

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

**Tran Bhawan, 5th Floor, 87 A, S. N. Banerjee Road, Kolkata 700 014**

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Advt. No.08/DM/SPIU/NCRMP-II/18

Date : 02.11.18

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 will implement 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. 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 Post	Salary in Rs./Month
1.	Environment Specialist	01 (One)	₹ 25,000.00

**General Conditions:** 1. Details on Qualification and Scope and Nature of work for the Post mentioned above will be available on the website [wbmd.gov.in](http://wbmd.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 copy 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 willfully 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 **06.12.18 upto 17:30 hrs.**

Sd/-  
Project Director, SPIU, NCRMP-II,  
Disaster Management & Civil Defence Department  
Govt. of West Bengal

**OFFICE OF THE PROJECT DIRECTOR  
SPIU, NCRMP II  
DISASTER MANAGEMENT & Civil Defence DEPARTMENT  
GOVT. OF WEST BENGAL  
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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 PurbaMedinipur 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. Expected closing date of the project:** 15<sup>th</sup> March, 2021

### **3. Educational qualification**

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

(ii) Min. 5 years experience 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(MS Word, Excel, Project and GIS) 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. 5 years experience 0

### **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, 5<sup>th</sup> Floor, 87 A, S. N. Banerjee Road, Kolkata - 700 014, Phone No.: 033-2264-0275, Email: [sencrmp2@gmail.com](mailto:sencrmp2@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, 5<sup>th</sup> Floor, 87 A, S.N. Banerjee Road, Kolkata 70014 latest by 06.12.18.

**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.

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