

**STATE PROJECT IMPLEMENTATION UNIT
NATIONAL CYCLONE RISK MITIGATION PROJECT PHASE-II
DISASTER MANAGEMENT & CIVIL DEFENCE DEPARTMENT
GOVERNMENT OF WEST BENGAL**

Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata — 700 014
Ph. No.: 033-2264-0275/2214-3526, Fax: 033-2214-1378, Email: sencrmp2@gmail.com


Memo No: 146/NCRMP-II

Date: 04/12/2020

1. The Government of India has received 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 & Civil Defence, Government of West Bengal is implementing the relevant component of the Project in West Bengal. 3. State Project Implementation Unit, Department of Disaster Management & Civil Defence, Government of West Bengal is inviting applications for the positions given in the table below. 4. Expected closing date of the project is 15th March, 2021 which is likely to be extended 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 Post	Salary in Rs./ Month
1.	Procurement Specialist	01 (One)	₹ 35,000.00
2.	Social Development Specialist	01 (One)	₹ 40,000.00
3.	Environment Specialist	01(One)	₹ 35,000.00
4.	GIS Expert	01(One)	₹ 35,000.00

General Conditions: 1. Details on Qualification and Scope and Nature of work for the Posts mentioned above will be available on the website www.wbdmd.gov.in. 2. In all cases, experience in any World Bank Assisted / International Agency funded project / Project preparation cell will be preferred. 3. Persons working in Government / Public Sector Undertakings / Autonomous Organizations should submit their application through proper channel. 4. Candidates will have to produce the proof of details furnished in their applications, in original, as and when required. 5. Applications received after due date, unsigned applications, applications without mentioning the post for which applied, applications not submitted with the copies of all supporting documents (wherever applicable) and applications incomplete in any respect, will not be considered. 6. Only Indian Nationals are eligible to apply. 7. Canvassing in any form will be a disqualification. 8. It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the fact, his / her candidature will be summarily rejected or his / her employment terminated. 9. The applications must be sent in neatly hand written or typed out A4 size paper. 10. Interested qualified persons may send applications to the above mentioned address within 11-01-2021 upto 17:30 hrs.


Project Manager & Superintending Engineer
SPIU, NCRMP-II
Dept. of Disaster Management & Civil Defence
Govt. of West Bengal

OFFICE OF THE PROJECT DIRECTOR
SPIU, NCRMP-II
DEPARTMENT OF DISASTER MANAGEMENT & CIVIL DEFENCE
GOVT. OF WEST BENGAL
TRAN BHAVAN, 5TH FLOOR
87A, S. N. BANERJEE ROAD, KOLKATA-700 014
PH. 033-2264-0275
Email id -sencrmp2@gmail.com, Website: www.wbdmd.gov.in
NATIONAL CYCLONE RISK MITIGATION PROJECT - Phase -II
Project ID: P144726

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

1. Background

- O 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). 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, Odisha 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.
- O 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.
- O 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, salt marshes 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.
- O 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.
- O 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.
- O Department of Disaster Management & Civil Defence, Government of West Bengal (DoDM & CD) 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 & Civil Defence 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.

- O The MPCs will not only pave the way to increase the communities resilience during calamity, but also opening avenue for social coordination and enhance the capacity to shoulder responsibility by operating the shelters in a gainful pro-social way.
- O 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 as 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. Expected closing date of the project: 15th March, 2021 (likely to be extended further).

3. Name of the Post:

A. Procurement Specialist

A-1: Objective

The Procurement Specialist will be responsible for the overall coordination of all procurement related project activities to ensure that the related Project objectives are achieved within the time schedule and within the financial plan.

A-2: Educational qualification & Experience

- (i) Should have a post graduate degree either in M.B.A. (Fin.) or M.B.A. (Supply Chain Management) M.M.M. or a B. Tech/B.E. or M. Tech/ M.E. degree from a recognized university or a Chartered Accountant;
- (ii) At least 5-7 years of direct relevant work experience as Procurement Specialist;
- (iii) Good knowledge of all concepts and principles of and approaches to procurement, and of public procurement systems followed by the State Government. Knowledge and understanding of technical, commercial and legal aspects of procurement at all phases;
- (iv) Strong communication skills in presenting, discussing and resolving difficult issues and proficiency in English and Hindi languages (or State specific language);
- (v) Knowledge and experience in e-procurement and procurement MIS.

A-3: Scope of Work/Tasks

- To prepare year-wise procurement plan for the project to ensure efficiency and get it approved from PMU and monitor/ update the same regularly;
- To provide procurement support during project preparation;
- To assist all implementing agencies and staff in procurement capacity building activities including support during procurement assessment and procurement system development;
- To prepare operational guidelines on concepts, policies and procedures of procurement for all levels;
- To prepare guidelines for negotiating and resolving difficult procurement issues with agencies particularly bidding and award issues;

- To design capacity building modules for procurement professionals in implementing agencies at levels on approach to procurement, as well as on specialised procurement topics;
- To prepare a range of procurement-related documents and reports;
- To develop a strong web-based procurement management system in coordination with the M&E Specialist and IT Consultant and to analyse management related information for improving efficiency and effectiveness of service delivery in the project;
- To co-ordinate with all implementing agencies, SPIU and the World Bank in general and with task counterpart in the WB Team;
- To be fully conversant with all aspects of project implementation activities and to be responsible for timely reporting to the Project Director;
- To ensure publication of the procurement plan on the PIU/PMU website;
- To ensure that procurement under the project is conducted in accordance with the procedures and timetables as approved by the PMU;
- To invite expressions of interest (EOI) for consultancy assignments through advertisements in newspapers and/ or through e-procurement system, to coordinate for the evaluation of the EOI and finalization of shortlist;
- To support the SPIU in procurement matters, especially on technical matters, such as preparation of technical specifications, preparing all types of advertisements, bidding documents, letters of invitation, expression of interests, preparing RfP documents, draft contracts, evaluation reports etc., in the procurement of goods/works/ equipment/ consultancies/ trainings/ services etc.;
- To maintain up-to-date and accurate procurement records for each project component;
- To prepare and submit procurement progress reports periodically for the review of the Project Director;
- To handle procurement related grievances/ complaints received by the SPIU as per guidelines;
- To be responsible for any other related task/tasks assigned by the Project Director.

A-4: Terms of payment

Consolidated remuneration of Rs.35,000/- in respect of the services performed during the terms of contract, at the end of every calendar month based on the satisfactory report from concerned authority.

Allowances, costs & expenses:

- T/A as per the rule forced by GoWB will be paid as and when the employee is on tour.
- No other perks & allowances like Gratuity, LTC and leave encashment etc. are admissible.

B. Social Development Specialist

B-1: Objective

The Social Development Specialist will be responsible for overseeing the social management process and application of social safeguards for the project.

B-2: Educational qualification & Experience

- Post graduate in Social Work/ Rural Management/ Development Studies;
- At least 8 years' experience in community development, community mobilization, resettlement, disaster management, gender and rural development. Experience in disaster management will be a plus;
- Conversant with the participatory tools such as PRA, micro-planning, participative monitoring and evaluation in community development, public building and watsan and rehabilitation activities. The candidate should be well versed with the socio-economic conditions of beneficiaries and should be able to communicate in the local language;

- Previous professional work experience in the state and work in the World Bank/ ADB assisted projects shall be considered favourably;
- Fluency in both oral and written English and Hindi/ State language.

B-3: Scope of Work/Tasks

- Analyse social risks and social issues and integrate these into the planning and implementation of the project activities.
- Carry out social screening and prepare social action plans.
- Prepare community participation plans for planning and implementing public building and/ or livelihood strengthening activities at the village/community level.
- Review and clear public building plans and livelihood training plans prepared in consultation with beneficiaries by the community development officers and community mobilisers.
- Work with the design engineers to review gender and differently abled sensitivity incorporated in designs and modules.
- Undertake field visits periodically, hold supervision meetings with the community mobilisers to plan and monitor participatory aspects of the project components.
- Coordinate with NGOs, field staff, Consultants and Contractors and guide them in addressing social inclusion and equity issues with references to resettlement, needs of special population such as scheduled caste and tribal groups and gender issues.
- Monitor the implementation of the Social Management Plans/ Resettlement Action Plans and assess and ensure their compliance with the Environment and Social Management Framework.
- Coordinate with relevant line departments to ensure compliance with social safeguards.
- Review the periodic progress reports prepared by CDOs and independent monitoring reports prepared by the TPQA and supervision consultants on the preparation and implementation of social plans and plan and implement remedial measures as necessary.
- Prepare and implement training and capacity building plans of the staff to address social issues associated with the project.
- Interact with the Social Development Specialist of the World Bank on social and environmental management activities of the project.
- Review and clearance of Social sections of DPRs.
- Review and approve the Contractor's Implementation plan with the Supervision Consultant for the social measures, as per the ESMF.
- Liaise with the various central and state government agencies on social issues, including process for land acquisition/ donation and other regulatory matters.
- Assist the Supervision consultants in establishing dialogue with the affected communities and ensure that the social concerns and suggestions from such interactions are incorporated and implemented in the project.
- Prepare periodic (monthly, quarterly and annual) report and document good practices and lessons learnt for dissemination within the Government and externally.
- Ensure relevant social indicators are reflected and updated into the MIS.
- Any other relevant activity designated by the Project Director to ensure proper implementation of the project components.

B-4: Terms of payment

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

Allowances, costs & expenses:

- T/A as per the rule forced by GoWB will be paid as and when the employee is on tour.
- No other perks & allowances like Gratuity, LTC and leave encashment etc. are admissible.

C. Environment Specialist

C-1: Objective

The Environment Specialist will be responsible for planning and coordinating environmental management activities, concerning all the environmental aspects of the sub-projects.

C-2: Educational qualification & Experience

- Post Graduate in Environmental Science or B.E./B. Tech in civil/ related field.
- Minimum 5 years of experience in handling the environmental issues of infrastructure projects preferably for externally funded projects.
- Proficiency in computer skills including experience of MS Word, Excel, Project and GIS.
- Fluency in both oral and written English and Hindi/ State language.
- Priority will be given to candidates with experience in disaster risk management.

C-3: Scope of Work/Tasks

- To act as the primary person responsible for ensuring that the environmental components of the EMP are properly integrated into the project implementation.
- Review and clearance of Environmental sections of DPRs.
- Review the preparation of necessary Environmental Assessments and Environmental Management Plans for the project.
- Carry out the necessary processes at field level for environmental clearances including CRZ.
- Liaise with the various line departments and agencies on environmental and other regulatory matters.
- Continuously interact with line department, TPQA contractors and community groups to be involved in the project to ensure environmental considerations and incorporated in project design and implementation.
- Prepare environmental due diligence reports as necessary.
- Review and approve the contractor's Implementation plan with the TPQA for the environmental measures, as per the ESMF.
- Review the environmental performance of the project through site visits and assessment of the periodic environmental and social reports submitted by contractors.
- Provide support and assistance to the Government Implementing Agencies and the World Bank to supervise the implementation of the ESMF during the construction as well as operation stage of the project.
- Report to the Project Director on the Environmental aspects pertaining to the project.
- Prepare periodic (monthly, quarterly and annual) report and document good practices and lessons learnt for dissemination within the State and externally.
- Any other relevant activity designated by the Project Director to ensure proper implementation of the project components.

C-4: Terms of payment

Consolidated remuneration of Rs.35,000/- in respect of the services performed during the terms of contract, at the end of every calendar month based on the satisfactory report from concerned authority.

Allowances, costs & expenses:

- T/A as per the rule forced by GoWB will be paid as and when the employee is on tour.
- No other perks & allowances like Gratuity, LTC and leave encashment etc. are admissible.

D. GIS Expert

D-1: Objective

Department of Disaster Management & Civil Defence, GoWB is the PMU to manage all the work relating to construction of 146 Multi-Purpose Cyclone Shelters, setting of Early Warning Dissemination System (EWDS) and Underground Cabling works 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 and Hingalganj of district North 24 Parganas and Ramnagar-I, Ramnagar-II, Deshpuran, 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.

D-2: Educational qualification & Experience

- 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
- Master degree in Geo-informatics with minimum four years' experience preferably in GIS related projects in Environment/Disaster Management/Tourism
OR
- Bachelor degree in Geo-informatics with minimum six years' experience preferably in GIS related projects in Environment/Disaster Management/Tourism.

D-3: Scope of Work/Tasks

The GIS Specialist will:

- Prepare site wise map of each mouza of completed MPCs and ongoing EWDS and Underground Cabling works.
- 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 EWDS towers, Villages, GPs covered under NCRMP-II.
- Geo-referencing & Fusion of LISS-III- PAN Data received from NRSC, prepare land use / land cover maps of areas under NCRMP-II & other areas as may be specified.
- Demarcate position of Villages, GPs covered under NCRMP-II project. Locations/areas 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.
- Carry out change detection in NCRMP-II area using RS data procured from NRSC.
- Rectify the divisional maps of NCRMP-II as per field verification.
- Prepare map of each location of NCRMP-II project and printing them at required scale. Develop GIS related strategy.
- To perform integrated and computerised Geographic data systems analysis 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.

D-4: Terms of payment

Consolidated remuneration of Rs.35,000/- in respect of the services performed during the Term of Contract, at the end of every calendar month based on the satisfactory report from concerned 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 like Gratuity, LTC and leave encashment etc. are admissible.

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

As consultants have to work at the premises of this SPIU office and make field visits to all project areas as needed, in no case he or she will be allowed to carry any data outside the premises without written permission of authorities.

5. Duration of assignment

- The candidate selected for the assignment is expected to commence work within fifteen 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 be initially for the period till the expected date of closure of the project or 12 months whichever is earlier and may be renewed further as per requirement depending on the performance, output and involvement in the Project.

6. Other conditions of contract

1. The employee shall be responsible for arranging his/her 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.
4. 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.
5. 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.

7. Application Requirement:

Interested Indian nationals between 18-45 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-700014, Phone No.: 033-2264-0275, Email: sencrmp2@gmail.com.**

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

8. Selection Criteria:

- Applicants not producing any of the documents specified in **Clause 7** (Application Requirement) will not be eligible for the interview. They should bring original documents at the time of interview.
- Shortlisting will be decided by the Project Director, SPIU based on the academic merit ranking.
- 50% of the weightage will be given for written and oral assignment.

- Remaining 50% will be assessed based on the academic, training and experience. The candidate will be finally selected based on the above weightage on the merit ranking.
- The candidate upon selection will undertake legal agreement.

9. 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 & Civil Defence, Government of West Bengal, Tran Bhawan, 5th Floor, 87 A, S.N. Banerjee Road, Kolkata-700014 latest by **11.01.2021**.

10. Ownership

SPIU, NCRMP-II, West Bengal in the Department of Disaster Management & Civil Defence, GoWB will have ownership of the data/reports. The consultant 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 & Civil Defence, GoWB.

11. Arbitration

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