

**TERMS OF REFERENCE  
FOR DISTRICT PROJECT MANGEMENT UNIT (DPMU) PROFESSIONALS/  
CONSULTANTS**

**RURAL WATER SUPPLY AND SANITATION PROJECT-U.P.**

**Introduction:**

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.

The State Water and Sanitation Mission, Department of Rural Development, Government of U.P. will be implementing the above program, through a State Project Management Unit (SPMU) in the selected ten districts of Uttar Pradesh namely **Allahabad, Gorakhpur, Deoria, Kushinagar, Sonbhadra, Ballia, Ghazipur, Bahraich, Gonda and Basti**. The State Project Management Unit has been established at the State level as a part of State Water Sanitation Mission (SWSM). Similarly, the setting up of District Project Management Unit (DPMU) is envisaged in selected ten districts to implement the project. It is proposed that each DPMU will have dedicated team of functional consultants. *The DPMU will be located within District Water Sanitation Mission (DWSM) and District Water Sanitation Committee (DWSC) and will function within overall guidance of DWSM/DWSC and administrative control of Chief Development Officer of the District.* The DPMU will work closely under the supervision and direction of the SWSM/SPMU and will provide necessary technical and managerial support to the DWSM/DWSC for project planning, implementation, supervision and monitoring.

**Scope of Work**

The DPMU will be responsible for planning, implementation, supervision and monitoring of the project activities in the district. The DPMU will provide the requisite technical and managerial support to the Gram Panchayat Water and Sanitation Committee (GPWSC), Gram Panchayats (GPs), Support Agencies (SA) and Support Organization (SO) along with District, Block and Village Officials related to project, and co-ordinate with them to ensure effective implementation of the project. The DPMU will broadly perform the following functions:

- Support the implementation of project including program policies, communications and capacity building, infrastructure programs, institutional and implementation arrangements, governance and accountability measures, safeguard compliance including social and environment, monitoring and evaluation programs, financial, technical and

social audits, procurement (as per Procurement Manual) and financial management functions (as per Financial Manual).

- Develop annual work plans, capacity and communication strategies, systems and norms of implementation as per project design.
- Coordinate with SPMU to seek necessary inputs as well as provide regular and timely reports.
- Provide support to GPs and Gram Panchayat Water and Sanitation Committees (GPWSCs) in interaction with SOs.
- Provide guidance to and monitor the functioning of SOs and hand-hold them in the initial period of implementation.
- Receive technical and managerial guidance from nodal departments through their district level/ nodal officers and ensure complete coordination with all such departments and their functionaries.
- Advise various implementing agencies for project management so as to optimize efficiency of implementation.
- Advertise, identify and select SOs/SAs/GPs/Projects/Schemes based on the criteria suggested in the PIP and informed by SPMU/ SWSM and facilitate agreements between GPs and DWSCs as per the scheme cycle.
- Coordinate with various departments at the district level and the implementing agencies at District/ PRI levels to effectively implement projects, disbursement of funds and reporting on project monitoring
- Supervise the schemes and contracts awarded.
- Enter into agreements/MOUs with SOs/SAs/ Technical Agencies as per formats given in the PIP.
- Implement e-procurement system at DPMU and assist in implementation of e-procurement system in GPWSC level.
- Procurement of Goods and Works including non-consultancy services and consultancy services as per the World Bank's latest Procurement Guidelines.
- Any other relevant assignment given by DWSC/ DWSM/ SPMU/ SWSM.

### **Human Resource Required for DPMU**

The DPMUs will have 6 key staff / consultants in the areas of Technical Support in Water Supply and Environment Sanitation, Community Mobilization, Social and Communications aspects, Procurement & Financial Management and District Project Manager who will provide necessary coordination support and take care of M&E function of the Project. The details of required positions, their educational qualification and experience and method of recruitment are as follows:

<b>Sr. No.</b>	<b>Name of Post</b>	<b>No. of Post for One DPMU</b>	<b>Educational Qualification &amp; Work Experience</b>	<b>Age Limit</b>	<b>Method of Recruitment ( on Deputation or Through Service Provider/HR Agency) / Consultancy Charges</b>
1	District Project Manager (DPM)	1	<b><u>Educational Qualification:-</u></b> BE / B.Tech. in Civil/ Mechanical/Electrical Engineering or MBA from an institute of repute.	55 Years maximum	Consolidated Consultancy Charges Rs. 50,000.00 per month

			<p><b><u>Experience:-</u></b></p> <ul style="list-style-type: none"> <li>- Minimum 08 years out of which at least 3 years in designing supervising and/or implementing water supply and/or Sanitation Programme.</li> <li>- Experience of working on MS office.</li> <li>- Knowledge of procurement procedure and experience of working in World Bank funded project will be preferred.</li> </ul>		
2	Technical - cum - Procurement Consultant	1	<p><b><u>Edu. Qualification &amp; Exp.</u></b></p> <ul style="list-style-type: none"> <li>-Diploma in Civil/ Mechanical/ Electrical Engineering with minimum 15 years of Experience out of which at least 3 years in designing supervising and/or implementing water supply and/or Sanitation Programme. or Degree in Civil/ Mechanical/ Electrical Engineering with minimum 05 years of Experience out of which at least 3 years in designing supervising and/or implementing water supply and/or Sanitation Programme</li> <li>- Experience of working on MS office.</li> <li>- Knowledge of procurement procedure and experience of working in World Bank funded project will be preferred.</li> </ul>	55 Years maximum	Consolidated Consultancy Charges Rs.35,000.00 per month
3	Communication & Community Development Consultant	1	<p><b><u>Educational Qualification:-</u></b> Post Graduate in Sociology/Social Work/Mass Communication</p> <p><b><u>Experience:-</u></b></p> <ul style="list-style-type: none"> <li>-Minimum 05 Years Experience of working in Rural Development Sector in the area of participatory process, NGO Supervision and Management, Behavioral Change Communication and other related issue.</li> </ul>	55 Years maximum	Consolidated Consultancy Charges Rs.35,000.00 per month

			<ul style="list-style-type: none"> <li>- Experience of working on MS office.</li> <li>- Experience of working in World Bank funded project will be preferred.</li> </ul>		
4	District Accounts Manager	1	<p><b><u>Educational Qualification:-</u></b> Post Graduate in Commerce or CA Inter</p> <p><b><u>Experience:-</u></b> -Minimum 05 Years Experience of Accounts &amp; Finance work preferably in World Bank Funded Projects. -Knowledge of Tally Software &amp; MS Office is essential.</p>	55 Years maximum	Consolidated Consultancy Charges Rs.35,000.00 per month
5	Environment & Water Quality Consultant	1	<p><b><u>Educational Qualification:-</u></b> Post Graduate in Environment Science/Graduate Engineer in Environment/Environmental Engineering.</p> <p><b><u>Experience:-</u></b> - Minimum 05 years relevant experience in Water &amp; Sanitation Sector - Experience of working on MS office. - Experience of working in community based Rural Water Supply &amp; Sanitation Sector will be preferred.</p>	55 Years maximum	Consolidated Consultancy Charges Rs.35,000.00 per month
6	Monitoring & Evaluation Consultant	1	<p><b><u>Educational Qualification:-</u></b> Degree in Management/Rural Management/IT or related field.</p> <p><b><u>Experience:-</u></b> - Minimum 05 years relevant experience in Establishing Frameworks/Systems for MIS/Monitoring &amp; Evaluating large projects or Programs preferably in the Rural Sector. - Experience of working in Govt. Programmes. - Should be Computer literate and have knowledge of Excel, Access &amp; Other relevant software. - Knowledge of SPSS will be preferred.</p>	55 Years maximum	Consolidated Consultancy Charges Rs.35,000.00 per month

7	Data Entry Operator	1	<p><b>Educational Qualification:-</b> Graduate (Preferably in Science)</p> <p><b>Technical Qualification:-</b> Minimum 'O' Level in Computer education,</p> <p><b>Typing Speed:-</b> 25 wpm in Hindi &amp; 30 wpm in English</p> <p><b>Experience:-</b> - Minimum 03 years experience</p>	-	Consolidated Consultancy Charges Rs.10,000.00 per month
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## **Roles and Responsibility of the DPMU Staff**

### **(A) District Project Manager:**

- Lead and provide technical and managerial support to DPMU team in consultation with DWSC and SPMU/SWSM.
- Lead in developing work plan and ensuring successful implementation of activities as per Project Implementation Plan (PIP).
- Ensure that required number of Support Organizations/ Service Agencies (SOs/SAs) are in place and lead in coordinating and supervising functioning of the SO/SA team engaged in the district.
- Ensure that all institutional arrangement in the district are complete, all Gram Panchayat Water & Sanitation Committees (GPWSCs) are formed and functional.
- Develop annual capacity building plans and implement them in time bound manner.
- Provide technical and managerial support to procurement and financial management activities as per Procurement Manual and Financial Management Manual and ensure timely completion.
- Supervise the monitoring and evaluation activities with focus on governance and accountability issues.
- Conducting timely performance evaluation of SOs/SAs and submitting report to DWSC/ SPMU/ SWSM.
- Providing handholding support to other team members as and when required.
- Timely submission of all relevant project progress reports, budget and utilization certificates.
- Ensure timely compliance in other relevant tasks as assigned from time to time.

### **(B) Communication & Community Development Consultant:**

- Assistance to GPs and GPWSCs in implementing the water supply and sanitation schemes in the project villages. Support them in short-listing of the consultants/contractors/service-providers; completing procurement processes; initiating, guiding, supervising as well as reviewing work progress; and completion reports.

- Support in social safeguard compliance as per the project design in each scheme and project villages.
- Ensure timely shortlisting and selection of SOs/SAs as per requirement and according to laid down procedures and guidance of SPMU/SWSM.
- Support in implementing a comprehensive capacity building action plan for the District.
- Support in implementing communication action plan. Prepare IEC materials for different project phases based on best practice examples and readily available IEC materials.
- Contribute towards execution of institutional and implementation arrangements.
- Contributing to detailing out of the Project Implementation Plan for implementation at district and downstream, development of contracts and service agreements required under the Project for communication and capacity building interventions.
- Support in undertaking workshops at various levels on the implementation of various reform initiatives envisaged as a part of the Project.
- Support SOs in effectively carrying out their activities.
- Timely submission of all relevant project progress reports, budget and utilization certificates.
- Periodic field visits for hand holding and mentoring of SOs.
- Support in other relevant tasks as assigned.

**(C) Technical cum Procurement Consultant –**

- Provide technical hand-holding support to the District level agencies, SOs, PRI Institutions and any other government agency designated for effectively designing, planning and implementing the schemes under the Project
- Provide technical/ engineering inputs in water and sanitation to the project design and implementation, as may be required for developing and finalizing frameworks and plans for effective implementation and measures for performance monitoring
- Coordinate and review the cost estimates for: (a) replacing and rehabilitating the existing RWSS infrastructure; (b) construction of new systems, mainly for expanding coverage to new villages; (c) O&M requirements and responsibilities.
- Review and finalize the Detail Project Reports of the schemes.
- Review and finalize indicative costs for assessing the Capex and Opex requirements for Single Habitation Schemes (SHS), Single Gram Panchayat schemes (SGS) and Multi Village Schemes.
- Provide technical inputs in designing, implementing and monitoring of sanitation and environmental sanitation schemes. Review and finalize indicative costs for assessing the Capex and Opex requirements of environmental sanitation schemes.
- Provide support in empanelment of agencies, development of standard documents for procurement, technical inputs to procurement documents and processes, etc. for effective implementation of the project
- Adopt related benchmarks and indicators given by National/ State PMU and assess progress of projects against these.
- Assist in ensuring quality and monitoring compliance of schemes/projects during implementation

- Support GPWSCs and SOs in implementing water and sanitation schemes/projects in terms of planning, implementation and monitoring.
- Timely submission of all relevant project progress reports, budget and utilization certificates
- Provide procurement support during implementation as per the project agreement.
- Provide support in the empanelment of agencies, development of Bill of quantities (BOQ) of schemes and standard bid documents for procurement/e-procurement, etc. for effective implementation of the project.
- Assist in the procurement related capacity building activities during procurement assessment and the procurement system development process including preparation of various manuals, bid and other documents, etc.
- Work on procurement matters across sectors in the performance of the project's fiduciary and service functions, seeking guidance on complex projects/issues from SPMU and NPMU.
- Review and handle the technical, commercial and legal aspects of procurement as per the World Bank Procurement Guidelines. Provide operational advice on concepts, policies and procedures for procurement.
- Participate in supervisory functions at all levels; assess procurement implications of project design, evaluate institutional capacity of implementing entities and develop suitable procurement plans; conduct prior and post reviews of contracts.
- Negotiate and resolve difficult procurement issues with agencies and handle questions/ complaints from senior officials and contractors on bidding and award issues.
- Design and conduct workshops to educate procurement professionals in implementing agencies at district and sub district levels on approach to procurement, as well as on specialized procurement topics.
- Prepare a range of procurement-related documents and reports; and provide guidance and training to junior procurement staff.
- Monitor the procurement related activities and report.
- Keep files and records related to procurement. Also maintain other such records and documents at DPMU in the manner prescribed in the Procurement Manual.
- Support in other relevant tasks as assigned

**(D) Environment & Water Quality Consultant:**

- Ensure that all legal and regulatory provisions relevant to the environmental safeguards and World Bank safeguards policies are satisfactorily met through the project processes in each scheme and project villages.
- Ensure that environmental assessment is an integral part of planning and preparation of the proposed schemes of water supply and sanitation.
- Report to the SPMU and the World Bank on Environment Management Framework/Plan (EMF/EMP) compliance progress as part of regular program reporting requirements. Support in the implementation of EMF/EMP for the projects.
- Support in environmental sanitation activities as per the project design.
- Support in implementing communication and capacity building activities relevant to environmental safeguards.
- Support GPWSCs and SOs in implementing environmental safeguards as adopted in the project.

- Support water quality program of project in terms of planning, capacity building, implementation, surveillance, monitoring and data analysis
- Timely submission of all relevant project progress reports, budget and utilization certificates.
- Support in other relevant tasks as assigned

**(E) Monitoring and Evaluation Consultant:**

- Report on progress of the project (reforms, financial disbursements and other relevant indicators and formats) and flag issues to the DWSC/ DWSM/ SPMU/SWSM from time to time.
- Monitor schemes sanctioned under the project and progress in terms of physical, financial targets and against overall monitoring parameters.
- Monitor information about formation of GPWSCs and collect information about their office bears.
- Follow up with GPWSCs, Gram Panchayats, PRIs and SOs etc. for up-dating of data and provision of progress reports.
- Support in implementing capacity building activities relevant to monitoring and evaluation and social audits.
- Ensure that data and information in the MIS System is maintained and up-to-date.
- Support the development of annual work plans and budgets, including annual milestones.
- Ensure that village officials are inputting accurate and timely data in the MIS and provide regular analysis of the project implementation.
- Supervise the MIS, M&E, and Social Audit systems of the project.
- Prepare performance reports of various components of project for external and internal review.
- Identify and formulate lessons learned to be integrated into broader project improvement plan.
- Conduct regular review meeting with related stakeholders.
- Support in other relevant tasks as assigned.

**(F) District Accounts Manager:**

- Prepare realistic budgets of DPMU/Schemes/SOs/SAs based on work plans, consolidated annual budget for the project and coordinate for timely submission.
- Monitor budget variances between planned expenditure and receipts and the actual expenditures and receipts of DPMU and analyze such variances; keep the head of the DPMU/SPMU informed of such variances.
- Assist in arranging timely and adequate flow of funds as per the approved work plans and utilization norms.
- Support in implementing capacity building activities for village level institutions relevant to financial management and audits.
- Maintain accounts of DPMU/GPWSCs/MVS-WSCs/Technical Agencies on Tally Accounting Software for the receipts and payments made at the level of DPMU/GPWSCs/MVS-WSCs/Technical Agencies and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of



the head of the DPMU/SPMU. Ensure monthly consolidation of the accounts of DPMU/GPWSCs/MVS-WSCs/Technical Agencies.

- Prepare the quarterly consolidated interim unaudited financial reports of the project as per the project agreements.
- Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.
- Ensure that any major internal control lapses, if any, pointed out by internal auditors of DPMU are addressed in a timely manner.
- Preparation of bank reconciliation statements on monthly basis.
- Reconciliation of receipt and transfer of funds with SPMU/SWSM on monthly basis.
- Maintain & generate all such documents, reports and other information as required in the Financial Management Manual for maintenance of accounts & audits and submit the same to the SPMU with in stipulated time.
- Timely escalation of issues pertaining to Financial Management, which are perceived, to be a potential bottleneck in project implementation, to the head of the DPMU/SPMU.
- Support in other relevant tasks as assigned.

**(G) Data Entry Operator:**

- Data entry of project information.
- Typing official letters/other documents of DPMU consultants.
- Keeping the Guard file of documents and letters.
- Annual maintenance of electronic devices.
- Assist DPM in administration work.
- Following the financial guidelines as per instructions of DPM and District Finance Manager.
- Support in other relevant tasks as assigned

**Terms and Condition:**

- Professional fees of consultants/support staff taken through service providing agency will be paid to the agency on monthly basis in lump sum inclusive of all allowances. Travel and related expenses will be settled on reimbursable basis to the individual directly from the project. TA/DA entitlements shall be according to the admissibility as per the prevailing norms adjudged by the DPMU/SPMU.
- No other allowances e.g. P.F, ESI, Medical Facilities, and Pension etc. will be extended by the Project to the individuals taken through the agency or taken directly on contract.
- All consultants and support staff will be working full time at the respective DPMUs during all working days. They will also be expected to work for additional hours as per the requirement of assignment.
- There will be extensive travels in project villages.
- Any dispute arising out during the service period the decision of Executive Director, SPMU/SWSM will be binding and final.

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