

Terms of Reference
For
Hiring of Human Resource Agency/ Firm / Institute (for Recruitment
and Management of Professionals)
Rural Water Supply and Sanitation Project- U.P.

1. Background:

The Ministry of Drinking Water and Sanitation (MoDWS) and the World Bank have jointly developed the Rural Water Supply and Sanitation Project for Low Income States (RWSS-LIS) with an objective to ‘improve piped water supply and sanitation services for selected rural communities in the target states through decentralized delivery systems’. The Project will be implemented in identified districts of the four Project States namely Assam, Bihar, Jharkhand, and Uttar Pradesh through a district wide approach.

An integrated scheme cycle approach will be followed for planning, implementing and managing the water supply and sanitation schemes in the project villages supported by capacity building and IEC programs. The project will promote improved access to water supply facilities created through various types of schemes namely i) Single Habitation Schemes (SHSs) ii) Single Gram Panchayat Schemes (SGSs) iii) Small Multi Village Schemes (SMVSs) and iv) Large Multi Village Schemes (LMVSs). SVSs and MVSs will provide piped water supply to households taking into consideration the availability and quality of local water sources, along with catchment area management programs as required for improving source sustainability. The sanitation component will have four focus areas a) household sanitation (household toilets); b) institutional sanitation (schools, anganwadi, community/public toilets); c) environmental sanitation (SLWM, including soak-pits, drains and lane improvements for disposal of sullage and wastewater, and solid waste management for village-wide cleanliness); and d) IEC/behavior change communication (BCC) activities for improved hygiene practices including incentives for achieving ‘open defecation free’ status.

In Uttar Pradesh the Project will be implemented in the Eastern area of the State in 10 selected districts namely, Allahabad, Gorakhpur, Deoria, Kushinagar, Sonbhadra, Ballia, Ghazipur, Bahraich, Gonda and Basti. In order to execute the implementation of the Project in the State, the State Project Management Unit (SPMU) has been established at the State level within overall guidance of State Water Sanitation Mission (SWSM), Department of Rural Development. The project also proposes to establish District Project Management Units in all the ten selected Project districts. The District PMUs will be located within District Water Sanitation Mission (DWSMs)/ DWSCs. The project will promote decentralized service delivery arrangements with increased participation by the Panchayati Raj Institutions and communities and enhanced accountability at all levels.

The project requires intensive planning, community mobilization, communication, capacity building, engineering, infrastructure development, monitoring and administrative support,

especially at grassroots levels for effective implementation and sustainability of the project outcomes. It is therefore proposed to equip the District Project Management Units with adequate number of subject specialists as consultants and support staff. In order to ensure the induction of best available talent the Project proposes to engage a Service Provider/ HR Agency to provide human resources of required qualifications and experience for DPMUs.

2. Objective

The objective of the assignment is to hire a Service Provider/HR Agency for strategically recruiting, placing with DPMUs and managing qualified experienced professionals as per the eligibility criteria/ terms provided in the ToR of DPMU Professionals/Consultants (Annexure -01).

3. Scope of the assignment

- 3.1) The Service Provider/HR Agency will be responsible for strategic recruitment, timely placement and management of qualified, experienced professionals as per the criteria/ terms provided in the ToR of DPMU Professionals/Consultants (Annexure -01).
- 3.2) The agency should adopt a transparent and competitive process of recruitment for these purely contractual posts with consolidated consultancy charges as per annexure -01 and no other benefits or social charges. These posts are not permanent in nature and are liable to be terminated with the end of agreement or earlier at the decision of Project Director, Rural Water Supply and Sanitation Project, U.P.
- 3.3) The human resources deployed by the agency will be dedicated full time for the Project assignment. To ensure timely placement and quality of human resources, the agency shall develop a time bound recruitment plan and exclusive HR Policy.
- 3.4) The selected agency will ensure deployment of suitable result oriented human resources, who have potential to lead and work in project mode to ensure timely compliance.
- 3.5) The HR Agency will ensure making payment to the consultants/professionals on monthly basis and also raising monthly invoices for claiming reimbursement of payment made to the individual consultants/professionals together with agreed percentage of service charges of HR Agency.

4. Key Task and Responsibilities

4.1) Preparation of Action and Recruitment Plan:

- 1) The contract for hired HR Agency will be initially for one year only. However, the same will be extendable on requirement and performance basis.
- 2) The hired agency will develop a recruitment plan, clearly listing out the activities involved in hiring process along with associated timeline for each activity.

- 3) The agency will conduct sourcing and recruitment process as per necessary guidelines and Government rules and regulations which could include open advertisement process, transparent selection procedure and ensure that best quality human resources are recruited.

4.2) Preparation of HR Policy:

- 1) To ensure quality and sustainability of the human resources, the agency shall develop and follow an exclusive HR Policy, describing standards and guidelines for managing the human resource deployed for the purpose;
- 2) The Policy will broadly provide guidance on the sourcing and recruitment process, contracting, performance appraisal system, attendance and leave, contract termination and other key elements of the policy as per the statutory requirements and the Terms of ToR (annexure -01).

5 Consultancy Charges payable to contracted Consultants/Professionals

5.1) The consultancy charges fixed by the client will be paid to the contracted consultants/professionals on monthly basis.

5.2) The amount so paid to the individual consultants deployed by agency at DPMU/DWSC on monthly basis will be reimbursed to HR Agency against invoice raised to DWSC/DPMU of concerning district on monthly basis.

6. Deliverables

<u>Sr.no.</u>	<u>Deliverables</u>	<u>Timelines</u>
01.	Report on Recruitment Plan and brief HR Policy	7 days from date the signing of contract
02.	Contractual human resource on board	With-in 2 months from the date of receipt of demand from DWSC/DPMU/SPMU,RWSSP - U.P.
03.	Six monthly Reports after every six months	After completion of six months from the date of signing of contract and every six months thereafter to DWSC/ DPMU with a copy to SPMU.

7. Human resource Requirement

SPMU, RWSSP-U.P. will require qualified experienced professionals for DPMUs to be set up in ten project districts. TOR of DPMU Professionals/ Consultants is attached (Annex-I) which has indicative details of required number of consultants/professionals, their qualification & experience, consolidated consultancy charges payable to consultants/professionals deployed at DPMU and other terms and conditions. However, exact number of required consultants/professionals per district will be informed separately. The

performance of each Professional/Consultant will be reviewed on regular basis for any change, if required.

8. Service / Overhead Charges Payable for the Assignment to the Agency

The amount to be charged by the HR Agency for the assignment will be expressed in lump sum percentage as service charges or overhead charges on the quantity of consultants/professionals deployed by the agency on monthly basis. The agreement will be executed between selected agency and DWSC/ DPMU of concerning district.

9. Schedule of Payment to the Agency:

The agency will be reimbursed the monthly amount paid to the consultants/professionals along with service charges percentage of HR Agency as agreed under the agreement on monthly basis by the concerning DWSC/ DPMU on presentation of bill/invoice.

10. Reporting

For the purpose of execution of assignment, the Agency will be reporting to the Chief Development Officer (CDO) of concerning district or his/ her nominated authority.

11. Duration of the Assignment:

The agency will be hired for a period of one (01) year. This duration may further be extended on requirement and performance basis with mutual consent.

12. Planned station location/location of the HR Agency

The agency should have an office in the state of Uttar Pradesh or alternatively give an undertaking at the time of submitting the proposal that it would setup an office in any of the project districts within two months of award of contract to them.

13. Facilities to be made available by the project to the HR Agency

Project will provide, the individual consultants/professionals to be deployed by the HR Agency, the facility of working space and logistics for performance of duties assigned. However, the HR Agency will work from their own office and will be provided necessary information required to carry out the assignment.

14. Key Staff Requirement of the HR Agency

HR Agency should have adequate number of professionals and support staff for carrying out the assignment. However, CVs of following key professionals will be evaluated:-

- a) Team Leader – Should be at least Post Graduate in any discipline / Engineering Graduate with minimum 05 years relevant experience.
- b) HR Manager – Should be at least an M.B.A. with specialization in HR & minimum 05 years relevant experience.
- c) Finance Manager – Should be at least Post Graduate in Commerce/C.A./M.B.A. with specialization in finance and minimum 05 years relevant experience.

15. Eligibility Criteria

The Eligibility criteria for hiring agency for the assignment are as follows:

1. The Agency may be Firm/ Company/ Institute/ Society and must be registered with the appropriate authority.
2. The registration of the Agency must be at least 05 years old.
3. The agency should have at least 05 years of experience in strategic recruitment and management of professionals.
4. The agency should have at least 03 years of experience in the area of similar services to Government Department/Public Sector Undertaking/Autonomous bodies.
5. The agency must have successfully completed at least three assignments of deploying qualified professionals as desired in this assignment in last 5 years.
6. The agency must have under taken similar assignments for the value of at least Rupees 5.00 crores in the last 5 financial year.
7. The agency must have completed at least one assignment of similar nature of at least Rupees 1.5 crore value during last three years.
8. The agency must be registered under income tax, service tax, PF authority or any other statutory authority required for this purpose.
9. The agency should not have been black listed by any Government Agency/Public Sector Undertaking/autonomous bodies. The agency will be required to submit an Affidavit to this effect.
10. The agency will be required to provide documentary evidence for full-filling above mentioned criteria. For criteria mentioned at Sl. No. 6 and 7 the agency will be required to submit latest/final accounts (Profit/ Loss and Balance Sheet) certified by the Chartered Accountant. For all other criteria documents related to evidences will be certified by an authorized signatory of a company.
