

Terms of Reference (ToR)

Safety Expert for Assam Inland Water Transport Project (AIWTP)

Background—Assam Inland Water Transport Regulatory Authority has been constituted by the Government of Assam as per AIWTRA Act 2018 to promote the development of safe, efficient, reliable, environmentally sound and economically viable inland water transport and terminal services for the benefit of ferry users, freight consignors and water tourism in the state of Assam.

Objectives of the assignment:

To ensure the appropriate implementation of the AIWTRA Act and Rules and other relevant Acts/Rules for AIWTP. The Safety Expert shall be responsible for overall management, oversight and monitoring of implementation of safety guidelines under the designated premises and ensure compliance of all Rules and Regulation regarding safety aspects of AIWTRA Act/Rules.

Educational Qualification:

Masters in any discipline or Bachelor's degree in Engineering.
Degree /Diploma /Certificate related to Safety will be preferred.

Experience:

Minimum 7 years HAZOP / workplace safety Experience.
Experience in Inland Waterways /Ports / Harbour is desirable.

1. Proficiency in use of Computers to manage data base and generation of reports with overall good communication skills (in English and Hindi); knowledge of Assamese language is preferable.
2. Knowledge/understanding of safety and security related risks/ impacts of large infrastructure projects; associated mitigation measures; and community consultations;
3. Strong understanding and past experience of implementing World Bank Social Safeguard policies and ESHS guidelines;
4. Field experience in assessing project site issues, vulnerabilities/risks as well as supervising/inspecting/monitoring projects during implementation to mitigate and monitor social impacts;

Competencies Required:

- Strong conceptual, analytical skills with clarity of thought process and problem solving skills.
- Ability to work under tight deadlines.
- Excellent organizational skills.
- Ability to work independently as well as in a team.
- Strong communication skills with the ability to clearly and concisely convey necessary information, explain reasoning, and support conclusions using data and facts.

Scope of work

- Review of all the provisions of AIWTRA Act and Rules and other relevant Acts/Rules.
- Preparation of safety manual in line with the AIWTRA Act and Rules and other relevant Acts/Rules.
- Preparation of all checklist/matrix/SOPs as part of safety manual.
- Preparation and implementation of full safety guidelines under the designated premises and ensure compliance of AIWTRA Act/Rules and all other relevant Rules and Regulations.
- Review and develop the best practices
- Preparation of draft guidelines
- Preparation of Legal Register
- Conduct the Workshops/Seminars/awareness camps for sensitization of stakeholders
- Finalize guidelines in consultation with stakeholders.
- Conduct the Stakeholder Consultations and Interview.
- Undertake field visits to review the progress at ground level.
- Review the reports concerned with safety aspects.
- Report to the Chairman and designated Members of the Regulatory Authority (RA),
- Lead the work on scoping preparation, stakeholder consultations / dissemination, revision and finalisation of safety related rules/regulations for IWT sector in Assam.
- The expert shall provide relevant strategic input to support the broader activities of RA, through the drafting of high – quality documents, analytical reports, strategy briefs and other material on a wide range of issues related to safety and security.

Timeline for the Major Tasks (as per above Scope of Work):

Sl. No.	Major Tasks	Time Frame
1	Review all relevant rules/regulations	2 Months
2	Review all the best practices	2 Months
3	Preparation of draft guidelines	2 Months
4	Finalization of guidelines in consultation with Stakeholders	2 Months

Period of Service:

The contract shall be initially for a period of 1 year with a provision of further extension subject to the requirement of the assignment and satisfactory performance of the employee as assessed by the Chairman, AIWTRA

Remuneration:

Consolidated Remuneration will be in the range of Rs 1,00,000/- to Rs. 1,20,000/-per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable.