaster Management Department, Govt. of West Bengal**

**DETAILS ON QUALIFICATION , SCOPE AND NATURE OF WORK
FOR THE POSTS**

**AGAINST ADVERTISEMENT NO. WB/DMD/NCRMP/05/2014-15
DATED 30-01-2015**

**STATE PROJECT IMPLEMENTATION UNIT
NATIONAL CYCLONE RISK MITIGATION PROJECT PHASE . II, WEST BENGAL
DEPARTMENT OF DISASTER MANAGEMENT, GOVERNMENT OF WEST BENGAL
Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata . 700 014
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**STATE PROJECT IMPLEMENTATION UNIT
NATIONAL CYCLONE RISK MITIGATION PROJECT PHASE – II
WEST BENGAL**

Department of Disaster Management, Government of West Bengal
Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014
Phone No.: 033-22497358, Email: wbdmncrmp2@gmail.com

**DETAILS ON QUALIFICATION , SCOPE AND NATURE OF WORK FOR THE POSTS AGAINST
ADVERTISEMENT NO. WB/DMD/NCRMP/05/2014-15 DATED 30-01-2015.**

Sl. No	Package Number	Designation	Educational Qualification	Experience and Qualities	Duty / Responsibility
1	Pkg NCRMP II/WB/CONS IC/18	Social Development Specialist	1 st Class M. A. / M. Sc in Sociology	Min. 10 years experience (in case of Ph. D. degree, the experience will be relaxed to five years) after completion of M. Sc. Degree, with proven skills in writing articles, reports / research papers preparation and social auditing of coastal communities and experience in analysis of social institution functions and mechanism.	Evaluation of reports and proposals; input to NCRMP-II plan preparation on coastal social institutions, socio-environmental analysis, demography, socio-economic development and social mobilization in project areas; sociology data collection and storage; environmental and social impacts and auditing; co-ordination for NCRMP – II Project implementation; Any other project related works assigned by the Project Director.
2	Pkg NCRMP II/WB/CONS IC/15	Environment Specialist	A Master's Degree in Environment/Natural Resources or related areas.	Min. 10 years experience (in case of Ph. D. degree, the experience will be relaxed to five years) after completion of M. Sc. Degree. Good and demonstrated understanding of the environmental safeguard policies of agencies like World Bank and Asian Development Bank is a prerequisite for this position. The person shall have hands on experience in projects funded by the World Bank and/or other multilateral agencies in India and the State (preferably). Must possess good writing, reporting and communication skills.	The primary scope of work of the Environmental Specialist is to help the State Project Implementation Unit in preparing and implementing the approved Environmental and Social Management Framework (ESMF). Any other project related works assigned by the Project Director.

Sl. No	Package Number	Designation	Educational Qualification	Experience and Qualities	Duty / Responsibility
3	Pkg NCRMP II/WB/CONS IC/12	GIS Specialist	BE/B.Tech in Computer Science/IT/Electronics or Post Graduate Qualification in IT/Computer Science with minimum six years experience as per next column OR Masters degree in Geo-Informatics with minimum four years experience as per next column OR Bachelor's degree in Geo-Informatics with minimum six years experience as per next column	Experience preferably in GIS related projects funded by the World Bank and/or other multilateral agencies in India and the State in Environment / Disaster Management	Prepare site wise map of each mouza of completed, ongoing and proposed MPCS. Link village information and inputs with maps and conduct analytical thematic map and analysis as required by the senior officers. Analyze remote sensing satellite data and carry out change detection based on baseline data. Give active support to SPMU, NCRMP-II, West Bengal for its day to day work. Demarcate position of MPCS, Villages, GPs covered under NCRMP-II
4	Pkg NCRMP II/WB/CONS IC/13	MIS Specialist	Master's Degree in Computer Science/ Applications/Programming/Information Technology OR related field	At least 5 years of experience in MIS Development, and management specific to construction projects preferably funded by the World Bank and/or other multilateral agencies in India and the State.	Oversee delivery of responsibilities of IT Specialists for effective deployment and functioning of the MIS; Coordinate with all the agencies for timely input of data into the MIS, generating the necessary progress and information tracking reports, as may be required. Synthesize the information and derive trends / critical areas of concern and highlight to the Management Based on experiences of using the MIS, suggest strategies for improving the system as approved by the SPIU.
5	Pkg NCRMP II/WB/CONS IC/14	IT Manager	Regular degree in Computer Science (B. Tech/M. Tech. / MCA from a recognized institution) with at least first class or equivalent grade with 05 Years experience and familiar with contemporary databases, open source technologies, modern application development languages and script languages such as Java, ASP, Dot Net, HTML,	. 05 years experience (in case of Ph. D. degree, the experience will be relaxed to 03 years) and Should be fully conversant with all communication technologies and networking of techniques for networking of networks through gateways / routers that are needed for state-of-the-art communication network with failsafe character. Expertise in implementation of communication network would be desirable. Should have thorough knowledge on the selection and specification of the hardwares and softwares creation of data fusion centre involving data	Understanding reporting system of SPIU as also of the Disaster Management department. Analyzing IT problems and network requirements and responsible for delivering new tools on ICT as and when required, facilitating the proper functioning of the SPIU and the department. Develop timeframes and cost plans for acquisition of the required hardware, software and telecommunication services in consultation with the procurement cell; advise the budgetary implications of current and future training needs;

Sl. No	Package Number	Designation	Educational Qualification	Experience and Qualities	Duty / Responsibility
			DHTML, PHP etc.	<p>storage, application server, map server, web server, Geo processing server etc and security of the data bank (through firewalls / proxy servers) for generating value added information like vulnerability analysis, risk assessment, decision support system on GIS Platform. Expertise in generation of vector data and raster data (at proper scale and contour intervals) collected through satellite as well as airborne imageries, overlaying census/field data and various natural/ manmade hazard profiles on GIS platform to arrive at appropriate decisions would be essential.</p>	<p>provide technical advice and expertise in procurement of IT Goods and services including conducting needs assessments and upgrading, preparing technical specifications, evaluation criteria and selection for SPIU. For effective and timely roll out of the MIS in the SPIU coordinate with the Technical / Engineering Section and Financial Section of the SPIU.</p> <p>Assist in the organizing of training programmes, workshop etc. for various stakeholders in the field of IT and help capacity building, of the personnel within the SPIU, in basic IT competencies.</p> <p>To ensure that the IT systems at SPIU function properly and the reports generate necessary information to evaluate against the set monitoring indicators. Assist users to use applications and software packages and their features provide day-to-day oversight to the data entry operators entering hospital level data into the system at the SPIU and conduct random checks on an agreed number of data sheets to ensure that data is being accurately entered into the system. Maintain database archives by installing /acquiring data sets and documentation. Use spot checks as a mechanism to identify possible data anomalies that need more in-depth investigation, and follow-up to ensure data accuracy. Discuss the data set with the SPIU to identify the types of analysis that are possible with the available data and arrive at a menu of possible/desirable types of analytical tables that would be of use to the SPIU in decision-making and policy development. Install, configure and modify applications, network, databases and other systems and act as a liaison between information systems resources and the user staff.</p>

Sl. No	Package Number	Designation	Educational Qualification	Experience and Qualities	Duty / Responsibility
6	Pkg NCRMP II/WB/CONS IC/16	Architect	A degree in Architecture from a recognized University or equivalent qualification in terms of section 14 of the Architects Act, 1972; and the candidate shall be registered with the Council of Architecture in terms of the Architects Act, 1972;	3 (three) years experience in Architecture in a reputed Architect's Office or with the Architectural Department of Government or Semi Government Organisation;	Architectural design of building projects Documentation of building projects Management of building projects Management of professional practice
7	Pkg NCRMP II/WB/CONS IC/17	Architectural Assistant	A degree in Architecture from a recognized University or equivalent qualification in terms of section 14 of the Architects Act, 1972; and the candidate shall be registered with the Council of Architecture in terms of the Architects Act, 1972;	2 (six) years experience in Architecture in a reputed Architect's Office or with the Architectural Department of Government or Semi Government Organisation;	To assist the Architect in I. Architectural design of building projects II. Documentation of building projects III. Management of building projects IV. Management of professional practice
8	Pkg NCRMP II/WB/CONS IC/22	Account Assistant	B.Com (Honours) in Accountancy	Minimum 5 years experience after completion of Bachelors degree, proficient in computer, familiar to MS-Office and Tally software for accounting, Experience in maintaining and controlling of accounts, E-payments, TDS experience in audit firm is desirable.	Assist SPIU in budget plan, expenditure recording, accounting of the project, Coordinate with internal auditors and statutory auditors as an insider from SPIU, assist SPIU for official works etc. Any other project related works assigned by the Project Director.
9	Pkg NCRMP II/WB/CONS IC/19	Financial Assistant	B.Com Honours in Accountancy	Minimum 5 years experience after completion of Bachelors degree, proficient in computer, familiar to MS-Office and Tally software for financial accounting, Experience in maintaining and controlling of accounts, E-payments, TDS, experience in handling of procurement matters in any agency / institution, experience in audit firm is desirable	Assist SPIU in budget plan, expenditure recording related with procurement, Coordinate with Finance and Procurement consultant as an insider from SPIU, assist SPIU for official works etc. Any other project related works assigned by the Project Director.
10	Pkg NCRMP II/WB/CONS IC/23	Office Assistant	Bachelors degree in Science / Commerce discipline	Minimum 2 years experience with knowledge of file processing, proficiency, in computer, familiar to MS Office software etc.	Secretarial Service, data entry, handling of files, field work in coastal areas, assisting SPIU team in data collection and different kind of survey. Any other project related works assigned by the Project Director.

Sl. No	Package Number	Designation	Educational Qualification	Experience and Qualities	Duty / Responsibility
11	Pkg NCRMP II/WB/CONS IC/20	Data Entry Operator	Bachelor's Degree in any discipline with knowledge of MS-Office, Power Point presentation, Bengali computer typing etc.	At least 1 year on hand experience in related fields	Entry of data on progress of field level works of NCRMP-II and online submission of the same to the SPIU. Preparation of official reports, returns, scanning and sending through e-mail and any other project related works assigned by the Project Director.
12	Pkg NCRMP II/WB/CONS IC/21	Data Entry Operator with Auto CAD specialization	Bachelor's Degree in any discipline with knowledge of MS-Office, Power Point presentation, Bengali computer typing and knowledge of Auto-CAD etc.	At least 1 year on hand experience in related fields	To assist the Engineers and any other project related works assigned by the Project Director
13	Pkg NCRMP II/WB/CONS IC/24	Helper	VIII Standard Passed	Driving License is desirable	Perform general office administrative duties including photocopying, distribute faxes received to staff members, distribute office correspondences from reception to every staff members and carry out any other task assigned.

The Project Director

State Project Implementation Unit

National Cyclone Risk Mitigation Project Phase – II

Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road

Kolkata – 700 014

Phone No.: 033-2249 7358 / 033-2214-3526

FAX No. : 033-2479 5820 , Email: wbdmncrmp2@gmail.com

Project Director

**DRAFT TORS FOR THE POSTS
ARCHITECT / ARCHITECTURAL
ASSISTANT / ENVIRONMENT
SPECIALIST / GIS SPECIALIST / IT
MANAGER / MIS SPECIALIST / SOCIAL
DEVELOPMENT SPECIALIST / ACCOUNT
ASSISTANT / OFFICE ASSISTANT /
FINANCE ASSISTANT / DATA ENTRY
OPERATOR / DATA ENTRY OPERATOR
WITH AUTO CAD SPECIALISATION /
HELPER ADVERTISED VIDE REF. NO.
WB/DMD/NCRMP/05/2014-15 DATED
30-01-2015.**

DRAFT TOR FOR THE POST

ARCHITECT

**OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP II
DISASTER MANAGEMENT DEPARTMENT
GOVT. OF WEST BENGAL
TRAN BHAVAN , 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033 2249 7358, FAX- 033 2479 5820
Email id – wbdmncrmp2@gmail.com,Website: wbdmd.gov.in
NATIONAL CYCLONE RISK MITIGATION PROJECT
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
AGREEMENT NO. P144726WB**

TERMS OF REFERENCE FOR ARCHITECT FOR NCRMP - II

PROJECT BACKGROUND AND OBJECTIVE

1. Background

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called the “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Project.plans, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, saltmarshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline sea water into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.
- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hail storm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project. The estimated cost of the project is around 621 crores. Department of Disaster Management has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and

property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.

- The construction of MPCs will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- The MPCs has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities such as:-
 - (a) Minimization of loss of lives, property and livestock by providing it shelters during cyclone calamity
 - (b) MPCs will act nodal points for receipt and dissemination of cyclone warnings
 - (c) MPCs will provide the warehousing facilities of essential stocks/ items for post disaster usage
 - (d) The nodal points for carrying out post disaster response and relief activities will be from MPCs
 - (e) MPCs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people.
 - (f) Basic health services like immunization programmes can be administered through these MPCs
 - (g) MPCs will act as models for safe construction in vulnerable seismic zones.

2. The key objectives of the Project are as follows:

- Reduction in cyclone vulnerability of coastal states, through creation of appropriate infrastructure which can help mitigate the adverse impacts of cyclones
- Strengthening of cyclone warning systems enabling quick dissemination of warnings and advisories from source/district/sub-district level to the community and vice versa for their timely reception and adequate response.
- **Project Duration:** The project duration is around Five years.

1. This term of reference pertains to appointment of Architect for the SPIU of NCRMP-II in West Bengal..

3. In the State of West Bengal, the Project envisages implementation of following components:

Implementing Agency	Components	Total number of units	Implementation status Phase – I	Implementation status Phase – II
Department of Disaster Management, Govt. of West Bengal	Construction of Multi-Purpose Cyclone Shelters	150 Nos.	101	49

PROJECT IMPLEMENTATION ARRANGEMENTS

1. A State Project Implementation Unit (SPIU) in the State of West Bengal has been set up. The Principal Secretary, Department of Disaster Management, Government of West Bengal heads the SPIU as Project Director. The SPIU is responsible for coordinating and monitoring the implementation of the Project by the respective implementation agencies. The NH planning & Design Div. - III, Public Works (Roads) Directorate, Government of West Bengal is responsible to ensure timely completion of the works at desired quality levels.
2. The Architect will be appointed by the SPIU who shall report to it on its findings to the SPIU.

SCOPE OF WORK

ARCHITECT

Being a duly qualified building industry professional and one who specializes in architecture

Competency Profiling:

The Consultant will demonstrate skill and knowledge in the following four basic areas of competency:

- Architectural design of building projects;
- Documentation of building projects;
- Management of building projects;
- Management of professional practice

ROLES AND RESPONSIBILITIES:

These necessarily fall into the four areas of competency and will include but not be limited to following:

i. Architectural design of building projects

- To create architectural designs for MPCs through the exercise of knowledge, imagination, judgement and professional responsibility,
- To formulate architectural designs in response to project briefs,
- To develop detailed designs which are consistent with the design concepts,
- To resolve detailed designs sufficiently well enough to documentation for its translation into built form,
- To continuously comply with project briefs and meet contractual agreements throughout the course of implementation of design projects.

ii. Documentation of building projects

- To generate documentation and clearly communicate information for architectural projects so that it can be costed, built and completed in accordance with the brief, time frame, cost and quality objectives,
- To provide documentation for effective occupation of projects and as a future reference source.

iii. Management of building projects

- To confirm objectives and conditions at inception of projects,
- To assist SPIU to provide contract administration for the construction of projects,
- Before, or on completion of the contract, to compile and document information and responsibilities for future operational use.
- Providing post-occupancy advice, facilities management services, management and maintenance of buildings and life cycle costing advice.

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iv. Management of professional practice

- To establish and maintain a normal architectural practice/office operations at the formally designated workstation.

It should be noted that the Consultant will prioritize carrying out activities that are directly related to the implementation of the project. While support might be provided to other activities within the SPIU.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The Architect must be appropriately qualified, experienced, and authorized to practice in respect of:

- (i) a degree in Architecture from a recognized University or equivalent qualification in terms of section 14 of the Architects Act, 1972;

- (ii) the candidate shall be registered with the Council of Architecture in terms of the Architects Act, 1972; and
- (iii) 3 (three) years experience in Architecture in a reputed Architect's Office or with the Architectural Department of Government or Semi Government Organisation that covered;
 - A broad range of building projects,
 - Various stages of an architectural consultancy and building development process,
 - Office practice, consultant coordination, and site supervision.
- Good command of the following design and rendering packages: CAD (ArchiCAD, Plot maker, AutoCAD, Sketch up, Autodesk, Architectural Desktop), Image enhancement (Art-lantis render, Adobe Photoshop, Piranesi)
- A good knowledge of English as a language of professional work and communication

These yardsticks of expertise will need to be attested to with the requisite resumes and certified copies of education & degree certificates.

REPORTING

The consultant shall report to the Project Director, State Project Management Unit, Department of Disaster Management, Government of West Bengal. He/She will also work closely with the Executive Engineer, PWD and receive advice as and when necessary from him.

Duration of assignment

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However, the continuation will be subject to review.
- The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

Terms of Payment

Consolidated remuneration of Rs.40,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

Allowances, costs & expenses:

1. Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB
2. No other perks & allowances admissible .

Other conditions of contract

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.
3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
 - i. Sick leave based on medical certificate and evidence.
 - ii. Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
 - iii. The employee shall be liable for taxes as per the I.T Act.
- All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
- Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

Application Requirement:

Interested Indian nationals between 18-40 years applying for the post shall provide the following documents;
An application addressed to the The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation

Project Phase – II (NCRMP - II), Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014, Phone No.: 033-2249 7358, FAX No. : 033-2479 5820, Email: wbdmncrmp2@gmail.com

- i. indicating clearly the post applied for;
- ii. Copies of Academic transcript (Graduation, Madhyamik as the case may be)
- iii. Copies of Training Certificates (Computer / Tally / Driving as the case may be).
- iv. Copies of work experience certificates
- v. Copies of Medical Certificate

Selection Criteria:

- i. Applicants not producing any of the documents specified in clause Application Requirement will not be eligible for the interview. They should bring original documents at the time of interview.
- ii. Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.
- iii. 50 % of the weight age will be given for oral assignment and
- iv. Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.
- v. The candidate upon selection will undertake legal agreement.

Application submission deadline:

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhawan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 20-02-2015.

Ownership

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB.

Arbitration

In the event of any dispute between the Architect for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.

DRAFT TOR FOR THE POST
ARCHITECTURAL ASSISTANT

**OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP II
DISASTER MANAGEMENT DEPARTMENT
GOVT. OF WEST BENGAL
TRAN BHAVAN , 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033 2249 7358, FAX- 033 2479 5820
Email id – wbdmncrmp2@gmail.com,Website: wbdmd.gov.in
NATIONAL CYCLONE RISK MITIGATION PROJECT
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
AGREEMENT NO. P144726WB**

TERMS OF REFERENCE FOR ARCHITECTURAL ASSISTANT FOR NCRMP-II

PROJECT BACKGROUND AND OBJECTIVE

1. Background

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called the “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Project plans, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, saltmarshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline sea water into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.
- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hail storm, thunder squall and sometimes even to tsunamis that occurred due to geomorphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach

based on preparedness, prevention & mitigation.

- Department of Disaster Management, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project. The estimated cost of the project is around 577 crores. Department of Disaster Management has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.
- The construction of MPCS will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- The MPCS has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities such as:-
 - Minimization of loss of lives, property and livestock by providing it shelters during cyclone calamity
 - MPCSs will act nodal points for receipt and dissemination of cyclone warnings
 - MPCSs will provide the warehousing facilities of essential stocks/ items for post disaster usage
 - The nodal points for carrying out post disaster response and relief activities will be from MPCSs
 - MPCSs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people.
 - Basic health services like immunization programmes can be administered through these MPCSs
 - MPCSs will act as models for safe construction in vulnerable seismic zones.

4. The key objectives of the Project are as follows:

- Reduction in cyclone vulnerability of coastal states, through creation of appropriate infrastructure which can help mitigate the adverse impacts of cyclones
- Strengthening of cyclone warning systems enabling quick dissemination of warnings and advisories from source/district/sub-district level to the community and vice versa for their timely reception and adequate response.
- **Project Duration:** The project duration is around Five years.

2. This term of reference pertains to appointment of ASSISTANT ARCHITECT for the SPIU of NCRMP-II in West Bengal..

5. In the State of West Bengal, the Project envisages implementation of following components:

Implementing Agency	Components	Total number of units	Implementation status Phase – I	Implementation status Phase – II
Department of Disaster Management, Govt. of West Bengal	Construction of Multi-Purpose Cyclone Shelters	150 Nos.	101	49

PROJECT IMPLEMENTATION ARRANGEMENTS

3. A State Project Implementation Unit (SPIU) in the State of West Bengal has been set up. The Principal Secretary, Department of Disaster Management, Government of West Bengal heads the SPIU as Project Director. The SPIU is responsible for coordinating and monitoring the implementation of the Project by the respective implementation agencies. The NH planning & Design Div. - III, Public Works (Roads) Directorate, Government of West Bengal is responsible to ensure timely completion of the works at desired quality levels.
4. The ASSISTANT ARCHITECT will be appointed by the SPIU who shall report to it on its findings to the SPIU.

SCOPE OF WORK

ARCHITECTECTURAL ASSISTANT

Being a duly qualified building industry professional and one who specializes in architecture

Competency Profiling:

The Consultant will demonstrate skill and knowledge in the following four basic areas of competency:

- Architectural design of building projects;
- Documentation of building projects;
- Management of building projects;
- Management of professional practice

ROLES AND RESPONSIBILITIES:

The Architectural Assistant will assist the Architect into the four areas of competency and will include but not be limited to following:

i. Architectural design of building projects

- To create architectural designs for MPCs through the exercise of knowledge, imagination, judgement and professional responsibility,
- To formulate architectural designs in response to project briefs,
- To develop detailed designs which are consistent with the design concepts,
- To resolve detailed designs sufficiently well enough to documentation for its translation into built form,
- To continuously comply with project briefs and meet contractual agreements throughout the course of implementation of design projects.

ii. Documentation of building projects

- To generate documentation and clearly communicate information for architectural projects so that it can be costed, built and completed in accordance with the brief, time frame, cost and quality objectives,
- To provide documentation for effective occupation of projects and as a future reference source.

iii. Management of building projects

- To confirm objectives and conditions at inception of projects,
- To assist SPIU to provide contract administration for the construction of projects,
- Before, or on completion of the contract, to compile and document information and responsibilities for future operational use.
- Providing post-occupancy advice, facilities management services, management and maintenance of buildings and life cycle costing advice.
-

iv. Management of professional practice

- To establish and maintain a normal architectural practice/office operations at the formally designated workstation.

It should be noted that the Consultant will prioritize carrying out activities that are directly related to the implementation of the project. While support might be provided to other activities within the SPIU.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The ARCHITECTURAL ASSISTANT must have:

- a Post Graduate Diploma in Architecture from a recognized Institution or equivalent qualification in terms of section 14 of the Architects Act, 1972;
- the candidate shall be registered with the Council of Architecture in terms of the Architects Act, 1972; and
- 2 (two) years experience in Architecture in a reputed Architect's Office or with the Architectural Department of Government or Semi Government Organisation that covered;
 - A broad range of building projects,
 - Various stages of an architectural consultancy and building development process,
 - Office practice, consultant coordination, and site supervision.
- Good command of the following design and rendering packages: CAD (ArchiCAD, Plot maker, AutoCAD, Sketch up, Autodesk, Architectural Desktop), Image enhancement (Art-lantis render, Adobe Photoshop, Piranesi)
- A good knowledge of English as a language of professional work and communication

These yardsticks of expertise will need to be attested to with the requisite resumes and certified copies of education & degree certificates.

REPORTING

The consultant shall report to the Project Director, State Project Management Unit, Department of Disaster Management, Government of West Bengal. He/She will also work closely with the Architect and Executive Engineer, PWD and receive advice as and when necessary from them.

Duration of assignment

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However, the continuation will be subject to review.
- The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

Terms of Payment

Consolidated remuneration of Rs.30,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

Allowances, costs & expenses:

1. Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB
2. No other perks & allowances admissible.

Other conditions of contract

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.
3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
 - Sick leave based on medical certificate and evidence.
 - Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.

- The employee shall be liable for taxes as per the I.T Act.
- All reports, notes, drawings, specifications, statistics, plans and other documents and date compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
- Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

Application Requirement:

Interested Indian nationals between 18-40 years applying for the post shall provide the following documents;
An application addressed to the The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project Phase – II (NCRMP - II), Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014, Phone No.: 033-2249 7358, FAX No. : 033-2479 5820, Email: wbdmncrmp2@gmail.com

- indicating clearly the post applied for;
- Copies of Academic transcript (Graduation, Madhyamik as the case may be)
- Copies of Training Certificates (Computer / Tally / Driving as the case may be).
- Copies of work experience certificates
- Copies of Medical Certificate

Selection Criteria:

- Applicants not producing any of the documents specified in clause Application Requirement will not be eligible for the interview. They should bring original documents at the time of interview.
- Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.
- 50 % of the weight age will be given for oral assignment and
- Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.
- The candidate upon selection will undertake legal agreement.

Application submission deadline:

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhavan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 20-02-2015.

Ownership

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB.

Arbitration

In the event of any dispute between the Architectural Assistant for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.

DRAFT TOR FOR THE POST
ENVIRONMENT SPECIALIST

OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP II
DISASTER MANAGEMENT DEPARTMENT
GOVT. OF WEST BENGAL
TRAN BHAVAN , 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033 2249 7358, FAX- 033 2479 5820
Email id – wbdmncrmp2@gmail.com, Website: wbmdm.gov.in
NATIONAL CYCLONE RISK MITIGATION PROJECT
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
AGREEMENT NO. P144726WB

Terms of Reference (TOR) for hiring Environment Specialist in proposed World Bank funded NCRMP -II (P144726)

1. Background

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called the “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Infrastructures, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable to severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, saltmarshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline sea water into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.
- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hail storm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project (Phase II). The estimated cost of the project is around 621crores. Department of Disaster Management has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.
-

- a) The construction of MPCs will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- b) The MPCs has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities such as:-
- c) Minimization of loss of lives, property and livestock by providing it shelters during cyclone calamity
- d) MPCs will act nodal points for receipt and dissemination of cyclone warnings
- e) MPCs will provide the warehousing facilities of essential stocks/ items for post disaster usage
- f) The nodal points for carrying out post disaster response and relief activities will be from MPCs
- g) MPCs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people
- h) Basic health services like immunization programmes can be administered through these MPCs
- i) MPCs will act as models for safe construction in vulnerable seismic zones.

2. Project Duration: The project duration is around Five years.

3. Educational qualification

A Master's Degree in Environment/Natural Resources or related areas.

(ii) Min. 10 years experience (in case of Ph. D. degree, the experience will be relaxed to five years) after completion of M. Sc. Degree. Good and demonstrated understanding of the environmental safeguard policies of agencies like World Bank and Asian Development Bank is a prerequisite for this position. The person shall have hands on experience in projects funded by the World Bank and/or other multilateral agencies in India and the State (preferably).

(iii) Knowledge of computer applications to manage data base and generation of reports is preferred,

(iv) Experience of working in similar or related projects financed by the external/multilateral agencies is an added advantage.

(v) Good oral and written communication skills. Passionate and confident Team worker – Ability to work effectively as a team member

4. Desirable

PG Diploma in Computer Application,

5. Experience

Min. 10 years experience (in case of Ph. D. degree, the experience will be relaxed to five years)

6. Statement of objectives and deliverables:

The Environment Specialist will deliver the following:

- a) A monthly action plan to be approved by the Project Director.
- b) A monthly progress report documenting the work carried out each month, including issues that need management's attention. This should encompass an analytic presentation of content and outcomes of discussions at all levels.
- c) Facilitate the conduct of workshops and various meetings with the World Bank and other stakeholders.
- d) Ensure that the information in the MIS is up to date and correct

7. Scope of work :

(i) Duties and Responsibilities of the Environment Specialist

The Environment Specialist will assist SPIU on all matters related to environment management in the project and will be mainly responsible for ensuring the appropriate application of the environment aspects of the ESMF to all concerned activities under the project. The specialist's specific tasks would include the following:

- Assess action/s needed to resolve environmental issues in line with ESMF requirements.
- Manage and work closely with other consultant/s undertaking environmental screening, environment assessment/s and preparation of EMP/s for the sub-projects, including review of such documents to facilitate satisfactory and timely completion of such studies.
- Review and provide oversight on the implementation of sub-project specific environment management plans (EMPs) prepared for the sub-projects.
- Coordinate with DoDM/Deptt. of Environment/State-level authorities for obtaining the clearances required for the various projects/activities.

- Regularly monitor and liaise with the SPIU and other implementing agencies and provide the necessary advice on environmental matters.
- Organise training for the PIUs and implementing agencies on ESMF implementation, including EMP implementation.
- Conduct periodic site visits to ensure that project activities being implemented are in line with the environmental requirements of the ESMF and prepare environmental inspection reports for each such visit.
- Review of ESMF compliance and other related reports submitted by the PIUs and/or consultants.
- Prepare reporting formats, checklists and guidelines, as necessary, to facilitate/ supplement/document various activities under the EMF.
- Prepare quarterly progress reports, mid and end-term reports on environmental aspects pertaining to ESMF implementation.
- Prepare an Information, Communication, and Education (ICE) Strategy and support preparation of the ICE material, as required, with regard to the environmental work being undertaken in the project.
- Undertake documentation of case histories (good practices, lessons learnt) with regard to environment management aspects.
- Support external environmental auditors as part of Third Party Quality Audit and to coordinate the conduct of these audits as per the ESMF requirements.
- Report to the SPIU on a regular basis on environmental matters relevant to ESMF application and implementation, including the actions needed under the Governance and Accountability Action Plan.
- Provide up-to-date media training and capacity building on environment issues to local stakeholders and partners through the state SPIU.
- Work in close co-ordination with other experts/agencies, including the Social Specialist to ensure smooth and timely delivery of results.

For the states coming in later phases,

- (i) Orient the states in applicable project procedures and provide training through workshops / field visits;
- (ii) Review project conceptualization, planning and preparation of components / activities and related project documentation with respect to environment; and ensure their quality, timeliness of preparation and compliance to agreed project guidelines;
- (iii) Provide advice on project design and institutional aspects for the other states, in respective field, for effective project implementation.
- (iv) Once the other phases of the project start, provide support in project implementation and monitoring in those states.

8. Schedule for completion of tasks :

All works should be completed within stipulated time limit. Time of completion of each work may be overlap to one another.

9. Data, services and facilities to be provided by the Client:

As consultant has to work at the premises of this SPIU office and make field visits to all project area as needed. In no case he or she will be allowed to carry any data outside the premises without written permission of authorities.

10. Final outputs (reports,) that will be required of the consultant:

Data in form of reports through this assignment has to be generated/edited and updated. Hard copies of reports will be given to field staff or any other person only after permission of SPIU.

11. Duration of assignment

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However , the continuation will be subject to review.
- The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

12. Terms of Payment

Consolidated remuneration of Rs.25,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

Allowances, costs & expenses:

- Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB.
- No other perks & allowances admissible .

13. Other conditions of contract

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.

3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
 - i. Sick leave based on medical certificate and evidence.
 - ii. Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
 - iii. The employee shall be liable for taxes as per the I.T Act.
 - o All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
 - o Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

14. Application Requirement:

Interested Indian nationals between 18-40 years applying for the post shall provide the following documents;
An application addressed to **The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project Phase – II (NCRMP - II), Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014, Phone No.: 033-2249 7358, FAX No. : 033-2479 5820, Email: wbdmncrmp2@gmail.com**

- o indicating clearly the post applied for;
- o Copies of Academic transcript (Graduation, Madhyamik as the case may be)
- o Copies of Training Certificates (Computer / Tally / Driving as the case may be).
- o Copies of work experience certificates
- o Copies of Medical Certificate

15. Selection Criteria:

- o Applicants not producing any of the documents specified in Clause 14 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.
- o Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.
- o 50 % of the weight age will be given for oral assignment and
- o Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.
- o The candidate upon selection will undertake legal agreement.

16. Application submission deadline:

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhawan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 20-02-2015.

17. Ownership

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB.

18. Arbitration

In the event of any dispute between the Environment Specialist for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.

DRAFT TOR FOR THE POST GIS
SPECIALIST

**OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP II
DISASTER MANAGEMENT DEPARTMENT
GOVT. OF WEST BENGAL
TRAN BHAVAN , 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033 2249 7358, FAX- 033 2479 5820
Email id – wbdmncrmp2@gmail.com, Website: wbmdmd.gov.in
**NATIONAL CYCLONE RISK MITIGATION PROJECT
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
AGREEMENT NO. P144726WB****

Terms of Reference (TOR) for hiring GIS Specialist in proposed World Bank funded NCRMP -II (P144726)

1. Background

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called the “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Infrastructures, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable to severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, saltmarshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline sea water into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.
- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hail storm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project (Phase II). The estimated cost of the project is around 621 crores. Department of Disaster Management has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.
-

- The construction of MPCs will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- The MPCs has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities such as:-
- Minimization of loss of lives, property and livestock by providing it shelters during cyclone calamity
- MPCs will act nodal points for receipt and dissemination of cyclone warnings
- MPCs will provide the warehousing facilities of essential stocks/ items for post disaster usage
- The nodal points for carrying out post disaster response and relief activities will be from MPCs
- MPCs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people
- Basic health services like immunization programmes can be administered through these MPCs
- MPCs will act as models for safe construction in vulnerable seismic zones.

2. Project Duration: The project duration is around Five years.

3. GIS infrastructure – Department of Disaster Management, GoWB is the PMU to manage all the work relating to construction of 150 Multi-Purpose Cyclone Shelters under NCRMP-II Project in the eighteen coastal blocks, namely, Gosaba, Basanti, Kultali, Mathurapur-II, Kakdwip, Patharpratima, Namkhana and Sagar of district South 24 Parganas; Hasnabad, Minakhan, Sandeshkhali-I, Sandeshkhali-II, Hingalganj of district North 24 Parganas and Ramnagar-I, Ramnagar-II, Deshpran, Contai-I and Khejuri-II of district Purba Medinipur. The PMU requires extracting different GIS and remote sensing based information from the available resources. For this purpose, the PMU needs to have the services of a GIS expert for the project on purely temporary and contractual basis.

4. Educational qualification

BE/B.Tech in Computer Science/IT/Electronics or Post Graduate Qualification in IT/Computer Science with minimum six years experience including two years experience preferably in GIS related projects in Environment / Disaster Management / Tourism

OR

Masters degree in Geo-Informatics with minimum four years experience preferably in GIS related projects in Environment / Disaster Management / Tourism

OR

Bachelor's degree in Geo-Informatics with minimum six years experience preferably in GIS related projects in Environment / Disaster Management / Tourism.

Desirable:

Good oral and written communication skills. Passionate and confident Team worker – Ability to work effectively as a team member

5. Desirable

PG Diploma in Computer Application,

6. Experience

Minimum 6 yrs. of experience in GIS applications (Four years Experience in case of Masters Degree in Geo Informatics) .

7. Statement of objectives and deliverables:

- Prepare site wise map of each mouza of completed, ongoing and proposed MPCs.
- Link village information and inputs with maps and conduct analytical thematic map and analysis as required by the senior officers.

- Analyze remote sensing satellite data and carry out change detection based on baseline data.
- Give active support to SPIU, NCRMP-II, West Bengal for its day to day work.
- Demarcate position of MPCS, Villages, GPs covered under NCRMP-II

8. Scope of work :

- Geo-referencing & Fusion of LISS-III - PAN Data received from NRSC, Prepare Landuse / Land cover maps of areas under NCRMP-II & other areas as may be specified.
- Demarcate position of MPCS, Villages, GPs covered under NCRMP-II project. Locations / area where these project / schemes are being implemented have to be updated regularly. As and when information is received, the database shall be updated for further use.
- Carryout change detection in NCRMP-II area using RS data procured from NRSC.
- Rectify the divisional maps of NCRMP-II as per field verification.
- Prepare MPCS wise map of each location of NCRMP-II project and printing them at required scale. Develop GIS related strategy.
- To perform integrated and computerized Geographic data systems analyses to address specific issues / problems of the cyclone / flood affected areas of west Bengal.
- Plan and develop GIS related information system on the web. Quarterly performance report to be prepared for appraisal.
- Any other project related work assigned by PIU.

9. Schedule for completion of tasks :

All works should be completed within stipulated time limit. Time of completion of each work may be overlap to one another.

10. Data, services and facilities to be provided by the Client:

As consultant has to work at the premises of this PMU office and make field visits to all project area as needed.. In no case he or she will be allowed to carry any data outside the premises without written permission of authorities.

11. Final outputs (reports,) that will be required of the consultant:

Data in form of Coverages, Shape files, Geodatabase of all areas covered through this assignment has to be generated/edited and updated. Hard copies of maps will be given to field staff or any other person only after permission of PMU.

12. Duration of assignment

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However , the continuation will be subject to review.
- The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

13. Terms of Payment

Consolidated remuneration of Rs.30,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

Allowances, costs & expenses:

- Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB
- No other perks & allowances admissible .

14. Other conditions of contract

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.
3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
 - i. Sick leave based on medical certificate and evidence.
 - ii. Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
 - iii. The employee shall be liable for taxes as per the I.T Act.
 - o All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
 - o Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

15. Application Requirement:

Interested Indian nationals between 18-40 years applying for the post shall provide the following documents;
An application addressed to the **The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project Phase – II (NCRMP - II), Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014, Phone No.: 033-2249 7358, FAX No. : 033-2479 5820, Email: wbdmncrmp2@gmail.com**

- o indicating clearly the post applied for;
- o Copies of Academic transcript (Graduation, Madhyamik as the case may be)
- o Copies of Training Certificates (Computer / Tally / Driving as the case may be).
- o Copies of work experience certificates
- o Copies of Medical Certificate

16. Selection Criteria:

- o Applicants not producing any of the documents specified in Clause 15 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.
- o Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.
- o 50 % of the weight age will be given for oral assignment and
- o Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.
- o The candidate upon selection will undertake legal agreement.

17. Application submission deadline:

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhavan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 20-02-2015.

18. Ownership

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB.

19. Arbitration

In the event of any dispute between the GIS Specialist for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.

DRAFT TOR FOR THE POST MIS
SPECIALIST

OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP II
DISASTER MANAGEMENT DEPARTMENT
GOVT. OF WEST BENGAL
TRAN BHAVAN , 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033 2249 7358, FAX- 033 2479 5820
Email id – wbdmncrmp2@gmail.com, Website: wbmdm.gov.in
NATIONAL CYCLONE RISK MITIGATION PROJECT
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
AGREEMENT NO. P144726WB

Terms of Reference (TOR) for hiring MIS Specialist in proposed World Bank funded NCRMP -II (P144726)

1. Background

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called the “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Infrastructures, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable to severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, saltmarshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline sea water into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.
- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hail storm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project (Phase II). The estimated cost of the project is around 621 crores. Department of Disaster Management has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.
-

- The construction of MPCs will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- The MPCs has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities such as:-
- Minimization of loss of lives, property and livestock by providing it shelters during cyclone calamity
- MPCs will act nodal points for receipt and dissemination of cyclone warnings
- MPCs will provide the warehousing facilities of essential stocks/ items for post disaster usage
- The nodal points for carrying out post disaster response and relief activities will be from MPCs
- MPCs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people
- Basic health services like immunization programmes can be administered through these MPCs
- MPCs will act as models for safe construction in vulnerable seismic zones.

2. Project Duration: The project duration is around Five years.

3. Educational qualification

Master's Degree in Computer Science/ Applications/Programming/Information Technology OR related field.

(ii) At least 5 years of experience in MIS Development, and management specific to construction projects preferably funded by the World Bank and/or other multilateral agencies in India and the State.

(iii) Good oral and written communication skills. Passionate and confident Team worker – Ability to work effectively as a team member

5. Experience

Min. 5 years experience.

6. Statement of objectives and deliverables:

The MIS Specialist will deliver the following:

- Software development/maintenance and training services,
- data entry and report generation.
- the consultant is expected to issue quarterly reports documenting the work undertaken and major issues/problems that may have arisen and actions taken.
- A monthly action plan to be approved by the Project Director.
- A monthly progress report documenting the work carried out each month, including issues that need management's attention. This should encompass an analytic presentation of content and outcomes of discussions at all levels.
- Facilitate the conduct of workshops and various meetings with the World Bank and other stakeholders.
- Ensure that the information in the MIS is up to date and correct

7. Scope of work :

(i) Duties and Responsibilities of the MIS Specialist

A. The consultant will test the MIS at the SPIU level to make sure the MIS work properly. The consultant will use the sample data which the SPIU will provide to check the designed functions of MIS, including data entry, disk transfer etc. and print out required reports as required by SPIU.

B. The consultant will install the MIS for SPIU. The consultant will train SPIU staff in using the software. Training will be conducted at the venue selected by the SPIU. The consultant will be responsible for preparing training materials and conducting the training.

C. The consultant will install the MIS and databases on the SPIU computer network, test and verify its proper operation and train SPIU staff in using the MIS.

D. The consultant will assess the requirements and develop the databases and MIS that meet requirements for financial, accounting, contract management and other management requirement of the SPIU. Where feasible, off-the-shelf software will be used rather than purpose-built software. The consultant will work closely with the SPIU Management to determine information to be stored, security arrangements, establish audit trails, data entry approaches, reporting requirements etc. The consultant will test and validate the software, install the software on the SPIU network and train SPIU staff in using the software.

E. The consultant will be responsible of selecting and training the staff responsible for data entry and reports/letters generation. These include,

1. Data input
2. Verification of records
3. Generate letters and reports according to the requirements described in Project Implementation Plans

F. The consultant will maintain the MIS and databases and upgrade as necessary, including providing troubleshooting services. This will include modifying the components of management systems and their reporting modules. This service will be required on an ongoing basis and immediately when flaws are detected.

G. The consultant will assist the SPIU in procuring and installing new hardware and software and in training SPIU staff in using such software and hardware. The consultant will develop a reliable information security systems including secure procedures for data entry, data storage and backup, and establishing data entry/change audit trails.

8. Schedule for completion of tasks :

All works should be completed within stipulated time limit. Time of completion of each work may be overlap to one another.

9. Data, services and facilities to be provided by the Client:

As consultant has to work at the premises of this SPIU office and make field visits to all project area as needed. In no case he or she will be allowed to carry any data outside the premises without written permission of authorities.

10. Final outputs (reports,) that will be required of the consultant:

Data in form of reports through this assignment has to be generated/edited and updated. Hard copies of reports will be given to field staff or any other person only after permission of SPIU.

11. Duration of assignment

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However , the continuation will be subject to review.
- The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

12. Terms of Payment

Consolidated remuneration of Rs.25,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

Allowances, costs & expenses:

- Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB
- No other perks & allowances admissible.

○ **13. Other conditions of contract**

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.
3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
 - i. Sick leave based on medical certificate and evidence.
 - ii. Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
 - iii. The employee shall be liable for taxes as per the I.T Act.
 - All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
 - Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

14. Application Requirement:

Interested Indian nationals between 18-40 years applying for the post shall provide the following documents;

An application addressed to the **The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project Phase – II (NCRMP - II), Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014, Phone No.: 033-2249 7358, FAX No. : 033-2479 5820, Email: wbdmncrmp2@gmail.com**

- indicating clearly the post applied for;
- Copies of Academic transcript (Graduation, Madhyamik as the case may be)
- Copies of Training Certificates (Computer / Tally / Driving as the case may be).
- Copies of work experience certificates
- Copies of Medical Certificate

15. Selection Criteria:

- Applicants not producing any of the documents specified in Clause 14 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.
- Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.
- 50 % of the weight age will be given for oral assignment and
- Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.
- The candidate upon selection will undertake legal agreement.

16. Application submission deadline:

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhavan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 20-02-2015.

17. Ownership

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB.

18. Arbitration

In the event of any dispute between the MIS Specialist for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.

**DRAFT TOR FOR THE POST IT
MANAGER**

OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP II
DISASTER MANAGEMENT DEPARTMENT
GOVT. OF WEST BENGAL
TRAN BHAVAN , 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033 2249 7358, FAX- 033 2479 5820
Email id – wbdmncrmp2@gmail.com, Website: wbmdm.gov.in
NATIONAL CYCLONE RISK MITIGATION PROJECT
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
AGREEMENT NO. P144726WB

Terms of Reference (TOR) for hiring Information Technology Manager in proposed World Bank funded NCRMP -II
(P144726)

1. Background

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called the “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Infrastructures, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable to severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, saltmarshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline sea water into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.
- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hail storm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project (Phase II). The estimated cost of the project is around 621 crores. Department of Disaster Management has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the

- continuity and sustainability of development.
- The construction of MPCs will not only pave the way for increase the communities resilience during calamity, but also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- The MPCs has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities such as:-
 - Minimization of loss of lives, property and livestock by providing it shelters during cyclone calamity
 - MPCs will act nodal points for receipt and dissemination of cyclone warnings
 - MPCs will provide the warehousing facilities of essential stocks/ items for post disaster usage
 - The nodal points for carrying out post disaster response and relief activities will be from MPCs
 - MPCs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people
 - Basic health services like immunization programmes can be administered through these MPCs
 - MPCs will act as models for safe construction in vulnerable seismic zones.

2. Project Duration: The project duration is around Five years.

3. Educational qualification

(i) He/she should hold a regular degree in Computer Science (B. Tech/M. Tech. / MCA from a recognized institution) with at least first class or equivalent grade with 05 Years experience. He/She should demonstrate familiarity with contemporary databases, open source technologies, modern application development languages and script languages such as Java, ASP, Dot Net, HTML, DHTML, PHP etc. Persons with higher qualification can also apply. Ph.D. degree holders with 3 years experience can also apply

(ii) Experience of working in similar or related projects financed by the external/multilateral agencies is an added advantage.

(iii) Good oral and written communication skills. Passionate and confident Team worker – Ability to work effectively as a team member

5. Experience

Min. 05 years experience (in case of Ph. D. degree, the experience will be relaxed to 03 years)

The Information Technology Manager:

Should be fully conversant with all communication technologies and networking of techniques for networking of networks through gateways / routers that are needed for state-of-the-art communication network with failsafe character. Expertise in implementation of communication network would be desirable.

Should have through knowledge on the selection and specification of the hardwares and softwares creation of data fusion centre involving data storage, application server, map server, web server, Geo processing server etc and security of the data bank (through firewalls / proxy servers) for generating value added information like vulnerability analysis, risk assessment, decision support system on GIS Platform.

Expertise in generation of vector data and raster data (at proper scale and contour intervals) collected through satellite as well as airborne imageries, overlaying census/field data and various natural/ manmade hazard profiles on GIS platform to arrive at appropriate decisions would be essential.

6. Statement of objectives and deliverables:

1. Reporting on strategic direction, tasks, deliverables, quality control, Financial analysis and management, issue management, organisational issues of the SPIU and status in general versus agreed terms of reference.
2. Documentation and information dissemination.
3. Status reports, problem reporting and management systems, follow up and organisation.
4. Preparation and maintenance of project and quality plans and tracking of activities against the plan; provision of regular and accurate reports.
5. Monitoring of costs, timescales and resources used, and taking action where these deviate from agreed tolerances.
6. Ensuring that delivered systems are implemented.
7. Support to the SPIU for planning.
8. Monitoring the execution of the project and report to SPIU.
9. Resource planning and allocation.

7. Scope of work :

1. Understanding reporting system of SPIU as also of the Disaster Management department. Analyzing IT problems and network requirements and responsible for delivering new tools on ICT as and when required, facilitating the proper functioning of the SPIU and the department.
2. Develop timeframes and cost plans for acquisition of the required hardware, software and telecommunication services in consultation with the procurement cell; advise the budgetary implications of current and future training needs; provide technical advice and expertise in procurement of IT Goods and services including conducting needs assessments and upgrading, preparing technical specifications, evaluation criteria and selection for SPIU. For effective and timely roll out of the MIS in the SPIU co-ordinate with the Technical / Engineering Section and Financial Section of the SPIU.
3. Assist in the organizing of training programmes, workshop etc. for various stakeholders in the field of IT and help capacity building, of the personnel within the SPIU, in basic IT competencies.
4. To ensure that the IT systems at SPIU function properly and the reports generate necessary information to evaluate against the set monitoring indicators. Assist users to use applications and software packages and their features provide day-to-day oversight to the data entry operators entering hospital level data into the system at the SPIU and conduct random checks on an agreed number of data sheets to ensure that data is being accurately entered into the system. Maintain database archives by installing /acquiring data sets and documentation.
5. Use spot checks as a mechanism to identify possible data anomalies that need more in-depth investigation, and follow-up to ensure data accuracy.
6. Discuss the data set with the SPIU to identify the types of analysis that are possible with the available data and arrive at a menu of possible/desirable types of analytical tables that would be of use to the SPIU in decision-making and policy development.
7. Install, configure and modify applications, network, databases and other systems and act as a liaison between information systems resources and the user staff.

8. Schedule for completion of tasks :

All works should be completed within stipulated time limit. Time of completion of each work may be overlap to one another.

9. Data, services and facilities to be provided by the Client:

As consultant has to work at the premises of this SPIU office and make field visits to all project area as needed.. In no case he or she will be allowed to carry any data outside the premises without written permission of authorities.

10. Final outputs (reports,) that will be required of the consultant:

Data in form of reports through this assignment has to be generated/edited and updated. Hard copies of reports will be given to field staff or any other person only after permission of SPIU.

11. Duration of assignment

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However , the continuation will be subject to review.
- The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

12. Terms of Payment

Consolidated remuneration of Rs.70,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

Allowances, costs & expenses:

1. Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB
2. No other perks & allowances admissible .

13. Other conditions of contract

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.
3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:

- iii. Sick leave based on medical certificate and evidence.
- iv. Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
- iii. The employee shall be liable for taxes as per the I.T Act.
 - o All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
 - o Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

14. Application Requirement:

Interested Indian nationals between 18-40 years applying for the post shall provide the following documents;
An application addressed to the **The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project Phase – II (NCRMP - II), Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014, Phone No.: 033-2249 7358, FAX No. : 033-2479 5820, Email: wbdmncrmp2@gmail.com**

- o indicating clearly the post applied for;
- o Copies of Academic transcript (Graduation, Madhyamik as the case may be)
- o Copies of Training Certificates (Computer / Tally / Driving as the case may be).
- o Copies of work experience certificates
- o Copies of Medical Certificate

15. Selection Criteria:

- o Applicants not producing any of the documents specified in Clause 14 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.
- o Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.
- o 50 % of the weight age will be given for oral assignment and
- o Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.
- o The candidate upon selection will undertake legal agreement.

16. Application submission deadline:

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhavan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 20-02-2015.

17. Ownership

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB.

18. Arbitration

In the event of any dispute between the IT Manager for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.

DRAFT TOR FOR THE POST
SOCIAL DEVELOPMENT
SPECIALIST

OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP II
DISASTER MANAGEMENT DEPARTMENT
GOVT. OF WEST BENGAL
TRAN BHAVAN , 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033 2249 7358, FAX- 033 2479 5820
Email id – wbdmncrmp2@gmail.com, Website: wbmdm.gov.in
NATIONAL CYCLONE RISK MITIGATION PROJECT
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
AGREEMENT NO. P144726WB

Terms of Reference (TOR) for hiring Social Development Specialist in proposed World Bank funded NCRMP -II (P144726)

1. Background

- The Government of India has initiated a number of initiatives to reconcile the aims of protection of life and livelihood of coastal communities; conservation of ecological resources in the coastal and marine areas; and, promotion of economic activities that have necessarily to be located in the coastal regions. As one of the different initiatives, the Government of India along with the respective State Governments is implementing a World Bank financed project called the “National Cyclone Risk Mitigation Project” (NCRMP-II). The Project has specific objectives to support the long-term vision of the Government by (a) building national capacity for implementation of National Cyclone Risk Mitigation Project approach in the country, and (b) piloting the approach in the states of Gujarat, Orissa and West Bengal. The National Component of the Project focuses on expanding the institutional capacity and knowledge base needed for National Cyclone Risk Mitigation Project. The State Components include capacity building at the state level, preparation of National Cyclone Risk Mitigation Infrastructures, and a range of complementary local pilot investments.
- The coastal districts of West Bengal are vulnerable to severe cyclonic storms. South 24 Parganas, North 24 Parganas and Purba Medinipur experience frequent tropical cyclones, having disastrous consequences on the lives of human beings as well as animal population of the region. It must be mentioned here that the vulnerability due to cyclones cannot be determined solely by its frequency of occurrence, the vulnerability depends on associated storm surge, coastal inundation or flooding and socio economy of the affected region.
- The Sundarban Delta Complex which has geo-genetic link to the tectonic Bengal Basin known for its startling coastal landforms that include back dunal mudflats, back swamps, saltmarshes and tidal creeks enshrouded with mangrove vegetation, low gradient supratidal and intertidal shores with mud bank, swales and berms, rivulets, tidal flats etc. However despite the mind boggling floral and faunal diversity Sundarban is very much vulnerable to natural hazards e.g. storm surge, flood, tidal wave, cyclone etc. Moreover due to rising sea level, the existing coastline is retreating at alarming rate which is symptomatic to some impending natural catastrophes. The inhabitants of the Sundarban estuary probably have acclimatized themselves how to live on facing the nature’s wrath. Sundarban is still recuperating from the brunt of Cyclone Aila that devastated thousands of hectares of once fertile agricultural land adjoining the mangrove forests into a wasteland. The loss of human life and property is beyond any estimation in real terms. The aftermath of these kinds of cyclones and storm surges is on the livelihood of the people at large as due to the ingress of saline sea water into the lush green fertile fields used for paddy cultivation, these tracts of land rendered useless for any kind of agricultural activities.
- The NCRM Project understands that fructification of the project can be done only when the people living on the vulnerable coastal zones can be safeguarded to a certain extent from the natural calamities like flood, cyclone, hail storm, thunder squall and sometimes even to tsunamis that occurred due to geo-morphological, climatic and seismic conditions.
- After the enactment of Disaster Management Act, 2005, there has been a major shift in the disaster management strategy of this State Government from a relief centric response to a composite approach based on preparedness, prevention & mitigation.
- Department of Disaster Management, Government of West Bengal (**DoDM**) has been entrusted with the construction, operation and maintenance of the proposed Multi-Purpose Cyclone Shelters (MPCS) as envisaged in the NCRM Project (Phase II). The estimated cost of the project is around 621 crores. Department of Disaster Management has been assigned this project component because it plays a pioneering role in establishing necessary systems, structures, programs, resources, capabilities for reducing disaster risks in the State in order to save human lives and property, avoid disruption of economic activity and damage to environment and also to ensure the continuity and sustainability of development.
- The construction of MPCS will not only pave the way for increase the communities resilience during calamity, but

also opening avenue for social coordination and enhanced the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.

- The MPCs has a multi-pronged approach in catering to the needs especially of the disadvantaged sections of the populace through a string of activities such as:-
- Minimization of loss of lives, property and livestock by providing it shelters during cyclone calamity
- MPCs will act nodal points for receipt and dissemination of cyclone warnings
- MPCs will provide the warehousing facilities of essential stocks/ items for post disaster usage
- The nodal points for carrying out post disaster response and relief activities will be from MPCs
- MPCs will also provide temporary protection from the heavy downpour during the monsoon and also from the scorching heat during the summer to the shelter less people
- Basic health services like immunization programmes can be administered through these MPCs
- MPCs will act as models for safe construction in vulnerable seismic zones.

2. Project Duration: The project duration is around Five years.

3. Educational qualification

(i) Should possess a 1st Class M. A. / M. Sc in Sociology..

(ii) Min. 10 years experience (in case of Ph. D. degree, the experience will be relaxed to five years) after completion of M. Sc. Degree, proven skills in writing articles, reports / research papers preparation and social auditing of coastal communities and experience in analysis of social institution functions and mechanism, involuntary resettlement, consultation and participation, socio-economic surveys, livelihoods/social capital restoration monitoring and evaluation of social development activities, and also preferably in disaster management.

(iii) Knowledge of computer applications to manage data base and generation of reports is preferred,

(iv) Experience of working in similar or related projects financed by the external/multilateral agencies is an added advantage.

(v) Good oral and written communication skills. Passionate and confident Team worker – Ability to work effectively as a team member

4. Desirable

PG Diploma in Computer Application,

5. Experience

Min. 10 years experience (in case of Ph. D. degree, the experience will be relaxed to five years)

6. Statement of objectives and deliverables:

The Social Management Specialist will deliver the following :

- a) A monthly action plan to be approved by the Project Director.
- b) A monthly progress report documenting the work carried out each month. This should encompass an analytic presentation of content, and outcomes of discussions at all levels, and critical issues needing management attention.
- c) Facilitate the conduct of workshops and various meetings with the World Bank and other stakeholders.
- d) Ensure that the information in the MIS is up to date and correct

7. Scope of work :

The Social Management Specialist will :

- (i) Assist the Project Director in the review and approval of various screening reports related to social safeguards in accordance with ESMF;
- (ii) Responsible for overseeing and coordinating the implementation of social development activities such as land acquisition, resettlement, NGO coordination and other social development activities in the project.
- (iii) Responsible for ensuring compliance with ESMF with respect to preparation and implementation of plans related to social impacts;
- (iv) Manage the Social Assessment studies including the benefit monitoring and evaluation and coordinate preparation of relevant action plans to implement the outcomes of Social Assessment process;
- (v) Coordinate with PIU's of states for overseeing the implementation and monitoring of land acquisition and involuntary resettlement mitigation actions and other social development activities;
- (vi) Ensure adequate social involvement and interactions in various project activities as per the project design, to promote ownership and sustainability
- (vii) Preparation of periodical progress reports on social impacts for SPIU's review and action;
- (viii) Maintain and upgrade the computerized data base related to the delivery of land acquisition compensation as well as resettlement entitlements and generation of periodical progress reports ;
- (ix) Undertake field visits to impact areas as appropriate to monitor the implementation of social dimensions of the project and submit periodic reports.
- (x) Assist the SPIU in the monitoring of the Grievance Redress System incorporated in the project as part of the Governance and Accountability Action Plan.
- (xi) Work in close co-ordination with other experts/agencies, including the Environmental Specialist to ensure smooth and timely delivery of results.
- (xii) Any other issue related to the social aspects of the project to ensure that social safeguards as applicable for the project are complied with.
- (xiii) Ensure adequate staff capacities, skills and resources at the state agencies for Social Management. Provide/facilitate timely training to the staff in the various implementing units on social aspects. For the states coming in later phases,
- (xiv) Orient the states in applicable project procedures and provide training through workshops / field visits;
- (xv) Review project conceptualization, planning and preparation of components / activities and related project documentation with respect to social aspects; and ensure their quality, timeliness of preparation and compliance to agreed project guidelines;
- (xvi) Provide advice on project design and institutional aspects for the other states, in respective field, for effective project implementation
- (xvii) Once the other phases of the project start with new states, provide support in project implementation and monitoring in those states.

8. Schedule for completion of tasks :

All works should be completed within stipulated time limit. Time of completion of each work may be overlap to one another.

9. Data, services and facilities to be provided by the Client:

As consultant has to work at the premises of this SPIU office and make field visits to all project area as needed.. In no case he or she will be allowed to carry any data outside the premises without written permission of authorities.

10. Final outputs (reports,) that will be required of the consultant:

Data in form of reports through this assignment has to be generated/edited and updated. Hard copies of reports will be given to field staff or any other person only after permission of SPIU.

11. Duration of assignment

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The staff for this Project will be selected based on contract / co-terminus with the Project. However , the continuation will be subject to review.
- The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

12. Terms of Payment

Consolidated remuneration of Rs.25,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concern authority.

Allowances, costs & expenses:

1. Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB
2. No other perks & allowances admissible .

13. Other conditions of contract

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.
3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
 - v. Sick leave based on medical certificate and evidence.
 - vi. Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
- iii. The employee shall be liable for taxes as per the I.T Act.
- All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.
- Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

14. Application Requirement:

Interested Indian nationals between 18-40 years applying for the post shall provide the following documents;
An application addressed to the **The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project Phase – II (NCRMP - II), Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014, Phone No.: 033-2249 7358, FAX No. : 033-2479 5820, Email: wbdmncrmp2@gmail.com**

- indicating clearly the post applied for;
- Copies of Academic transcript (Graduation, Madhyamik as the case may be)
- Copies of Training Certificates (Computer / Tally / Driving as the case may be).
- Copies of work experience certificates
- Copies of Medical Certificate

15. Selection Criteria:

- Applicants not producing any of the documents specified in Clause 14 (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.
- Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.
- 50 % of the weight age will be given for oral assignment and
- Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.
- The candidate upon selection will undertake legal agreement.

16. Application submission deadline:

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhavan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 20-02-2015.

17. Ownership

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB will have ownership of the data /reports. The consultants will have no right of claim to the products developed and shall not replicate them without prior consent of SPIU, NCRMP-II, West Bengal in the Department of Disaster Management, GoWB.

18. Arbitration

In the event of any dispute between the Social Development Specialist for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.

**DRAFT TOR FOR THE POSTS
ACCOUNT ASSISTANT / OFFICE
ASSISTANT / FINANCE
ASSISTANT / DATA ENTRY
OPERATOR / DATA ENTRY
OPERATOR WITH AUTO CAD
SPECIALISATION / HELPER**

**OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP II
DISASTER MANAGEMENT DEPARTMENT
GOVT. OF WEST BENGAL
TRAN BHAVAN , 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033 2249 7358/033-2214 3526, FAX- 033 2479 5820
Email id – wbdmncrmp2@gmail.com,Website: wbdmd.gov.in
NATIONAL CYCLONE RISK MITIGATION PROJECT
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
AGREEMENT NO. P144726WB**

Government of India (GoI) under Ministry of Home Affairs (DM Division) (MoHA) has obtained assistance from the World Bank for National Cyclone Risk Mitigation Project (Phase-II) (NCRMP-II). The Government of West Bengal (GoWB) in the Department of Disaster Management (DoDM) is also a recipient of the assistance and is to implement the relevant component of the project in West Bengal. The West Bengal State Project Implementation Unit (SPIU) has been set up in the Directorate of Disaster Management, Kolkata to oversee, guide and coordinate the project implementation through Project Implementation Unit (PIU). Project Director, SPIU is inviting applications for the positions given below. The project period is two years and the staff at SPIU, NCRMP-II, West Bengal will be selected based on contract / co-terminus with the project. However, the continuation will be subject to review. Increment of salary during the period will be completely based on involvement in the project, performance and output.

1. Background of the Project

The Department of Disaster Management (DoDM), Government of West Bengal will soon begin the implementation of National Cyclone Risk Management Project (Phase-II), a World Bank aided project.

Under this project, DoDM will construct 150 MPCS in the eighteen blocks of three coastal districts of West Bengal, viz; South 24 Parganas, North 24 Parganas & Purba Medinipur and underground electrification of 100 KM LT and 70 KM HT at Digha –Sankarpur area.

The Project Period is around Five years.

To lead the project, DoDM has formed a State Project Management Unit headed by a Project Director. As the SPIU, the DoDM is required to oversee the implementation of the overall project and monitor project progress, report, de-bottleneck issues and facilitate coordination among all stake holders. Furthermore, the SPIU, DoDM will also implement its project components as an implementing agency beyond its role as the SPIU.

In this respect the SPIU intends to hire Indian Nationals as supporting staff for SPIU / PIU mentioned below:

- | | |
|--|-----------|
| 1. Office Assistant | - 2 (two) |
| 2. Finance Assistant | - 1 (one) |
| 3. Account Assistant | - 1 (one) |
| 4. Data Entry Operator | - 6 (six) |
| 5. Data Entry Operator with
Auto Cad Specialisation | - 2 (two) |
| 6. Helper | - 10(ten) |

to perform services mentioned in the detailed Terms of Reference (TOR) in this document. The Staff will be hired under purely contract terms and conditions for one year which may be extended based on performance, further for a period of one year but not later than the end of project, whichever is earlier. The TORs for all the above category of Staff are as follows;

2. Terms of Reference for Office Assistant

The Office Assistant shall work under the direction and guidance of the Project Director, SPIU. His/her responsibilities will include but not limited to:

- ✓ Shall undertake duties as directed by the Project Director / Dy Project Director and Project Manager. Shall shoulder the responsibilities of the administrative and office support work assigned by the project officers.
- ✓ Strong organizational skills so as to shoulder multi-tacking work such as the work of personal assistant, office assistant and administration assistant.
- ✓ Ensure that all visitors are well received and attended to and that the office is kept clean.
- ✓ Assist in operational backstopping of office and field projects by ensuring timely provision of suitable inputs such as equipment, stationary and other utilities required.
- ✓ Assist in coordination of activities for visitors to the field project and other sites including making hotel reservations and arranging transport in consultation with relevant officer(s)
- ✓ Receive and transmit all faxes and keep record and the accounts / projects to be charged
- ✓ Receive and make telephone calls and keep record of all these calls and the relevant accounts or projects to be charged.
- ✓ Maintain a schedule of planned meetings and attend to routine correspondence and administration functions especially in the absence of the officers.
- ✓ Provide photocopying and document binding services as requested.
- ✓ Provide filing services, archiving and offer circulation of mail service within the office.
- ✓ Provide errands, travel and banking services as required.
- ✓ Work with the relevant officers on arrangement of workshops / meetings materials.
- ✓ All other duties as assigned by the Project Director.
- ✓ Assist in preparing brochures, periodic reports, and articles on grant programs, and reports, speeches and presentations for lectures and special events, as and when required.
- ✓ Respond to any defect of the operating system and ensure timely rectifications
- ✓ Internet / email communication skills.
- ✓ Commitment to SPIU and its mission

Qualifications

- ✓ Science / Commerce Graduate with two years of office management experience.
- ✓ 2 years experience with knowledge of file processing.
- ✓ Proficiency in computer, familiar to MS-Office software etc.

3. Terms of Reference for Finance Assistant / Account Assistant:

Responsibilities of Finance Assistant / Account Assistant will include but not limited to:

1. Receive and process payment claims as authorized, including preparing cheques, maintaining the Cash Book, tally account, assist in audit, and disbursing payments to vendors through e-payment system, liaise with Government Treasury and Bank, arrange for e-filing IT returns;
2. Set up and maintain Office Petty Cash;
3. Assist with the procurement of office and project related equipment;
4. All other duties as assigned by the Project Director.

Qualifications

- ✓ Honours Graduate in Accountancy with five years of experience after completion of graduation.
- ✓ Proficiency in Computer, familiar to MS-Office and Tally software for financial accountancy.
- ✓ Experience in maintaining and controlling of accounts, E-payments, TDS, e-Filing of IT Returns
- ✓ Experience in handling of procurement matters in any agency / institution.
- ✓ Experience in audit firm is desirable.

4. Terms of Reference for Data Entry Operator:

The Data Entry Operator shall work under the direction and guidance of the Project Director, SPIU. His/her responsibilities will include but not limited to:

- Shall undertake duties as directed by the Project Director / Dy. Project Director and Project Manager.
- Entry of data on progress of field level works of NCRMP-II.
- Online submission of the Reports to the SPIU.
- Preparation of official reports, returns, scanning and sending through e-mail.
- Assist MIS Specialist as and when required.
- Any other project related works assigned by the Project Director

Qualifications

1. Bachelor's Degree in any discipline with knowledge of MS-Office, Power Point presentation, Bengali computer typing etc.
2. At least 1 year on hand experience in related fields.

5. Terms of Reference for Data Entry Operator with AUTO CAD Specialisation:

The Data Entry Operator shall work under the direction and guidance of the Project Director, SPIU. His/her responsibilities will include but not limited to:

- Shall undertake duties as directed by the Project Director / Dy. Project Director and Project Manager.
- Assist Engineers on Project related works.
- Entry of data on progress of field level works of NCRMP-II.
- Online submission of the Reports to the SPIU.
- Any other project related works assigned by the Project Director

Qualifications

1. Bachelor's Degree in any discipline with knowledge of MS-Office, Power Point presentation, Bengali computer typing and knowledge of Auto CAD etc.
2. At least 1 year on hand experience in related fields.

6. Terms of Reference for Helper:

1. Provide tea / coffee or refreshments for guests / visitors to the SPIU office as appropriate.
2. Perform general office administrative duties as required, including: photocopying, distribute faxes received to staff members, and etc. Distribute office correspondence from reception to every staff members
3. Carry out any other tasks assigned.

Qualifications

- ✓ Standard VIII Passed.
- ✓ Driving License is desirable.

7. Terms and conditions of employment

7.1 Contract duration

1. The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
2. The staff for this Project will be selected based on contract / co-terminus with the Project. However , the continuation will be subject to review.
3. The assignment will initially for 12 months and may be extended for a further period of one year depending on the Performance, output and involvement in the Project.

7.2 Remuneration and allowances

A. Remuneration:

- i. For Office Assistant / Finance Assistant /Account Assistant / Data Entry Operator with Auto CAD Specialisation:

Consolidated remuneration of Rs.15,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month.

- ii. For Data Entry Operator:

Consolidated remuneration of Rs.10,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month.

- iii. For Helper:

Consolidated remuneration of Rs. 8,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month.

B. Allowances, costs & expenses:

1. Allowances will be paid as and when the employee is on tour as per the rule forced by GoWB.
2. No other perks & allowances admissible .

7.3 Other conditions of contract

1. The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
2. The employee shall not claim absorption in any Government Establishment.
3. The employee shall be entitled to leave as follows with prior approval of the Project Director or his authorised Officer:
 - i. Sick leave based on medical certificate and evidence.
 - ii. Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall be only permitted without payment, to be proportionately adjusted from the monthly salary.
 - iii. The employee shall be liable for taxes as per the I.T Act.

All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the duties shall be the property of the employer and upon termination of the engagement shall be disposed of as the employer directs.

Except with the written consent of the employer, the employee shall not divulge to any person not use for own purpose, any information relating to services, the project or the employer, including information in respect of rates of remuneration and conditions of employment.

8. Application Requirement:

Interested Indian nationals upto 18-40 years applying for the post shall provide the following documents;

An application addressed to **The Project Director, State Project Implementation Unit, National Cyclone Risk Mitigation Project Phase – II (NCRMP - II), Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata – 700 014, Phone No.: 033-2249 7358, FAX No. : 033-2479 5820, Email: wbdmncrmp2@gmail.com**

indicating clearly the post applied for;

Copies of Academic transcript (Graduation, Madhyamik as the case may be)

Copies of Training Certificates (Computer / Tally / Driving as the case may be).

Copies of work experience certificates

Copies of Medical Certificate

9. Selection Criteria:

Applicants not producing any of the documents specified in Clause 8(Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.

Short listing will be decided by the Project Director, SPIU based on the academic merit ranking.

50 % of the weight age will be given for oral assignment and

Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weight age on the merit ranking.

The candidate upon selection will undertake legal agreement.

10. Application submission deadline:

Interested applicant shall submit application along with all above mentioned documents to the office of the Project Director, SPIU, Department of Disaster Management, Government of West Bengal, Tran Bhawan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 20-02-2015.

10. Arbitration

In the event of any dispute between the Office Assistant /Finance Assistant / Account Assistant / Data Entry Operator / Data Entry Operator with Auto CAD specialization / Helper for NCRMP-II in West Bengal and the SPIU for NCRMP-II in West Bengal, the Govt. of West Bengal will be the arbitrator.
