

# Kerala Solid Waste Management Project (KSWMP)

Local Self Government Department

www.kswmp.org, spmukswmp.org

No.02/KSWMP/2021

05/02/2021

## NOTIFICATION

The Kerala Solid Waste Management Project (KSWMP) invites applications from qualified and experienced professionals to the following posts for the State Project Management Unit of KSWMP on contract basis for a period of one year.

### DETAILS OF POSTS

Name of Post	Qualification	Experience	Vacancy	Salary
Finance Management Expert	Degree in Finance/Accounting/Management/Economics/Commerce. A professional accounting qualification such as CA/CPA is desirable.	Minimum 10 years experience in finance management of projects, planning & budgeting and asset management. Working experience with World Bank/ADB is desirable.	1	66,000/-
Social Development & Gender Expert	Masters Degree in Social Science preferably Social work/Sociology/Economics or any other related field.	PhD / MPhil / Research experience is desirable. 8 years experience in carrying out social development and gender analysis and in preparing gender action frameworks and plans preferably for World Bank/ADB financed projects in the sector. Working experience with LSGIs in social development and community groups especially in urban sector. Working experience with World Bank/ADB is desirable	1	66,000/-
Monitoring & Evaluation Expert	Masters Degree in Statistics/Economics/Finance/Management or relevant field.	Minimum 10 years working experience in financial/institutional, monitoring & evaluation of institutional development projects. Working experience with World Bank/ADB is desirable	1	66,000/-
IEC Expert	Masters Degree in Mass Communication, Journalism, Public relations from a reputed	Minimum 5 years of relevant professional experience in communication and media relations in reputed	1	66,000/-

	University.	Government or Private either National or International. Working experience with World Bank/ADB is desirable		
Video Graphics Expert	Degree in Mass Communication.	3 years of working experience in relevant field. Preference will be given to those who have made awareness based posters and short tutorial videos.	1	35,300/-
Finance Assistant	Degree in Accounts or relevant field.	Minimum 5 years working experience with financial / accounting management. Working experience with World Bank/ADB is desirable.	1	33,000/-
Data Entry Operator cum Multitask person	Degree from a recognised University. PGDCA/DCA, Typewriting English (higher) and Malayalam (lower).	5 years of working experience in relevant field. Working experience with World Bank/ADB projects would be an added advantage	3	26,400/-

Interested candidates (upper age limit for all posts except Data Entry Operator cum Multitask person is 60 years and 40 years for Data Entry Operator cum Multitask person as on 01.01.2021) may send application in the prescribed format available on the website [www.kswmp.org](http://www.kswmp.org) with a detailed resume via email to [spmukswmp@gmail.com](mailto:spmukswmp@gmail.com) on or before 20.02.2021 by 05:00 pm.

Detailed Terms of reference (ToR) for the posts are available on the website [www.kswmp.org](http://www.kswmp.org). Venue, date and time of interview will be intimated to all the eligible applicants through email.

#### Note

**Appointments 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 31.12.2020 will be considered. It shall be noted that 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 reserved the right to fill or not to fill the post advertised.**

**Sd/-  
Mir Mohammed Ali IAS  
Project Director**

## KSWMP - Application Format

<b>Name</b>			
<b>Address for Communication with pin code</b>			
<b>Age &amp; Date of Birth</b>			
<b>Sex</b>			
<b>Aadhar No./Driving License No.</b>			
<b>E-mail</b>			
<b>Phone</b>	<b>Mobile No.</b>	<b>Land Line No.</b>	
<b>Post Applied for</b>			
<b>Educational Qualification(Degree onwards)</b>			
<b>Degree with Specialization</b>	<b>Year of Passing</b>	<b>Name of University</b>	
<b>Experience</b>			
<b>Name of the Organization</b>	<b>Position Held</b>	<b>Duration</b>	<b>Major Responsibilities</b>
<b>Publications/Researches Undertaken</b>			
<b>Summary of experience in relation to the post applied as per the notification</b>			

<b>Computer Proficiency</b>	
<b>Languages Known</b>	

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

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**Kerala Urban Service Delivery Project  
Terms of Reference  
Finance Management 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

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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 Finance Expert**

**Roles and Responsibilities**

The Finance Management Expert (FME) is responsible for establishing, maintaining and overlooking financial management arrangements & procedures, including accounting systems, internal controls including internal audit, planning, budgeting and financial reporting systems, flow of funds and external auditing. Subject to any specific directives given by the Project Cordinator/Project Director, the main duties and responsibilities of the FME will include

- ✓ Assist the PMU in establishing financial systems for planning, budgeting, implementation, management, and monitoring of all activities in the project with effective MIS, in close liaison with LSGD, Executing Agencies, Municipalities and World Bank.
- ✓ Assist in installing appropriate financial and management accounting systems and procedures as required to aid EAs in managing projects funds, maintaining accounts, and submitting financial reports on time;
- ✓ Assist in designing, developing, and installing a computerized accounting system or assisting in selection of the off-the-shelf accounting software for the PMU.
- ✓ Assist in refining/reviewing the financial management and accounting systems of Municipalities.
- ✓ Assist in refining/reviewing the financial management and accounting manual developed in the project for PMU/Municipalities.
- ✓ Close follow up on the status of compliance by Municipalities on meeting any Minimum Mandatory Conditions (MMC) relevant for FM (eg timely audit of Municipalities & clean/qualified audit opinions etc) as required by the project to release block/performance grants. Suggest any enhancements to improve the process & compliance as required.
- ✓ Liase with Local Fund Auditor (LFA) to resolve any issues related to MMC concerning the Municipality audits.
- ✓ Assist in reviewing annual financial statements, performance reports, and audit reports of Municipalities and report to the Deputy Project Director / Project Director on the achievements, short comings and compliance with the eligibility criteria for Performance Grants under the project.
- ✓ Facilitate the External Audit Process, submit annual financial statements and audit schedules to auditors on time and submit annual external audit reports to the World Bank as per the financial covenants.

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- ✓ Prepare a consolidated response to the World Bank on project audit qualifications/exceptions. Analyse audit observations and identify observations of repetitive nature. Address the root causes in consultation with government officers and auditors.
- ✓ Monitor & follow up on timely release of funds to the Municipalities & address any bottleneck if any.
- ✓ Monitor the progress of project FM indicators if any
- ✓ Assist the project director in reviewing and compilation of expenditure claims under the Project for submission for reimbursement/replenishment from the World Bank through the disbursement system.
- ✓ Prepare bi-annual/annual interim unaudited financial reports accompanied by financing request if any and associated documentation for replenishments from World Bank;
- ✓ Train and capacitate the accounts staff of Executing Agencies in maintenance of separate books of accounts for the project and related documentation;
- ✓ Facilitate any training/capacity building/knowledge sharing initiatives as required for FM for the Municipalities & act as a resource person if required
- ✓ Carryout random audits of executing agencies/Municipalities to ensure compliance with agreed FM arrangements
- ✓ Undertake field visits and carryout random audits of utilization of Performance Grants by the Municipalities at the direction of the Project Director from time to time;
- ✓ Assist in adequately forecasting funding requirement, as per the norms for funding as well as prioritizing expenditure and work for efficient utilization of funds with appropriate reporting mechanism.
- ✓ Assist PMU to prepare and submit quarterly, half yearly, annual and mid term progress reports on time, and draft project completion reports
- ✓ Provide inputs in project management and or other advise as sought by the Deputy Project Director / Project Director.
- ✓ Arrange the conduct of internal audit, review of audit replies and finalisation of audit findings
- ✓ Ensure that all documents are kept in safe custody and are readily made available to the Accountant General, Kerala and World Bank Supervision Missions for scrutiny
- ✓ Facilitating the internal audit of project accounts by State Performance Audit Officer
- ✓ Taking prompt remedial action in respect to irregularities detected by the Auditors or World Bank
- ✓ Ensuring implementation and compliance with the provisions of the legal agreements between State Government and World Bank and with the Project Appraisal Document or relevant document
- ✓ Verify and recommend all payments (including pay, travel allowance, and reimbursement of medical, telephone claims etc) of all officers and staff of the PMU and PIUs
- ✓ Any other activities assigned as may be required by the project/assigned by the project director

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### **Duration of Project**

5 years

### **Qualification and Experience**

A Degree in Finance/Accounting/Management/Economics/Commerce. A professional accounting qualification such as CA / CPA is desirable.

Minimum 10 years experience in financial management of projects, planning, budgeting and asset management.

Work experience with World Bank / ADB funded projects is desirable

### **Professional Competencies**

- Ability to speak, read and write in English, and produce project reports in English for regular and continuous presentation to World Bank staff.
- Ability to deliver technical services as required by the project and advise the Project Coordinator/Project Director
- Ability to interact with senior staff in the State of Kerala & its relevant departments .
- Ability to plan and implement a program with complex and diverse activities
- Ability to promote stakeholders' participation and commitment for effective implementation to ensure long term sustainability of the project
- Ability to effectively organize and lead the work of a multi-disciplinary team
- Effectiveness in analyzing and resolving project implementation issues
- Familiarity with State Government procedures and regulations
- High level of computer literacy
- Strong communication, negotiating skills and good interpersonal relations

### **Duty Headquarters**

The duty headquarters of the Finance Management 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 Finance Management Expert will be on full time basis.



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**Reporting arrangements**

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

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**Kerala Urban Service Delivery Project  
Terms of Reference  
Social Development and Gender 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

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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.

Due to high concentration of vulnerable groups in certain Municipalities, World Bank's Operational Policy on Indigenous people will be applicable to the project. The project will require land for prioritized investments, accordingly the Operational Policy on Involuntary Resettlement will apply to the project as a whole. Other Bank's corporate requirements on Gender, Citizen Engagement and Grievance Management will essentially require analyses of the social issues to identify gaps and develop appropriate actions and corresponding monitoring indicators to monitor the outcomes. Essentially, the project will address state laws and World Bank's operational policy and corporate mandates that cover social inclusion, gender, participation, accountability, transparency, land requirement, labour management and impact of labour influx and gender-based violence.

### **Geographical Coverage**

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

### **Objective**

To ensure that the project intervention better social development and gender outcomes i.e. social inclusion (tribal, gender and other vulnerable), participation, transparency, accountability, effective and accessible grievance management, enhance safety and security of women, compliance with labour laws and labour influx.

Scope of work will cover 3 stages (1) preparation, (2) implementation and (3) monitoring through the project cycle. The details are as follows:

#### ***(1) Preparation***

- a. Coordinate the preparation of safeguard documents – Resettlement Management Framework, Tribal Development framework to comply with state laws and Bank's Operational Policies on Indigenous People Development Plan and Involuntary Resettlement to enhance access to benefits and minimize and mitigate adverse impacts.
- b. Coordinate gender analysis for gender informed project design including identification of gaps and actions with monitoring indicators.
- d. Based on gender analysis, develop a detailed plan that identifies opportunities and entry points for mainstreaming gender into the project.
- e. Coordinate preparation of stakeholder engagement plan to develop citizen feedback mechanism including grievance management for the project.

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- f. Identify agencies, NGOs, community based organizations, and women's associations or groups to support project implementation.
- g. Coordinate the detailed preparation of labour influx management action plans.
- h. Coordinate disclosure of safeguard document: both in local and English language prior to project appraisal.
- i. Provide inputs from the safeguard instruments and gender strategy for the Operational Manual.
- j. Ensure that the GRM system is set-up
- k. Mainstream training modules on gender, participation, systems on transparency, grievance management, social mobilisation and other social issues in the training plans and calendar.
- l. Ensure indicators to monitor social development outcomes are included in the M&E system.

**(2) Implementation.**

- a. Develop quarterly plans to detail the activities to implement the action plans on social safeguard management and gender.
- b. Organise orientation and sensitization workshop for the implementing partners on the "process" of planning and implementing safeguard management plans, gender action plans, labour influx management plans and labour welfare laws.
- c. Support district teams to review all sub projects to ensure equal and equitable benefits to men and women and suggest modifications or new activities within the project (as needed) that could increase gender equity.
- d. Provide support to district teams on social and gender inclusive planning, implementing and monitoring of activities.
- e. Support district teams to review sub-projects to ensure compliance with safeguard documents.
- f. Ensure preparation of municipal level tribal action plans to comply with Tribal Development Framework.
- g. Organise quarterly workshops with support organisations and social specialists at district level to facilitate cross learning from sub-project planning for the first year of implementation and six monthly after the first year.
- h. Mainstream social development and gender issues in training materials, manuals, documentation of case studies
- i. Co-ordinate programmes that promote gender equality, address violence against women and advance rights of girls and women.
- j. Coordinate with the government departments, NGOs and other stakeholders to promote interventions to address gender based violence.
- k. Coordinate implementation of labour influx management plans and compliance with labour laws.
- l. Coordinate dissemination of information of the GRM system in the project area.

**3. Monitoring and reporting.**

- a. Ensure data collection to track performance of each social development outcome.

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- b. Ensure disaggregated (gender, social and economic profile) baseline data is collected and analysed at the planning stage.
- c. Coordinate studies for thematic analysis.
- d. Monthly progress report containing the list of activities planned for the reporting period, progress towards the target and result of targeted activities to achieve social development outcomes shall be furnished to DPD/PD on a monthly basis.
- e. Any other tasks assigned by the Deputy Project Director / Project Director from time to time.

### **Duration of Project**

8 years

### **Qualification**

Master's degree in Social Sciences preferably Social Work / Sociology / Economics/ or any another related field. PhD/MPhil/Research experience is desirable.

### **Experience**

- # 8 years of experience in carrying out social development and gender analysis and in preparing gender action frameworks and plans preferably for World Bank/ADB-financed projects in the sector.
- # A minimum of 8 years practical experience in the field of social development and gender equality.
- # Work experience with LSGIs in Social development and community groups especially in urban sector.
- # Ability to build and maintain effective working relationships with internal and external stake holders.
- # Ability to engage with community, LSGIs, target groups and Government.
- # Expertise to provide advice and engage with the community and LSGI in project related and social development initiatives.
- # Experience in developing and implementing policies, strategies and programs.
- # Ability to conduct workshops and presentations to community groups and forums to raise awareness about the Project and ensure community participation and support as and when needed.
- # 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.

**Duty Headquarters**

The duty headquarters of the Social development and Gender Expert will be at Project Management Unit, Thiruvananthapuram. He / She 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 Social Development and Gender Expert will be on full time basis.

**Reporting arrangements**

The Social Development and Gender Expert will report to the Deputy Project Director / Project Director KUSDP.

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**Kerala Urban Service Delivery Project  
Terms of Reference  
Monitoring & Evaluation Expert**

**Introduction**

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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 Monitoring & Evaluation Specialist**

**Roles and Responsibilities**

The tasks of the specialist will include

- a) To provide support to the Project Management Unit (PMU) with an independent monitoring and feedback mechanism and produce reports on the status of achievement of the primary goals and objectives of the Project, and or recommend ways to modify the design and implementation to meet the same.
- b) Review existing M&E systems, tools and indicators in use by the State Government.
- c) Establish the M&E system and strategy, including design, data-collection formats, data collection, data-analysis, and reporting format and systems.
- d) Design and set up databases as appropriate to meet the needs of M&E of the Project
- e) Develop a database for the project performance indicators, collect appropriate data from the sources, and maintain the database and prepare reports to meet the reporting requirements of the Project;
- f) Track and analyze progress towards agreed activities, results, and outputs of each of the Project components in line with the monitoring framework
- g) Flag potential risks or challenges emerging from monitoring information
- h) She/he will review all ToRs submitted by Municipalities / Agencies for carrying out various M&E activities as designed in the project in consultation with the Deputy Project Director / Project Director.
- i) Review all survey reports, results against agreed indicators including utilization of funds, adherence to environment and social safeguards, community response, prevailing socioeconomic conditions of the beneficiaries, etc. and carry out random audits of the results and report the same to the Deputy Project Director / Project Director.
- j) Review the progress of implementation of the activities agreed to in each component by the LSGs and evaluate/assess the impact of the interventions and recommend actions to be taken for improvement if any required by any specific LSG or others, etc. to facilitate better delivery of services by LSGs;
- k) Analyze the positive and negative impacts of the project interventions (including rehabilitation & resettlement if any) initiated by the State and other agencies engaged in implementation of the project activities;
- l) To bring transparency to the systems initiated in the project and document the same.



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- m) Assessment of the level of awareness, concerns, attitudes and acceptance of people towards the interventions planned by the state in this project
- n) Train relevant PMU / PIU Staff in data collection procedures as required during project implementation
- o) Prepare the base map (use GIS map) of all the assets (geo-reference) of the Municipalities. It can be layered with information such as, land area of the asset, number of households benefitting, year of completion, cost incurred, contractor name, source of funding, etc. During the 5 year perspective plan and annual plan, this information will be available online via the MIS. Once the information from the plan for proposed investment is entered, then the next level of information on progress can be further uploaded via mobile app, etc.
- p) Support systems development that links all municipalities to the state level system so that data is uploaded on-line from the field.
- q) GRM system both via Toll free number and web-based need to be linked to the MIS system.
- r) The M&E system should also include indicators on labour laws to track compliance.
- s) 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.
- t) Any other tasks assigned by the Deputy Project Director / Project Director from time to time for the efficient and smooth implementation of the Project.

#### **Duration of Project**

5 years

#### **Qualification and Experience**

The Expert should have a Masters degree in Statistics / Economics / Finance / Management or relevant field.

- Minimum 10 years working experience in financial/institutional monitoring and evaluation of institutional development projects.
- Work experience with World Bank / ADB funded projects is desirable
- Strong foundation in statistical analysis
- Experience in conducting and managing monitoring and evaluation activities
- Proven experience in designing questionnaires and other data collection formats
- Experience in setting up computerized databases
- IT skills including use of MS office especially Excel for setting up databases and conducting analysis.
- Analysis of socio-economic issues and related policy matters.
- Excellent written and oral communication skills in English & Malayalam.
- Ability to work efficiently and effectively in a multidisciplinary team.

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**Duty Headquarters**

The duty headquarters of the Monitoring & Evaluation 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 Monitoring & Evaluation Expert will be on full time basis.

**Reporting arrangements**

The Monitoring & Evaluation Expert will report to the Deputy Project Director / Project Director KUSDP.

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**Kerala Urban Service Delivery Project  
Terms of Reference  
IEC EXPERT**

**Introduction**

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### **Geographical Coverage**

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

### **Objectives of engaging Communication Specialist**

#### **Roles and Responsibilities**

The target audience includes participating ULBs and allied departments in GoK and GoI.

- a. Carry out communication need assessment for different stakeholder groups.
- b. Develop communication strategy to establish a systematic approach to stakeholder engagement. This includes identification of stakeholders, assess their interest and to enable stakeholders' views to be taken into account in project design and promotes participation of all the stakeholders in the project.
- c. Develop and standardise appropriate information for disclosure and dissemination required under the Right To Information Act for suo-motuo disclosure
- d. Develop and standardise messages on each of the component for disseminating information to facilitate participation of beneficiaries that is required beyond the law.
- e. Map the stakeholders to develop appropriate IEC material that for different stakeholder groups. Develop IEC material based on the need assessment and ensure that, it reaches all the stakeholders through different communication channels.
- f. Support the production of user-friendly and high quality Information, Education and Communication (IEC) material (such as handouts, posters, brochures, video documentary films and photo documentation, success stories booklet etc.) in Malayalam and English for communication of the project activities to the public and stakeholders.
- g. Develop formats for and systems for citizen feedback to report back to the stakeholder and its documentation.
- h. Document good practices as part of knowledge management and dissemination project progress reports.
- i. Prepare monthly newsletters both in English and Malayalam on project progress and forthcoming activities
- j. Prepare regular press/media releases to ensure high visibility of the project;
- k. Prepare regular information e-bulletins on the project (Malayalam and English versions) and ensure wide dissemination
- l. Represent the project in meetings and deliver presentations on behalf of the project.

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- m. Undertake any other activities as assigned by the Project Director / Deputy Project Director from time to time

### **Duration of Project**

5 years

### **Qualification**

The Specialist must have a minimum of Masters Degree in Mass Communication, Journalism, Public Relations from a reputed University.

### **Experience**

- Minimum 5 years of relevant professional experience in communication and media relations in reputed government or private either national or international.
- Relevant experience in external aided projects such as ADB, World Bank 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.
- Ability to draft clearly and concisely, ideas and concepts in written and oral form; specific skills in writing press releases and articles/stories for print and electronic media.
- Excellent IT / computer skills including MS Office (Word, Excel, Power point, page maker etc)
- 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 Communication Specialist will be at Project Management Unit, Thiruvananthapuram. He / She 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 Communication Specialist will be on full time basis.

### **Reporting arrangements**

The Communications Specialist will report to the Deputy Project Director / Project Director, KUSDP.

**Kerala Urban Service Delivery Project  
Terms of Reference  
FINANCE ASSISTANT**

**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 Technical Officer**

**Roles and Responsibilities**

- ✓ Assist in installing appropriate financial and management accounting systems and procedures to aid EAs in managing projects funds, maintaining accounts, and submitting timely and reliable financial reports.
- ✓ Assist in designing, developing, and installing a computerized accounting system or assisting in selection of the off-the-shelf accounting software for PMU.
- ✓ Assist in reviewing project financial statements/audit reports and follow up with EAs for submission of expenditure statements/details for preparation of SoEs and submission to World Bank.
- ✓ Assist in adequately forecasting funding requirement, as well as prioritizing expenditure in coordination with EAs to facilitate submission of Interim Unaudited Financial Reports (IUFR) to World Bank for replenishment of project funds and work on an arrangement for their efficient utilization with an appropriate reporting mechanism.

Any other work as directed by the Project Director and Finance Management Specialist/officer or other senior officers engaged in the project

**Duration of Project**

5 years

**Qualification**

Degree in Accounts or relevant field and have a minimum of 5 years working experience with financial/accounts management. Working experience for financial management of World Bank or ADB projects would be of comparative advantage.

**Duty Headquarters**

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

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**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 Finance Assistant will be on full time basis.

**Reporting arrangements**

The Finance Assistant will report to the Deputy Project Director / Project Director through the Finance Management Specialist.



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**Kerala Urban Service Delivery Project  
Terms of Reference  
DATA ENTRY OPERATOR CUM MULTITASK PERSON**

**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 all 87 municipalities

## **Objectives of engaging Data Entry Operator cum Multitask person**

### **Roles and Responsibilities**

- ✓ Clerical works in addition to data entry works
- ✓ Prepare minutes of monthly review meetings of the Project and submit it to Deputy Project Director for approval.
- ✓ Assist Accounts section of KUSDP in preparing Statement of Expenses (SoEs) for claiming reimbursement from World Bank
- ✓ Liaison works in Secretariat and allied departments, File follow up in Government Secretariat
- ✓ Drafting proceedings/office orders.
- ✓ Assist Superior officers in organising events /monthly review meetings of the Project
- ✓ Attend to works performed by Office Attendant if required
- ✓ Undertake any other activities as assigned by the Project Director / Deputy Project Director from time to time

### **Experience**

The Data Entry Operator cum Multitask person should have:

5 years of working experience in relevant field. He / she should be well versed in MS Word, Excel, PowerPoint, word processing, Tally etc, Fast typing speed and familiarity with online platforms is desirable. Working experience with external aided projects preferably World Bank/ADB would be an added advantage.

### **Qualification**

Any Degree from a recognised University. PGDCA /DCA, Typewriting English (higher) and Malayalam (lower)

### **Duration of Project**

5 years

### **Duty Headquarters**

The duty headquarters of Data Entry Operator cum Multi task person will be at Project Management Unit, Thiruvananthapuram. He / She 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 Data Entry Operator cum Multitask person will be on full time basis.

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**Kerala Urban Service Delivery Project  
Terms of Reference  
VIDEO GRAPHICS 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 all 87 municipalities

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## **Objectives of engaging Video Graphics Expert**

### **Roles and Responsibilities**

- ✓ Produce tutorials, documentaries, hypershort films, design information posters which are in line with international standards of communication
- ✓ Prepare graphic design materials for disseminating the best practices of Project
- ✓ Record all the events of the project including workshops, meetings etc and submit the same to the Deputy Project Director and Project Director.
- ✓ Frequent visits to Project sites across Kerala are essential for shooting and for interviewing beneficiaries and stakeholders of the Project.
- ✓ Prepare regular information e-bulletins on the project (Malayalam and English versions) and ensure wide dissemination in consultation with the Communication Expert of the Project
- ✓ Undertake any other activities as assigned by the Project Director / Deputy Project Director from time to time

### **Experience**

The Expert should have:

- ✓ 3 years of relevant experience in video documentation, graphic design, layout, and publication to be assessed based on the presence of their work that is currently available online.
- ✓ Strong theoretical and practical background in graphic design, including the use of design software and tools.
- ✓ Good understanding of new and evolving technologies in digital platforms
- ✓ An understanding of Social Media dynamics and info dissemination strategies
- ✓ Excellent photo design and video-making and editing skills
- ✓ Ability to communicate effectively in English with international organisations
- ✓ Ability to work in a cross-departmental manner, building consensus with the other experts of the Project.
- ✓ Experience in designing online learning platforms which are useful for conducting training programmes would be an added advantage.
- ✓ Knowledge of Malayalam would be an added advantage

### **Qualification**

Degree from a recognised university in Mass Communication/Degree with 3 years of work experience in relevant field. Degree in graphic design would be an added advantage.

Applicants will have to submit up to 10 links to their past work, currently available on social media, uploaded between a 3 years period roughly June 2017 to July 2020. Preference will be given to those who have made awareness-based posters and short tutorial videos.

Based on the quality of work, they will be shortlisted and invited for a task-based interview. They will be given some sample content based on which they will be asked to create posters/short videos.

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**Duration of Project**

5 years

**Duty Headquarters**

The duty headquarters of the Video Graphics Expert will be at Project Management Unit, Thiruvananthapuram. He / She 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 Video Graphics Expert will be on full time basis.

**Reporting arrangements**

The Video Graphics Expert will report to the Deputy Project Director / Project Director, KUSDP.