

**Kerala Solid Waste Management Project
(KSWMP)**

Local Self Government Department
www.kswmp.org, spmukswmp@gmail.com

No.02/KSWMP/2020

01.12.2020

NOTIFICATION

The Kerala Solid Waste Management Project (KSWMP), a World Bank Aided Project under Local Self Government Department of Kerala invites applications from qualified and experienced Professionals to the following posts for the State Project Management Unit (SPMU) of KSWMP for immediate appointment on Contract basis for a period of one year.

DETAILS OF POSTS

Position	Qualification	Experience	Vacancy	Salary
Environment Expert	Masters Degree in Civil / Environmental Engineering, Environmental Planning / Natural Resources Management, Environmental Studies/Environmental Sciences/ Ecology or related field.	Must have at least 10 years of working experience of which 5 years in the field of environmental activities as consultant or working in an institution which deals with environmental concerns. Relevant experience in World Bank, ADB and other external aided projects will be an added advantage	1	Rs.66000/-
Procurement Expert	A University Degree in one of the following areas - economics, commerce, procurement, management, finance, engineering or a related field.	Must have at least 10 years of working experience in handling procurement of large value goods/services, preferably in consultant recruitment/civil construction / supervision / monitoring in development sector or Central or State Govt sponsored schemes. Relevant experience in World Bank, ADB and other external aided projects will be an added advantage	1	Rs.66000/-
Urban Sanitation Expert	BE/B.Tech in Civil/Environmental/Mechanical Engineering with MS/ M.Tech in Civil / Environmental Engineering.	Must have at least ten years of experience in technical design, planning and implementation supervision of urban infrastructure projects and must have at least 10 years' experience in municipal solid waste management, waste water management/faecal sludge management, or other related technical fields. Relevant experience in World Bank, ADB and other external aided projects will be an added advantage	1	Rs.66000/-

Interested candidates (upper age limit is 60 years as on 01.12.2020) may send application in the prescribed format available on the website and a detailed resume along with the experience certificate to the Project Director, Kerala Solid Waste Management Project, (KSWMP), 4th Floor, Trans Towers, Vazhuthacaud, Thiruvananthapuram 695014 Kerala Phone: +91-471-2333011 on or before 15.12.2020 by 05:00 pm via email spmukswmp@gmail.com.

Detailed Terms of Reference (ToR) for the positions are also available on the website www.kswmp.org. Venue, date and time of interview will be intimated to all the eligible applicants through email/telephone.

Last date of receipt of application : 15/12/2020 , 5.00 PM

Note:

Appointment to all the above posts will be purely on contract basis for a period of one year.

Only post qualification, work experience of the candidates until 30.11.2020 will be considered.

It shall be noted that the admittance to various stage of the recruitment will be provisional only and will not confer any claim unless various other conditions of the selection process are satisfied. Candidates should fill all the columns in the application form.

Canvassing in any form will lead to disqualification. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/ appointment is liable to be cancelled / terminated without any notice. Candidates who erroneously claim qualification, experience etc are liable for disciplinary action. KSWMP reserves the right to fill or not to fill the post advertised.

Sd/-

**Mir Mohammed Ali IAS
Project Director, KSWMP-SPMU &
Executive Director, Suchitwa Mission**

KSWMP - Application Format

Name			
Address for Communication with pin code			
Age & Date of Birth			
Sex			
Aadhar No./Driving License No.			
E-mail			
Phone	Mobile No.	Land Line No.	
Post Applied for			
Educational Qualification(Degree onwards)			
Degree with Specialization	Year of Passing	Name of University	
Experience			
Name of the Organization	Position Held	Duration	Major Responsibilities

Publications/Researches Undertaken			
Summary of experience in relation to the post applied as per the notification			
Computer Proficiency			
Languages Known	Read : Write : Speak:		

This is to certify that the details given above are true to the best of my knowledge and belief

Date:

Signature:

Place:

Name:

Kerala Urban Service Delivery Project
Terms of Reference
ENVIRONMENT EXPERT

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening. The project would be co-ordinated by a State Project Management Unit (PMU). The PMU will have a full time environmental expert to oversee, plan and co-ordinate the environmental aspects, and safeguards management during project planning and implementation stages.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Many of the ULBs in Kerala are located in coastal areas, flood plains, hazard prone areas, near forests areas, heritage areas, estuaries, rivers and other eco-sensitive areas; mostly with high water table; (ii) environmental issues associated with sanitation sector (including solid waste, drainage, and sewage/septage management) are significant and none of the ULBs have effective solutions for this sector; (iii) there are important pollution impacts from (a) sewage from unscientific septic tanks, leach pits and house boats, (b) drainage mixed with effluents from hospitals, labs and other commercial establishments including hotels/resorts, and (c) unsegregated openly dumped solid waste; triggering the demand for effective environmentally appropriate end-to-end solutions; (iv) the State is yet to make a beginning in sewage / septage management and drainage planning. Considering the geographical disposition, density of population and environmental characteristics of the state and its urban areas, it is important to have a strategic understanding of the region and the focus sectors. It is proposed that the PMU undertake a Strategic Environmental Assessment (SEA) of the State; with focus on the sanitation sector. Based on the findings of the SEA, an Environmental Management Framework (EMF) will have to be prepared and followed to ensure effective management of environmental aspects during all stages.

Objectives of engaging Environment Expert

Roles and Responsibilities

- ✦ Co-ordinate the Preparation of the SEA
- ✦ Prepare and Disclose the EMF including guidelines for impact identification (for goods, works and consultancy contracts), project screening checklist, broad mitigation plans, guidance to prepare detailed impact assessment for projects, supervision mechanisms, monitoring requirements, training/capacity building needs, and budgetary provisions in contracts. This shall comply with all National / State regulations, local bylaws and guidance and World Bank Operational Policies and Safeguards requirements.
- ✦ Review the investment proposals (sub-projects) and ensure that environmental issues are properly addressed by development of a project-specific environmental analysis including (but not limited to) landuse, natural habitats, pest management, physical/cultural resources, forests, safety of dams, public consultations, and occupational health and safety
- ✦ Oversee the preparation of Environmental Impact Assessment (EIA) with Environmental Management Plans (EMPs), Monitoring Plan and Training needs and inclusion of Environmental Management Plan and budget requirements in Contract documents so as to facilitate implementation of mitigation measures.
- ✦ Provide expert guidance to the beneficiaries in the preparation and successful implementation of the project environmental assessment instruments/documentation, including preparation of environmental impact/risk assessments and environmental management plans;

- ✦ Provide expert advice to the PMU team with regards to strategies and approaches to effectively and efficiently comply with relevant World Bank environmental safeguard operational policies and requirements
- ✦ Coordinate and share information with World Bank project staff and consultants providing environmental safeguard cross-support
- ✦ Carry out site supervision visits during implementation of sub-projects and of other activities related to the Project;
- ✦ Ensure that safeguards documents are prepared on time and disclosed well in time before start of works and that all required clearances / permits / licences are obtained for projects. This shall comply with all National / State regulations, local bylaws/ guidance and world Bank Safeguards requirements.
- ✦ Conduct / co-ordinate Stakeholder consultations and consensus building as outlined by the EMF and required by National / State regulations and World Bank guidelines
- ✦ Manage the environmental consulting firm engaged for specific projects.
- ✦ Ensure contractor has environmental experts in their team, prepare and follow Contractors Environmental Management Plans (C-EMP); as outlined in EMF and maintain required permits / licenses / incident and grievance registers
- ✦ Monitor the fulfilment of the project-specific environmental requirements and environmental safeguards policies with respect to all project activities, in all direct and indirect contracts; ensure proper reporting by monitoring agencies at various levels (district/site); and maintain database and follow-up
- ✦ Assist and advise local bodies from time to time in monitoring and managing contractors' activities that may have environmental impacts, if any. Conduct random audits for EMF compliance during various project stages
- ✦ Develop, undertake and support training programs on Environmental monitoring and management arrangements developed in the Project;
- ✦ Report the status and progress of institutional arrangements and functioning of environmental arrangement along with any impacts that should be addressed. These should be reflected in the Project Progress Report to be submitted to the Deputy Project Director / Project Director.
- ✦ Ensure that environmental assessment is an integral part of planning of all project supported schemes
- ✦ Ensure development/procurement and availability of IEC materials supporting the environmental management framework to selected LSGs, relevant functionaries and community institution partners.
- ✦ Ensure including the necessary activities related to the environmental safeguards, such as trainings, studies, etc. in the project procurement plan if relevant;
- ✦ Assist PMU/Municipalities in operationalizing the methods, procedures, and systems for introduction of environment compliance practices into the existing systems of the LSGs;
- ✦ Ensure that all legal and regulatory provisions relevant to the environmental safeguards are satisfactorily met through the project processes.
- ✦ Ensure that environmental assessment is an integral part of planning of all project supported schemes.

- ✦ Facilitate the creation and documentation of experiences, lessons learnt, case studies, success stories etc.
- ✦

Reporting Requirements

The Environment Expert will report to the Deputy Project Director / Project Director KUSDP. He / She will effectively:

- ✦ Maintain full documentation of safeguards requirements and status of the same; for projects under different stages of planning and implementation,
- ✦ Submit report on random audits on EMF Compliance during various project stages to the Deputy Project Director / Project Director of the PMU,
- ✦ Prepare and submit monthly progress report containing the list of activities planned for the reporting period, progress towards the target and the result of targeted activities shall be furnished to DPD/PD,
- ✦ Carry out any other tasks assigned by the Deputy Project Director / Project Director from time to time.

Duration of Project

5 years

Qualification

- Masters Degree in Civil / Environmental Engineering, Environmental Planning / Natural Resources Management, Environmental Studies/Environmental Sciences/ Ecology or related field

Experience

- ✦ The environmental specialist must have at least 10 years of working experience of which 5 years in the field of environmental activities as consultant or working in an institution which deals with environmental concerns.
- ✦ The environmental specialist must be fully conversant with the National / State / Local regulatory requirements on environment and infrastructure provision and aware of the environmental rules and regulations of the World Bank and must have completed, or involved in the preparation of, environmental impact study of at least two infrastructure projects. The expert must have preferably demonstrated sound technical expertise in international good practices on environmental safeguards.
- ✦ Working experience especially in environment related activities for World Bank / ADB or other Multilateral Development Banks will be an added advantage.
- ✦ Proficiency in computer applications including MS office.
- ✦ Excellent written and oral communication skills in English & Malayalam.
- ✦ Ability to work efficiently and effectively in a multidisciplinary team. Good interpersonal skills and prior experience in efficient stakeholder consultations and consensus building in Kerala would be an added advantage.

Duty Headquarters

The duty headquarters of the Environment Expert will be at Project Management Unit, Thiruvananthapuram. The Expert will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Environment Expert will be on full time basis.

Kerala Urban Service Delivery Project
Terms of Reference
PROCUREMENT EXPERT

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

With Kerala's rapid urbanization, ULBs have been facing challenges in terms of both governance and service delivery systems. The programme will address these shortcomings by undertaking enabling policy reforms as well as strengthening the organizational capacities of the ULBs to improve the delivery of key urban services. This programme will make a substantial impact on the systems and capacities of LBs which will be designed and implemented following a "narrow and deep approach"

Activities of the Programme

- ✦ Providing performance-based grants to ULBs for capital investments in local infrastructure in a manner that incentivizes the strengthening of their institutional capacity.
- ✦ Strengthening and expanding the capacity building program of ULBs including: formal trainings and mentoring.
- ✦ KILA, the nodal agency for training and capacity building in the State will play a role in the capacity building activities of the project
- ✦ Strengthening and expanding the monitoring, financial, and governance systems in the State.
- ✦ Undertaking key urban reforms at both State and City levels through performance based incentives for enabling an efficient and inclusive delivery of services in the ULBs.

The focus sectors of the Project will be urban sanitation including solid waste management, septage management/decentralized waste water management, toilet upgradation and last mile water supply services. The Project will focus on infrastructure, services and municipal systems for planning and execution to improve coverage and quality of urban sanitation services in selected LBs

The Project will have a multi-year investment planning and execution focusing on urban sanitation services/infrastructure focused reforms and institutional/policy milestone linked funding disbursement (based on independent verification.) It is also proposed to impart comprehensive technical assistance and capacity development

support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Objectives of engaging Procurement Expert

Roles and Responsibilities

- 1) Represent Project Management Unit (PMU) on all procurement matters.
- 2) Responsible for preparation of Project Procurement Strategy for Development (PPSD) document.
- 3) Responsible for drafting procurement plan based on PPSD and timely updating it during the life of Project. Inputs shall be obtained from other team members of Project Management Unit (PMU) and Implementing Agencies (IAs) for prioritising the urgent procurement.
- 4) Responsible to manage end-to-end procurement processes for Works, Goods, Non-Consulting and Consulting Services including the contract management activities and ensure that procurement procedures are carried out in accordance with the procurement plan and procurement regulations of the World Bank.
- 5) Monitor procurement activities undertaken by the Implementing Agencies (IAs) at District and ULB levels to ensure full compliance with World Bank requirements. Responsible for training IAs and providing them necessary hand holding support. This include but not limited to following activities;
 - a. Irrespective of value, review all procurement documents and award recommendations before issuing to bidders or sending to World Bank for prior review.
 - b. Conduct random checks of procurement practices followed by the ULBs
 - c. Conduct workshops to create awareness among district level officers, functionaries and representatives at ULB level regarding procurement policy framework, relevant procedures and processes as well as on specialised procurement topics.
 - d. Monitor and analyse contract performance against agreed benchmarks and through reporting mechanism.
 - e. Expedite the procurement activities including contract management related activities.
- 6) Ability to address and manage all aspects of monitoring of construction works (legal aspects and knowledge in construction contracts)

- 7) Frequently convene meetings with contractors to allow ample opportunity for the identification and early resolution of potential disputes.
- 8) Develop appropriate contract management tools, guidelines and manuals for standardisation and knowledge sharing purposes.
- 9) Provide technical support to facilitate the service / equipment procurement.
- 10) Prepare annual procurement plan for all purchasing and procurement activities needed by the Project
- 11) Formulation of summary of technical proposals submitted by the firms
- 12) Make necessary administrative and logistic arrangement to deliver and install the procured services upon provision by bidders and if not satisfied ensure taking action to replace the equipment or materials in compliance with the specification stated in the proposals.
- 13) Make necessary administrative and logistic arrangements to deliver and install the procured services and equipment in the sites
- 14) Prepare, Contract agreements, solicitation documents for consulting services / consultants, as appropriate.
- 15) Maintain systematically the procurement related documents for audit / review by the World Bank as well as the Controller of Aid Accounts and Audit (CAAA)
- 16) Co-ordinate with LSGD for placement of various documents / papers before the Project Co-ordination Committee for review and approval, post review of World Bank etc
- 17) Monthly progress report containing the list of activities planned for the reporting period, progress towards the target and the result of targeted activities shall be furnished to DPD/PD on a monthly basis.
- 18) Any other tasks assigned by the Deputy Project Director / Project Director from time to time.

Duration of Project

5 years

Qualification

A university degree in one of the following areas- economics, commerce, procurement, management, finance, engineering or a related field.

Experience

- Should have at least ten years experience in handling procurement of large value goods/services, preferably in consultant recruitment/civil construction /

supervision / monitoring in development sector or Central or state Govt sponsored schemes.

- Sound understanding of principles underlying good procurement practices and international agencies, procurement guidelines, understanding of government procurement rule act , analytical capability in identifying and resolving procurement issues.
- Excellent IT / computer skills including MS Office (Word, Excel, Power point etc)
- Excellent written and oral communication skills in English& Malayalam.
- Ability to work efficiently and effectively in a multidisciplinary team.

Desired Experience

- Experience in providing procurement inputs in large and dispersed civil works programs
- Relevant experience in World Bank, ADB and other external aided projects will be an added advantage and also experience in working with stakeholders (especially civil society organizations) and international organizations will be preferred.
- Relevant experience in using NIC based e-procurement system for conducting online tendering process.

Duty Headquarters

The duty headquarters of the Procurement Expert will be at Project Management Unit, Thiruvananthapuram. The Expert will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Procurement Expert will be on full time basis.

Reporting arrangements

The Procurement Expert will report to the Deputy Project Director / Project Director KUSDP.

Kerala Urban Service Delivery Project
Terms of Reference
Urban Sanitation & Technical Expert

Introduction

The objective of this Project is to enhance and strengthen the institutional capacity of the urban local government system in Kerala to deliver services and perform governance functions in a more inclusive and efficient manner. The programme enables the LBs to catch up with the current urbanisation trend in the State by ensuring the urbanised areas and selected urbanising local governments have proper administrative and service delivery systems and procedures in place to function effectively.

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support for long term sanitation investment planning, execution, community engagement, IEC and municipal systems strengthening.

Geographical Coverage

The Project will cover 84 municipalities (all ULBs excluding municipal corporations and Amrut Municipalities).

Objectives of engaging Technical Officer

Roles and Responsibilities

The Technical Officer will support the Project in undertaking, monitoring and co-ordinating functions of all engineering and technical aspects of KUSDP. Support will be required for:

- (i) conducting technical review of the technical design/feasibility/project documents for all the subprojects being funded at the local level under KUSDP on a regular interactive basis at the field level and expediting the processes involved for speedy and proper implementation.
- (ii) Responsible for the supervision and reporting of all investments financed by the project
Provide implementation progress reports on a continuous basis
- (iii) Provide technical support and supervision of PIU Technical Staff.

Tasks of the Technical Officer include:

- (i) Technical design review, quality assurance, implementation monitoring and coordination support to design and implement infrastructure projects
- (ii) Day-to-day monitoring, evaluation, implementation co-ordination and management of field level activities.
- (iii) Co-ordinate planning, control and management of the work of a multidisciplinary team at the field level.
- (iv) Put in place a reporting system with the LGs, ensure its smooth transfer and monitor regular information inputs.
- (v) Monitor progress, evaluate results, and support the LSGs in the identification and resolution of constraints.
- (vi) Ensure oversight of the implementation staff of the Municipality / PIU at the District level of the overall quality of construction and / consultant compliance with requirements, including compliance with technical, environmental and social safeguard requirements.
- (vii) Assist/advice the LSGs in conducting procurement activities in compliance with agreed guidelines for WB funded projects and assist them in resolving matters pertaining to disagreement with contractors / consultants.
- (viii) Prepare and update overall project implementation schedule and submit to Deputy Project Director / Project Director KUSDP.

- (ix) Define quality control mechanisms and parameters applicable to the LSGs and coordinate/discuss implementation with the Deputy Project Director / Project Director KUSDP.
- (x) Coordinate with the PIU Staff in project implementation.
- (xi) Report in writing to the Deputy Project Director on the daily activities undertaken and on the performance of the PIU Staff as will be stipulated.
- (xii) Any other work assigned by the Deputy Project Director / Project Director, KUSDP for the efficient and smooth implementation of the Project.

Duration of Project

5 years

Qualification

BE/B.Tech in civil/environmental/mechanical engineering with MS/M.Tech in Civil/environmental Engineering.

Experience

- At least ten years of experience in technical design, planning and implementation supervision of urban infrastructure projects
- At least 10 years of experience in municipal solid waste management, waste water management/faecal sludge management, or other related technical fields.
- Experience of working directly with ULBs and supporting them on project design and implementation aspects for urban infrastructure projects.
- Experience of reviewing technical designs and detailed project reports (DPRs) for urban sanitation infrastructure projects.
- The candidate must be fully compliant with the national and state level technical design guidelines, service level benchmarks and codes/standards that need to be complied with, while designing and implementing the municipal infrastructure project.
- Ability to deliver technical reports and ability to meet deadlines.
- Experience in liaising with government and non-government stakeholders.
- Ability to manage large institutional engagements on development and implementation of development projects.
- Experience in developing and implementing public policies, strategies and programmes.
- Ability and willingness to travel frequently to the selected LSGs;
- Excellent IT / computer skills including MS Office (Word, Excel, Power point etc)
- Good interpersonal skills and ability to settle issues that may arise in project spots.
- Excellent written and oral communication skills in English& Malayalam.
- Ability to work efficiently and effectively in a multidisciplinary team.

Duty Headquarters

The duty headquarters of the Technical Officer will be at Project Management Unit, Thiruvananthapuram. The Officer will be required to travel frequently within and outside the State for project purposes.

Duration:

Appointment to the post will be on contract basis initially for a period of one year and likely to be extended based on the performance. Engagement of Technical Officer will be on full time basis.

Reporting arrangements

The Technical Officer will report to the Deputy Project Director / Project Director KUSDP.