

## **1. TOR Social Development Specialist**

### **Essential Qualification:**

- Master's/Post Graduate Degree in relevant discipline e.g. Social Work/ Sociology /Anthropology.

### **Experience:**

- Minimum 10 years of experience in (land acquisition process), involuntary resettlement, stakeholder engagement & consultation and community participation, socio-economic surveys, conducting Social Impact Assessments, monitoring and implementation of Social Management Plans; preferably waterways or IWT related infrastructure projects.
- Minimum 3 years experience in any World Bank funded projects/Externally Aided Projects or similar Govt. of India funded projects/National level reputed projects
- Knowledge/understanding of sociological impacts of large infrastructure projects; associated mitigation measures; and community consultations;
- Strong understanding and past experience of implementing World Bank Social Safeguard policies and ESHS guidelines;
- Field experience in assessing project site issues, vulnerabilities/risks as well as supervising/inspecting/monitoring projects during implementation to mitigate and monitor social impacts;
- Experience of working as social/resettlement official/expert for major Infrastructure projects;
- Familiarity with the working of State Government/Central Government/Projects funded by multi-lateral Agencies and preferably, work experience with a wide range of stakeholders including NGOs and international organizations;
- 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.

### **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.

**Key Job Responsibilities:**

- Overall responsibility for overseeing the preparation, implementation and monitoring of Social Impact Assessment (SIA), Resettlement Action Plans (RAPs), Communication Strategy and implementation of communication action plan.
- Support AIWTDS in responding to queries from stakeholders.
- Organize and facilitate consultations and workshops with stakeholders.
- Prepare minutes and proceedings of consultations.
- Maintain and update the computerized data base related to the delivery of Resettlement Entitlements and generation of periodical progress reports.
- Manage Consultants responsible for the preparation of SIA and RAP.
- Review the output of Consultants.
- Coordinate with State Revenue Departments on matters related to land acquisition.
- Undertake field visits and organize focus group discussions with settlements around fixed terminals and others that may be affected by project and ancillary activities.
- Coordinate the meetings of various committees established for implementation of resettlement plans.
- Undertake field visits to review the progress at ground level.
- Manage the resettlement impact assessment studies and other studies related to resettlement.
- Set up system for grievance management as well as track and document grievances
- Capacity Building Activities:-General training of stakeholders; both class-room and on-site (including preparation of training material).
- Preparation of checklists/guidelines for sustainability of practices/long term usage by AIWTDS.
- Supervision and monitoring for compliance including inspections and preparation of reports thereof on the SIA and RAP studies by the Consultants and maintaining documentation of RAP Compliance.
- Reporting and Documentation:-Preparation of status/monthly/quarterly reports for AIWTDS and the World Bank on social aspects (such as Regulatory Clearances).
- Preparation of Compliance Reports for various stakeholder Ministries/Departments of the Government of India and the State Governments (if required).
- Reviewing of reports concerned with social aspects.
- Any other duties assigned by State Project Director or Additional State Project Director.

**Period of Service:**

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

**Remuneration:**

Consolidated Remuneration will be in the range of Rs 1,20,000/- to Rs. 1,50,000/-per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable. Exact Remuneration payable will be determined as per HR Policy of AIWTDS

---

## **2. ToR for Human Resource & Admin Manager**

### **Essential Qualification:**

Master degree/ Post Graduate Diploma (min two years duration) in Human Resource (HR) Management/ HR Development from any Govt. recognized University/Institutions.

### **Experience:**

- Minimum 8 years of work experience in Human resource management in a senior position in a reputed public/private sector agency.
- Computer Skills: Must have proficiency in the use of Internet based applications, Graphics, MS Word, MS Excel and MS Power Point and other related applications.
- Experience Preferred: Minimum 2 years of work experience in the field of navigation/transportation

### **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. Excellent computer and document processing skills.

### **Key Job Responsibilities:**

#### **Human Resource (HR) Responsibilities:**

##### **1. Recruitment, Selection & on boarding**

- 1.1 Organise and carry out the recruitment process including placing of advertisements, conducting interview, selection process & formalizing documents for placements as per approved organization chart.
- 1.2 To undertake all required pre-employment checks, assisting with completing background investigation discussing with key officials of AIWTDS and documenting all records of employees.
- 1.3 Communicate HR Policy of AIWTDS to new joinee's and salary negotiation and contract finalisation.
- 1.4 To conduct induction program about project to new joinee's and issue ID cards.

##### **2. Payroll Management & Appraisal**

- 2.1 Ensure relevant information about staff's attendance is maintained and after necessary deductions as per HR policy, generate payroll report and give to finance department & follow up for payment release
- 2.2 Ensure performance appraisal process and provide assistance to SPD in performance review of the staff
- 2.3 Assist AIWTD Society in updating the HR Policy of the AIWTD Society as and when needed
- 2.4 Keep track of contract dates for all staff, consultants and ensure timely renewal for same in

discussion with AIWTDS management.

- 2.5 Processing promotions and terminations of the employees as per SPD/competent authority instructions
- 2.6 Ensure positions in approved organization chart are filled in line with the TOR requirements
- 2.7 Ensure legal compliance are followed and adhered to the employment and labor laws.
- 2.8 Ensure maintaining personnel files of all staff and maintain electronic & hard copy of personnel record systems containing all Employment-related information including old employments records, personnel details, absence, holidays, starters and leaves, benefits etc.

### **3 Training & Capacity Building**

- 3.1 To coordinate and organise trainings to the staff of DIWT and AIWTDS
- 3.2 To assist the Advisors in matters related to capacity building of the organizations of DIWT and AIWTDS, especially in Navigational skills.
- 3.3 Administering human resource development programs, conducting on-the-job trainings and evaluation of the effectiveness of training programs for the AIWTDS staff.
- 3.4 To provide all administration support in booking venues including liaising with course providers and Attendees and maintaining records.
- 3.5 Arrange travel accommodations and process expense forms, check all travel bills

### **4 Administration:**

- 4.1 Responsible for Housekeeping, Security and Safety of office premises
- 4.2 Arrange for visitors facilitation, follow up for requirements/problems etc.
- 4.3 Any other responsibilities assigned by the authority

### **Remuneration:**

The monthly fixed remuneration will be Rs. 60,000 per month.

### **Period of Service:**

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

---

### **3. TOR for the Post of ‘Project Support Engineer’**

#### **Educational Qualification:**

- Civil/ Mechanical Engineering Graduate from a recognized Institute

#### **Experience:**

- Minimum 3 years of experience of Project Management and good knowledge in project execution.
- Knowledge of Office Management procedures, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email.

#### **Competencies Required:**

- Strong Project Delivery, project monitoring & implementation skills.
- 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.

#### **Key Job Responsibilities:**

The Support Staff will be under the overall command of the management of AIWTDS, and he/she will be assigned to work with “General Consultant”. The Support Staff will be required to provide assistance in the following areas:

- (a) Provide support for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- (b) Maintain a schedule of planned meetings and attend to routine correspondence and support administrative functions;
- (c) Systematize project documentation;
- (d) Work with the relevant officials on arrangement of workshops/meetings materials;
- (e) Assist in preparation of evaluation reports.
- (f) Assist in collection and analysis of data, prepare and update briefs, records and other documents on project implementation from project sites/ relevant offices.

Any other official responsibilities as assigned by the AIWTDS management.

**Integrity:** Unblemished during past service.

**Remuneration:**

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience, and competency of the candidate. Remuneration payable will be determined as per HR Policy of AIWTDS.

**Period of Service:**

The contract shall be initially for a period of mini 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the AIWTD Society.

---

## **4. TOR for the post of Procurement Management Assistant**

### **Essential Qualification:**

- Graduate (from a Govt. recognized University) in any discipline.
- Post Graduate will be preferred

### **Experience:**

In-depth knowledge and understanding of World Bank's procurement guidelines and procedures along with minimum 3 (three) years of experience in supporting procurement related activities in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects/National level reputed projects.

### **Competencies Required:**

- Ability to collect, collate and derive results from data
- 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.
- Excellent computer and document processing skills.
- Knowledge of computer operation and applications for procurement portfolio.

### **Key Job Responsibilities:**

The Procurement Management Assistant will report to the Procurement Specialist of the AIWTDS:

- He will assist in development of procurement plans, implementation schedules, and contract supervision plans including contract performance evaluation criteria;
- Assist Procurement Specialist of AIWTDS throughout the procurement process;
- Review Requisition submitted by the stake holders for completeness and compliance with objective of AIWTD Project , World Bank procurement policies and procedures, guidelines and best practice;
- Provide administrative support to the PMU in procurement management and contract administration, disbursement and contract closure;
- Prepare draft Invitation for Bid/Bidding Document/ Requests for Expression of Interest (REOI)/Request for Proposal (RFP) document/Minutes of pre-bid meeting/Minutes of pre-proposal conference, taking into account applicable policies, procedures, guidelines/ best practice;
- Prepare draft Bid Evaluation Report/ Technical Evaluation Report/ Combined Technical and Financial Evaluation Report/ Contract document/ Minutes of Negotiation, taking into account applicable policies, procedures, guidelines/ best practice;



- Prepare Minutes of the Bid/Consultancy Proposal Acceptance Committee meeting of AIWTDS taking into account applicable policies, procedures, guidelines/ best practice;
- Assist in overall administration of the contracting process including contract requisition;
- Prepare procurement documentation to ensure the application of and compliance with World Bank's procurement policies and procedures applicable for the Projects and best practice and assure the integrity of the procurement process;
- Provide reference and guidance to other Support staff of the AIWTDS on World Bank procurement policies and procedures and best practice throughout the contract administration process;

**Period of Service:**

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis up to the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.

**Remuneration:**

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience and competency of the candidate. Remuneration payable will be determined as per HR Policy of AIWTDS.

---

## **5. ToR for the post of 'Financial Management Assistant'**

### **Essential Qualification:**

Commerce Graduate/ Post Graduate (from a Govt. recognized University)

### **Experience:**

- In-depth knowledge of financial management procedures applicable for World Bank funded projects and having hands on experience of operating Tally accounting software, along with minimum 2 (two) years of experience in financial management related activities in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects/National level reputed projects.
- Proven practical skills in the area of Financial Management aspects
- Demonstrate awareness of World Bank Financial Management policies, best practices, etc.

### **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.
- Maintenance of accounting and financial records in computerized environment.

### **Key Job Responsibilities:**

- The Financial Management Assistant will report to the Financial Management Specialist of AIWTDS and provide assistance on finance and accounting functions, including for the following :
- Technical support in all areas of day to day finance and accounting functions and financial management of AIWTD Project to ensure regular & proper keeping of accounts related records of the Project, observing the standard accounting principles of double entry systems;
- Work closely with the accounts team of AIWTDS and will assist in works related to budget; work plan, grants disbursement and audits;
- Regularly monitor the financial performance of AIWTD Project including monitoring of expenditures, including analysis and preparations of reports required for financial management of the project
- Assist in maintenance of the project Accounts as per the Financial Management Manual of
- AIWTDS and other rules & regulations and guidelines issued by AIWTDS from time to time;
- Ensure that the Financial management systems and internal control procedures as applicable to the project are being adhered to by the various units;
- Keep strong liaison with the Finance & Accounts personnel of the AIWTDS with regards to consolidation of information, claim submission and other accounting issues;
- Ensure that the asset sanctioned and created under the project have been recorded in the Asset Register showing their identification, location and custody;
- Ensure that funds disbursed are properly accounted and that necessary supporting documents such as records, vouchers, relevant contract agreements, etc. and books of accounts are

properly retained in respect of all project procurements & expenditures, so that these are made available to Audit (Chartered Accountant/Accountant General) on demand as and when required;

- Assist in maintaining cash book on daily basis and will prepare monthly expenditure statements, compilation of monthly accounts & annual financial reports, and preparation of the monthly reimbursement applications and related statements of the project for sending to the Govt. of India/World Bank.
- Prepare Power Point Presentation/detailed note in respect of Financial Status of the Project as and when required;
- Carry out monitoring visits with the program team and other members of finance team in order to ensure effective financial management of the project.
- Liaise with appointed internal auditors and review internal audit reports and will ensure compliance with corrective measures; review the external audit reports of Accountant General and will ensure compliance with corrective measures;
- Any other official responsibilities as assigned by the SPD, ASPD, Financial Management Specialist of AIWTDS.

**Remuneration:**

Consolidated Remuneration will be in the range of Rs. 35,000/- to Rs. 50,000/- per month, depending on qualification, experience and competency of the candidate.

Remuneration payable will be determined as per HR Policy of AIWTDS.

**Period of Service:**

The contract shall be initially for a period of 1 (one) year with a provision of further extension on an annual basis upto the end of the project, subject to satisfactory performance as assessed by the State Project Director, AIWTD Society.