

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

ADVT NO. MUDA/MON/92/Pt II/2006-07/62

Dated Shillong the 20th January 2014

Applications are invited by Meghalaya Urban Development Authority from interested candidates to fill up the following posts in the Six City RPMCs, State RPMC and UMC for the implementation of Comprehensive Capacity Building Plan in Meghalaya.

STATE RPMC.

Sl. No	Position	No. of Post
1	Team Leader	1 No.
2	Municipal Finance Specialist	1 No.
3	Urban Infrastructure Specialist cum Procurement Specialist	1 No.
4	Environmental Specialist cum Solid Waste Management Specialist	1 No.
5	Social Development Specialist cum Capacity Building/ Institutional Strengthening Specialist	1 No.
6	IT cum Monitoring and Evaluation Specialist cum PPP Specialist	1 No.

CITY RPMC (TURA, JOWAI, WILLIAMNAGAR, RESUBELPARA, BAGHMARA & NONGPOH).

Sl. No	Position	No. of Posts
1	Team Leader cum Urban Infrastructure Specialist cum Procurement Specialist (1 for each city).	6 Nos.
2	Municipal Finance Specialist (1 for each city).	6 Nos.
3	Environmental Specialist cum Solid Waste Management Specialist (1 No- Tura)	1 No.
4	Social Development Specialist cum Capacity Building/ Institutional Strengthening Specialist (1 No- Tura)	1 No.
5	Monitoring and Evaluation Specialist cum PPP Specialist (1 No- Tura)	1 No.

UMC.

Sl. No	Position	No. of Post
1	Head of Urban Cell and Urban Planning Specialist	1 No.
2	Financial Management Expert	1 No.
3	Governance and Change Management Specialist	1 No.
4	Infrastructure Expert	1 No.
5	Senior Research Associate	1 No.

Bio- data (with contact details) and passport size photo to be submitted in the prescribed format to the following address. The name of the post may be superscribed in the envelope.

Secretary,
Meghalaya Urban Development Authority,
Parking cum Shopping Complex, Police Bazar,
Meghalaya, Shillong - 793001

Last date for receipt of application is **21st February, 2014**

Details of the advertisement may be downloaded from the website www.meghalaya.gov.in

-Sd/-

Secretary

Meghalaya Urban Development
Authority, Shillong.

Memo.NoADVT NO.MUDA/MON/92/Pt II/2006-07/62 Dated Shillong, the 20th Jan 2014
Copy to:

1. The P.S. to the Minister, Urban Affairs, Meghalaya, Shillong for information of the Hon'ble Minister.
2. The Principal Secretary to the Government of Meghalaya, Urban Affairs Department, Shillong.
3. The Director, Urban Affairs, Meghalaya, Shillong.
4. The Director, Information & Public Relations, Meghalaya, Shillong with a request to cause publication of the Tender Notice in 1(One) issue of the Times of India & one issue of local newspaper like The Shillong Times.
5. The Director, Printing and Stationery, Meghalaya, Shillong with a request to publish the tender notice in next 2 (two) immediate consecutive issues of Meghalaya Gazette.
6. The State Informatics Officer, National Informatics Centre, Meghalaya, Shillong along with enclosure with a request to upload in the Website.



Secretary

Meghalaya Urban Development
Authority, Shillong.

GENERAL INSTRUCTIONS:

1. Candidates already in employment of State / Central or Govt. / Undertakings / Autonomous Bodies Public Sector Enterprises should apply through proper channel.
2. Incomplete application will not be considered.
3. Application in the prescribed format (with separate application for each post) along with the attested copies of certificates with regard to date of birth, qualification, category, experience and three recent passport size colour photographs (one pasted on the application format) may be sent to the Secretary, Meghalaya Urban Development Authority, Parking cum Shopping Complex, Police Bazar, Meghalaya, Shillong - 793001 within 30 days from the date of publication of this advertisement.
4. The Incomplete applications without copies of certificate etc. and those not conforming to the job specifications as above and received later than the specified date will be rejected.
5. Mere fulfillment of requirements laid down in the advertisement does not guarantee / qualify a candidate for test and interview.
6. The Certificate of Scheduled Tribe / Scheduled Caste / Ex-Serviceman / Persons with Disability should be in proper prescribed form and issued by the appropriate authority.
7. The decision of the selection committee is not liable for challenge and the same shall stand final and binding on each candidate.
8. The Management will have discretion for rejecting any application without assigning any reasons and no correspondence in this regard will be entertained.

FORMAT OF APPLICATION

1. Post applied for :

2. Name (in Block letters) :

3. Father's Name :

4. Date of Birth :

5. Address for communication:

6. Category (SC/ST/OBS/General):

7. Academic/Technical/Professional Qualifications: Attach photocopies of Certificate.

Affix Passport
size photo duly
attested by
gazetted officer

Sl. No	Name of Exam	Year of Passing	Univ / Board	Div / Class / Grade	Subjects	% of marks

Sl. No	Name of Employer / Org	Period From – To	Designation	Pay Scale / Pay	Nature of Duties	Reasons for leaving

I solemnly declare that the Statement made by me in this form are correct to the best of my knowledge and belief.

Date

Signature of the Candidate

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

STATE RPMC

1. Post Title: Team Leader
Duration: 1 Year

Qualifications & Experience

- Urban Planner/ Management Expert, with strong background in project management with 10 yrs. in a managerial position.
OR
- Senior engineers with at least 10 yrs. experience in a managerial position can also be considered.
- Experience in working with large scale urban development projects /programmes
- Experience in urban reform and capacity building programmes for ULBs.

Role and responsibilities

- Overall coordination, project management, and technical support for UD Department and State Level Steering Committee
- Provide technical and handholding support to cities for the preparation of CB plan, its implementation and monitoring
- Provide technical and handholding support to cities for the preparation of Integrated City Plan and business cum financial plan
- Provide technical and handholding support to cities in the preparation of integrated city plans, undertaking city planning survey etc
- Any other related activities as decided by the State Steering Committee and the Secretary, UD Department

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 50,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

2. Post Title : Municipal Finance Specialist
Duration : 1 Year

Qualifications & Experience

- Graduate degree in finance from recognized university with 10 yrs. experience
- Skills to evaluate urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- Experience to advice and train staff in municipal finance, project finance and resource mobilization, public private partnerships etc.

Role and responsibilities

- Provide technical support and coordinate the work of cities on Integrated City Investment Plans and Financial Operating Plans
- Support Capacity building Specialist to design and implement training and capacity building programme on resource mobilisation to State and ULB staff and elected representatives
- Support Capacity building specialist to prepare specialised training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management;
- Provide technical guidance to State to prepare policy guidance and notes on municipal finance
- Support ULBs to indentify finance options available for financing urban infrastructure and leveraging JNNURM funds
- Review estimates of detailed economic project costs and identify all project economic benefits in the cities
- Conduct an affordability analysis and gather information to prepare a sample financial model for the project for ULBs
- Support in the implementation of accounting and user charges reforms
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 50,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

3. Post Title : Urban Infrastructure Specialist cum Procurement Specialist
Duration : 1 Year

Qualifications & Experience

- Graduate degree in engineering from recognized university.
- Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation;
- Have at least 10 yrs. experience in designing and managing municipal infrastructure projects, preferably projects funded by aid agencies; and
- Be very familiar with the laws and procedures of the Indian municipal environment.
- Engineering degree with experience in procurement and project preparation and management.
- Skills to assist ULBs in ensuring that standard documentation and detailed operating procedures for procurement, contract management etc. are in place. Specifically: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates.

- Ability and experience to advice SLNA/ULBs on any contract under dispute with action plan and timetable for resolution
- Should have at least 10 yrs. experience in managing procurement on large and complex infrastructure projects, preferably urban infrastructure in a large infrastructure corporation.

Role and responsibilities

- Support cities in the preparation of Integrated City Plan,
- Support cities in assessing the status of infrastructure development in the city on a regular basis and provide independent feedback to the Municipal Commissioner
- Support cities to ensure adequate provision for operation and maintenance, value for money urban infrastructure creation, and overall sustainability.
- Provide knowledge support—including presentation of regional best practices—relating to project management, monitoring quality of construction, good procurement practices, PPPs, use of information systems, among others
- Any other related activities as decided by the State Steering Committee and the Secretary, UD Department
- Develop guidelines and support in the procurement of agencies as per GFR/concerned State government procurement procedures for CB as well as other related activities.
- Develop RFP and procure services of agencies/institutions for the implementation of CB and related activities.
- Assist the ULB in developing unified procurement practices for CB as well as other related activities
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 50,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

4. Post Title : Environmental Specialist cum Solid Waste Management Specialist
 Duration : 1 Year

Qualifications & Experience

- University Degree in Environment Engineering or Post Graduate in Environment Management or similar field and at least 5-7yrs years experience in assessing, monitoring, and mitigating environmental impacts of urban infrastructure investments OR
- Engineering degree with broad range of experience in urban infrastructure and strong background in public health engineering, especially water supply and sanitation, roads and municipal waste management.

- Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.
- Familiarity with legislative framework of Indian municipal environment.
- Should have at least 5-7 yrs. experience in urban infrastructure related to solid waste management
- Experience of work on multilateral supported projects, and at ULB level would be preferred

Role and Responsibilities

- Support ULBs to assess the environmental impacts of proposed on ongoing projects, and monitor their impacts over time.
- In instances where negative impacts are expected, work closely with city and state governments, to ensure that all interventions are in full compliance with the Government and other acceptable guidelines. Ensure that all reasonable efforts to minimize negative impacts are taken.
- Provide other necessary support as identified by the team leader.
- Advise and provide technical support to SLNA to plan and design SWM policies and projects
- Provide technical support the ULB to review and verify designs and needs analyses of the proposed and ongoing solid waste management projects in the cities
- Provide technical support the ULB to set monitoring systems for cities for solid waste management project including information on the composition and volume of waste generated from domestic and commercial sources as required for the preparation of a solid waste management plan.
- Provide technical advice and support to ULBs in the collection and transportation program, including vehicle routing, based on detailed and updated city maps; confirm equipment requirements; and preparation and specifications for tenders.
- Provide technical support the ULB to ascertain the preferred options for collection and willingness to pay for improved waste collection by households and businesses and determine the potential for private sector participation in waste collection, recycling, transportation, and disposal.
- Provide support to cities regarding changes in the institutional arrangements for improving collection, transportation, and disposal of solid wastes.
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 50,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

5. Post Title : Social Development Specialist cum Capacity Building /Institutional Strengthening Specialist.
Duration : 1 Year

Qualifications & Experience

- Advanced university degree in the development field (urban development or social development)/Social work with 10 years experience/ Post Graduate in Management with 5 yrs experience in training and capacity building, as well as competence in urban sector issues in India
- Masters or doctoral degree in Social Sciences, with practical experience of working in the development areas, preferably in urban development
- Wide knowledge and experience in implementing governance reforms
- Experience in social analysis, resettlement and rehabilitation
- Knowledge of adult learning methodology and capacity building experience within the urban sector, including experience in areas such as capacity assessment, curricula development, course organization, problem-based (and not only content-based) training, and training impact evaluations
- Computer literacy (word processing, presentation).
- Ability to work in a high pressure, ethnically diverse, political setting.
- Knowledge and experience of government systems and procedures

Role and responsibilities

- Develop performance indicators and monitoring mechanism to monitor and evaluate the CB activities at State as well as ULB level
- Develop performance indicators and monitoring mechanism to monitor and evaluate the CB activities at State as well as ULB level
- Advise ULB on matters relating to CB activities and their effective implementation;
- Design and develop training modules on CB in consultations with other specialists in the team
- Provide technical support to ULB for the Capacity Need Assessment of ULB and to prepare capacity building plan
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department.
- Prepare State capacity building strategy and CB plan
- Develop social safeguard framework for JnNURM projects
- Ensure that the investment projects reflect social inclusion, and that they address the needs of the poor.
- Compile and consolidate social analysis of projects proposed under JnNURM cities
- Assess the social impacts of projects, and monitor their impacts over time.
- Advise ULB on reforms related to community participation
- Ensure that JNNURM-funded initiatives are planned and developed in a participatory manner
- Assist in establishing and institutionalizing systems of participatory decision making and information sharing in participating cities/ULBs
- Provide other necessary support as identified by the team leader.
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 50,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

6. Post Title : IT cum Monitoring and Evaluation Specialist cum PPP Specialist
Duration : 1 Year

Qualifications & Experience

- The expert will have a management background and at least 10 yrs. experience in monitoring and evaluating large projects and programs, preferably in the urban sector
- Develop and strengthening M.E. system for projects, reforms and capacity building activities at State level
- Monitor the status of implementation of JNNURM-funded project investments vis-à-vis approved timelines and key deliverables
- Monitoring and evaluation and reporting to SLNA
- Assist the team leader in refining benchmarks and/or indicators against which progress of JnNURM can be measured
- Assist in conducting survey to assess the conditions of important reforms at each level of government, as well as the status of the full-range basic services and systems expected to be covered through JNNURM in the 63 eligible cities and states.
- Update, refine and expand the database at the city level
- Set up systems for measuring and monitoring and reporting on service level benchmarks set up by MOUD
- 7-10 yrs. professional experience in developing and managing projects on PPP mode
- Familiarity with the PPP methodology and framework
- Demonstrate familiarity with the formulation, appraisal, and approval procedures for PPP projects (including relevant concession agreements, due diligence processes, value for money audits, public sector comparator, etc.)
- Demonstrate familiarity with complex project agreements, tendering arrangements, detailed legal and contractual agreements, risk management and contingent liability issues, and financial analysis of complex project proposals with respect to PPP projects.

Role and responsibilities

- IT related support for the above components of e-governance reforms
- Reporting to MoUD and SLNA on progress of e-governance reforms
- Coordination of data entry and file uploads into systems used by the ULB on a regular basis,
- Coordinate management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data.
- Assist ULB officials in operating IT systems on a daily basis; provide handholding support when required.
- Quarterly Progress Reports related to status of e-governance reforms

- Any other related activities as decided by the State Steering Committee and the Secretary, UD department
- Support SLNA to develop State PPP plan of action
- Support ULBs to appraise project activities for properly carrying out of PPP Projects
- Review and analysis of projects received from ULBs
- State wise coordination of PPP Projects implementation
- Assist in preparing the pre-feasibility reports for States and ULBs
- Help in appointing / selecting consultants to develop the projects at ULB level
- Inspect, visit, review any PPP project under implementation in the cities
- Awareness Building & Training for relevant State Government Officials on PPP projects
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 50,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

CITY RPMC

1. Post Title: Team Leader cum Urban Infrastructure Specialist cum Procurement Specialist
Duration: 1 Year

Qualifications & Experience

- Urban Planner/ Management Expert having strong background in project management with 5 yrs. in a managerial position
- Senior engineers with at least 5 years' experience in a managerial position can also be considered
- Experience in working with large scale urban development projects /programmes
- Experience in urban reforms and capacity building programmes for ULBs
- Graduate engineer from recognized university.
- Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation;
- Have at least 3-5 yrs. experience in designing and managing municipal infrastructure projects, preferably projects funded by aid agencies; and
- Be very familiar with the laws and procedures of the Indian municipal environment.

Role and responsibilities

- Co-ordinate and support the implementation of JnNURM reforms, projects and capacity building activities
- Prepare integrated City Plans and CB plan, business cum financial plan
- Prepare reports (including QPRs and Utilisation Certificates) for State and MoUD on progress of implementation of CB programmes as well as other related programmes
- Coordinate the engagement of service providers and external experts for implementation of CB activities
- Assist in increasing sources of municipal finance of all JNNURM cities and assist in identifying avenues for leveraging funds for infrastructure.
- Any other related activities as decided by the administrative head of the ULB.
- Asses the status of infrastructure development in the city on a regular basis and provide independent feedback to the Municipal Commissioner
- Ensure adequate provision for operation and maintenance, value for money urban infrastructure creation, and overall sustainability.
- Provide knowledge support—including presentation of regional best practices—relating to project management, monitoring quality of construction, good procurement practices, PPPs, use of information systems, among others
- Provide technical support to ULB to prepare city development plan and economically viable DPRs on projects
- Any other related activities as decided by the administrative head of the ULB

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 50,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

2. Post Title : Municipal Finance Specialist
Duration : 1 Year

Qualifications & Experience

- Graduate degree in finance from recognized university with 5 yrs. experience
- Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects.
- Experience to advice and train ULB staff in municipal finance, project finance, resource mobilization, public private partnerships etc.

Role and responsibilities

- Prepare Financial Operating Plans for the city
- In partnership with national level financial institutions for providing training and capacity building on finance and related matter to elected representatives and officials of ULBs focusing on resource mobilization
- Prepare specialised training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management;
- To assess city counterpart funding of JNNURM projects and explore alternative financing.
- Explore alternate long-term municipal finance options available for financing urban infrastructure and leveraging JNNURM funds.
- Review estimates of detailed economic project costs and identify all project economic benefits.
- Conduct economic and financial viability assessments of the projects.
- Conduct an affordability analysis and gather information to prepare a sample financial model for the project ULBs.
- Conduct financial sustainability analyses for revenue-generating subprojects.
- Support in the implementation of accounting and user charges reforms
- Any other related activities as decided by the administrative head of the ULB.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 40,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

3. Post Title : Environmental Specialist cum Solid Waste Management Specialist

Duration : 1 Year

Qualifications & Experience

- Environmental Engineering Degree or Post Graduate in Environment Management with broad range of experience in municipal waste management.
- Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance on SWM.
- Familiarity with legislative framework of Indian municipal environment.
- Should have at least 3-5 yrs. experience in urban infrastructure related to solid waste management
- Experience of work on multilateral supported projects, and at ULB level would be preferred.
- University degree in environmental engineering or similar field and at least 3- 5 yrs. experience in assessing, monitoring, and mitigating environmental impacts of urban infrastructure investments.

Role and responsibilities

- Review and verify designs and needs analyses of the proposed and ongoing solid waste management projects.
- Set monitoring systems for solid waste management project including information on the composition and volume of waste generated from domestic and commercial sources as required for the preparation of a solid waste management plan.
- Provide support on collection and transportation program, including vehicle routing based on detailed and updated city maps; confirm equipment requirements; and preparation and specifications for tenders.
- Provide support to cities in carrying out sample survey to assess options for waste reduction and recycling and the demand and market for composting.
- Provide support to cities ascertain the preferred options for collection and willingness to pay for improved waste collection by households and businesses and determine the potential for private sector participation in waste collection, recycling, transportation, and disposal.
- Provide support to cities regarding changes in the institutional arrangements for 30 improving collection, transportation, and disposal of solid wastes.
- Provide support to cities for preparing comprehensive solid waste management plan for the sample ULBs
- Any other related activities as decided by the administrative head of the ULB.
- Assess the environmental impacts of proposed on ongoing projects, and monitor their impacts over time.
- In instances where negative impacts are expected, work closely with city and state governments, to ensure that all interventions are in full compliance with the Government and other acceptable guidelines. Ensure that all reasonable efforts to minimize negative impacts are taken.
- Any other related activities as decided by the administrative head of the ULB

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 40,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

4. Post Title : Social Development Specialist cum Capacity Building/ Institutional Strengthening Specialist

Duration : 1 Year

Qualifications & Experience

- Advanced university degree in the development field (urban development or social development)/ Social work with 5 years experience/Post Graduate in Management with 3 yrs experience in training and capacity building, as well as competence in urban sector issues in India
- OR
- Masters or doctoral degree in Social Sciences, with practical experience of working in the development areas, preferably in urban development
- Wide knowledge and experience in implementing governance reforms
- Experience in social analysis, resettlement and rehabilitation
- Knowledge of adult learning methodology and capacity building experience within the urban sector, including experience in areas such as capacity assessment, curricula development, course organization, problem-based (and not only content-based) training, and training impact evaluations
- Computer literacy (word processing, presentation).
- Ability to work in a high pressure, ethnically diverse, political setting.
- Knowledge and experience of government systems and procedures

Role and responsibilities

- Develop performance indicators and monitoring mechanism to monitor and evaluate the CB activities at State as well as ULB level
- Develop performance indicators and monitoring mechanism to monitor and evaluate the CB activities at State as well as ULB level
- Advise ULB on matters relating to CB activities and their effective implementation;
- Design and develop training modules on CB in consultations with other specialists in the team
- Provide technical support to ULB for the Capacity Need Assessment of ULB and to prepare capacity building plan
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department
- Prepare State capacity building strategy and CB plan
- Develop social safeguard framework for JnNURM projects
- Ensure that the investment projects reflect social inclusion, and that they address the needs of the poor.
- Compile and consolidate social analysis of projects proposed under JnNURM cities
- Assess the social impacts of projects, and monitor their impacts over time.

- Advise ULB on reforms related to community participation
- Ensure that JNNURM-funded initiatives are planned and developed in a participatory manner
- Assist in establishing and institutionalizing systems of participatory decision making and information sharing in participating cities/ULBs
- Provide other necessary support as identified by the team leader.
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 40,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

5. Post Title : Monitoring and Evaluation Specialist cum PPP Specialist

Duration : 1 Year

Qualifications & Experience

- The expert will have a management background and at least 3-5 years' experience in monitoring and evaluating large projects and programs, preferably in the urban sector.
- 5 yrs experience in developing and managing PPPs
- Familiarity with PPP methodology and framework.
- Demonstrate familiarity with the formulation, appraisal, and approval procedures for PPP projects (including relevant concession agreements, due diligence processes, value for money audits, public sector comparator, etc.)
- Demonstrate familiarity with complex project agreements, tendering arrangements, detailed legal and contractual agreements, risk management and contingent liability issues, and financial analysis of complex project proposals with respect to PPP project

Role and Responsibilities:

- Appraise and structure the project activities for carrying out of PPP Projects
- Review and analysis of projects received by PPP Cell
- Coordinate PPP Projects on implementation
- Assist in preparing the pre-feasibility reports
- Help in appointing / selecting consultants to develop the projects
- Ensure transparent tendering processes
- Inspect, visit, review any PPP project under implementation
- Any other related activities as decided by the administrative head of the ULB.
- Develop and strengthening M E system for projects, reforms and capacity building activities
- Monitor the status of implementation of JNNURM-funded project investments vis-à-vis approved timelines and key deliverables
- Monitoring and evaluation and reporting to SLNA
- Assist the team leader in refining benchmarks and/or indicators against which progress of JnNURM can be measured.

- Assist in conducting survey to assess the conditions of important reforms at each level of government, as well as the status of the full-range basic services and systems expected to be covered through JNNURM in the 63 eligible cities and states.
- Update, refine and expand the database at the city level
- Set up systems for measuring and monitoring and reporting on service level benchmarks set up by MOUD.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emolument of the incumbent is Rs. 40,000/- per month, subject to norms applicable for term consultants, including tax deductions as applicable.

**MEGHALAYA URBAN DEVELOPMENT AUTHORITY
SHILLONG**

URBAN MANAGEMENT CELL

1. Post Title : Head of Urban Cell and Urban Planning Specialist
Duration : 1 Year

Qualifications & Experience

- Masters Degree in Planning
- At least 15 years experience in urban planning / project formulation / Urban Management
- Experience in Municipal Administration / Organizational Capacity Building

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emoluments of the incumbent would be Rs. 60,000/- per month. Subject to norms applicable for term consultants, including tax deductions as applicable.

2. Post Title : Financial Management Expert
Duration : 1 Year

Qualifications & Experience

- Graduate degree in finance from recognized university with 10 yrs. experience
- Skills to evaluate urban infrastructure investments, and helping city governments to use a range of options for financing projects.
- Experience to advice and train staff in municipal finance, project finance and resource mobilization, public private partnerships etc.

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emoluments of the incumbent would be Rs. 50,000/- per month. Subject to norms applicable for term consultants, including tax deductions as applicable.

3. Post Title : Governance and Change Management Specialist
Duration : 1 Year

Qualifications & Experience

- BBA with 5 years of experience / MBA with 3yrs of experience in project management, business administration, public administration, personnel administration, organizational management

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emoluments of the incumbent would be Rs. 40,000/- per month. Subject to norms applicable for term consultants, including tax deductions as applicable.

4. Post Title : Infrastructure Expert
Duration : 1 Year

Qualifications & Experience

- Bachelor degree in Civil Engineering.
- Masters in City Planning/ Development Studies
- Should be minimum 10 years of experience

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emoluments of the incumbent would be Rs.40,000/- per month. Subject to norms applicable for term consultants, including tax deductions as applicable.

5. Post Title : Senior Research Associate
Duration : 1 Year

Qualifications & Experience

- Postgraduate qualification (in economics / development studies / social sciences / population studies/public health) with 4 years experience in research with evidence of leadership in research and emphasis on advance qualitative and quantitative analysis.
- At least 5 years of statistical analysis experience
- Good writing & articulation skills
- Previous work with large datasets or linked datasets
- Good Knowledge of MS Office and software packages for qualitative data analysis
- Using MS Excel is able to develop Graphs, reports and presentations of projected results.
- Having basic experience in quantitative analysis will be added advantage
- Strong analytical, problem solving skills & attention to detail

Terms of Employment:

The incumbent will be retained on a contractual basis for a maximum period of 12 months (May be extendable upto 36 months) from the date of commencement of the contract. The gross emoluments of the incumbent would be Rs.25000/- per month. Subject to norms applicable for term consultants, including tax deductions as applicable