TOR for Marine Specialist

Essential Qualification:

- Graduation in Marine Engineering from a recognized University/Institute

Experience

- Atleast 8 years of experience as an engineer on board merchant ships/coastal vessels, out of which minimum 2 years should be preferably as chief engineer on board Merchant Ship. He should preferably have atleast 3 years of experience on marine engineering aspects in inland water transport projects.

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:

- Assess proposals of boat manufacturers and advise on technically and commercially viable vessel design that can be used, considering river characteristics.
- Conduct inspection study to analyse the existing condition of vessels from the perspective of passenger safety, operational performance and improvement of overall ferry service. Assist independent ship/vessel survey during survey work.
- Provide recommendations on up gradation works required to be compliant to applicable safety and operational regulations. This includes providing detailed technical requirements, cost estimates and estimated time for completion.
- To review the Marine Engineering specifications, drawings, diagrams and other technical submissions, submitted by bidders in accordance with the established procedures.
- Ensure all compliances during the conversion of the vessels and check that the work in the shipyards follow the approved drawings, specifications and complies with acceptable marine standards.
- To advise on various administrative and technical aspects of Shipyard Development, if any.

- Monitor and evaluate vessel modernization activities undertaken to ensure adherence to timelines and realization of project objectives
- Developing and reviewing procedures, work instructions and guidelines for the Department to meet the requirements of World Bank to ensure effective and efficient customer service.
- Provide assistance for enhancing co-ordination during project planning &implementation.
- Co-ordination with other departments and agencies with reference to project objectives, related to marine expertise.
- Preparation of Terms of Reference (TOR) for design, testing, commissioning of boats/vessels, river taxis etc.
- Preparation of TOR and providing relevant inputs to various stakeholders on aspects like Night Navigation for passenger as well as cargo movement, in order to ensure safe navigation.
- Planning of all operational issues related to movement and bunkering of vessels.
- Preparation of checklists/guidelines for planning & monitoring for work efficiently.
- Any other duties assigned by SPD or ASPD

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. 120,000 to Rs 150,000 per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable. Remuneration payable will be determined as per HR Policy of AIWTDS.

TOR for Procurement Specialist

Essential Qualification:

- Bachelors in Engineering in any stream.
- Masters degree with major in a relevant discipline (e.g. Engineering, Public Procurement, Finance, Business or Commerce) and relevant training in procurement work.
- Candidates having 'Professional Diploma in Public Procurement' (PDPP), Certificate Program in Public Procurement (CPPP) from World Bank will be preferred or Certificate in Contract Management Program(CPCM)

Experience:

- Minimum 8 years of procurement related experience with State/ Central Government/ Large House Corporate/Semi Government Bodies/PSU, out of which minimum 2 years should be of working on World Bank/any externally aided projects.
- Experience in managing Large Infrastructure project (Ports/Roads/Railways/Highways/Metro etc) 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. Excellent computer and document processing skills.
- Good knowledge of project management.

Key Job Responsibilities:

- Procurement Specialist will spearhead the design, planning and implementation of all project procurement and manage all contracts;
- Provide procurement support during project preparation/ implementation (including prior and post reviews of all procurement documents and decisions);
- Manage procurements through the e-procurement system of the World Bank;
- Assists all implementing entities and staff in procurement capacity building activities including support during procurement assessment and the procurement system development process which will include preparation of various manuals, bid and other documents, etc.;
- Work on procurement matters across sectors in the performance of the project's fiduciary functions, seeking guidance on complex projects/issues from management;
- Review and handle the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy teams as necessary) at all stages of the project cycle;
- Provide operational advice to all staff on concepts, policies and procedures for procurement;
- Assess procurement implications of project design, evaluate institutional capacity of implementing entities at district and sub district level and develop suitable procurement plans; conduct prior and post reviews of contracts;
- Negotiate and resolves difficult procurement issues with agencies and handle all post procurement conflicts;

- Documents regularly all procurement processes undertaken, ensuring systematic maintenance of the procurement related records and documentations for procurement audit/ review by the World Bank;
- Provide procurement related reports/updates, contract details to the World Bank as and when required;
- Clearances of World Bank: Obtain "Clearance" of World Bank through Systematic Exchanges in Procurement (STEP), where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;
- Prepare and maintain Project Administration Tracker & checklist as per World Bank guidelines;
- Others: Handling of e-procurement, collating with M&E agency and providing necessary inputs and complying with any other tasks assigned by SPD;
- Procurement Planning and Management: Prepare/Update the procurement plan (through latest procurement tool of the World Bank viz 'STEP'': Systematic Tracking of Exchanges in Procurement) and schedule for the project, by taking care to ensure optimum competition, economy and efficiency and priority of items;
- Procurement of Goods & Works, non-consulting and Consulting Services: Supervise and Provide guidance to project staff members regarding finalization of the technical specifications/BOQ/drawings for goods & works and the Terms of Reference (TOR) for services; inviting Expressions of interest (EOI) for services through advertisements, their evaluation and finalization of the Shortlist of eligible consultants; preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding /proposal documents of the World Bank, issue the advertisement in newspapers or send RFQ to identified eligible suppliers/contractors. Issue the RFP document to the shortlisted consultants, coordinate the pre-bid/proposal conference, prepare the Minutes of conference along with addendum/clarifications and circulate the same to all the bidders/consultants; receive, open and undertake the technical and commercial evaluation of the bids/technical & financial proposal as per the WB procedure; in case of consultancy services, conduct limited negotiations as per WB procedures, prepare draft negotiated contract and minutes of negotiations; Prepare and sign the contract document to the winning bidder/consultant and provide the feedback to unsuccessful suppliers/consultants. Publish the contract award notice; Monitor the contract management, issuing contract amendments, etc;
- Monitoring the performance & progress of contract. Review and advice on the revision of Project Operation Manual;
- Any other official responsibilities in respect of procurement management as assigned by the Project Director, of the PMU.

Remuneration:

Indicative consolidated remuneration will be in the range of Rs. 120,000/- to Rs. 150,000/- 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.

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.

TOR for Project Manager Technical

Educational Qualification:

- Bachelors and Masters in Engineering or equivalent is mandatory

Experience:

- More than 15 years' experience of which majority of experience in project management of large scale transport infrastructure projects preferably port infrastructure
- Having worked with reputed international infrastructure firms

Competencies Required:

- Good Knowledge of contracts management, project planning, procurement administration, monitoring management techniques and technical evaluations
- Ability to establish and maintain good working relationships with internal and external stakeholders
- Good knowledge on terminal planning and river surveys (typographical, hydrographical , and geotechnical investigations, hydrological and morphological modelling)
- Good understanding on design validation
- Skills in the management of handling data/deliverables
- Team management and leadership skills
- Strong analytical skills, presentation, communication and report writing skills.
- Other Skills and experiences: Computer proficiency in Ms Word, Excel is essential

Key Job Responsibilities:

- Leads technical team and project team.
- Monitor the project deliverables and estimate the probability that it will complete successfully on or before the deadline.
- Identify anything that reduces the probability of successful completion prior to deadline.
- Identify anything that would increase the probability of successful completion prior to deadline.
- Timely updating management about criticality and mitigation measures.
- Evaluate reports of the consultants and addresses contractual requirements related to scope, timelines and cost.
- Manager, monitor, supervise and expedite the progress of the individual components under the project plan.
- Review MIS reports and assist project team on risk and issues mitigation measures.
- Timely review risk registers and issue log, participates in key risk management discussions.

- Assist in developing & implementing best project management practices.
- Ensure change controls management process in place.
- Any other duties as may be assigned for the efficient and smooth execution of the project by AIWTDS.
- Assist in composing responses to client communication and reports
- Assist team in prioritizing the technical issues and identifying the problem at the root of several technical issues.
- Conduct periodical team meetings and assist team in resolving issues.
- Evaluate technical methods and alternatives suggested by the consultants.

Remuneration:

Consolidated Remuneration will be in the range of Rs. 120,000 to Rs 150,000 per month. Depending on qualification, experience and competency of the candidate, the salary is negotiable. Remuneration payable will be determined as per HR Policy of AIWTDS.

TOR for Project Support Engineer

Educational Qualification:

- Civil Engineering Graduate from a recognized Institute

Experience:

- Minimum 4 years of experience of Project Management in Government Projects/Projects funded by World Bank or other multilateral agencies.

- Advanced knowledge of Office Management, proficiency in MS Office Applications (like Word, Excel, Power Point, MS Project etc.) including email, along with minimum 2 (two) years of experience in any World Bank funded projects/ Externally aided projects or similar Govt. of India funded projects.

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 ASPD 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 SPD and ASPD

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. 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.