

Uttar Pradesh Pro Poor Tourism Development Project**TERMS OF REFERENCE****Civil Engineer for Technical Support Unit
in Agra and Mathura****1. BACKGROUND**

The Uttar Pradesh Pro-Poor Tourism Development Project is being prepared by the Department of Tourism, GoUP with the World Bank support. The project aims to unlock the potential of Uttar Pradesh's unique heritage through pro-poor tourism development for selected inclusive growth and poverty reduction in asset-rich, but low income areas in the state.

The Project Development Objective is to increase tourism-related benefits for local communities in the Project target areas through:

1. Provision of basic infrastructure and facilities for tourists and local communities alike to enhance their experience and thereby extend their stay and expenditure in the selected destinations;
2. Formulation of integrated strategy for tourism growth, management, promotion, branding and improved interpretation of selected destinations;
3. Enhancement of tourism governance and systems in selected destinations and at state level;
4. Support to improved participation of local communities and entrepreneurs in the tourism value chain in selected destinations.

In terms of institutional arrangements for the project implementation, a State Project Coordination Unit (SPCU) has been established and fully staffed in the Department of Tourism, GoUP, in Lucknow.

At destination level, the existing Development Authorities, including the Agra Development Authority (ADA) and the Mathura-Vrindavan Development Authority (MVDA), are responsible for the project execution as Implementing Entities (IE). The TSUs will be supported by specialists to be hired by the SPCU and work as part of Technical Support Units (TSU).

The TSUs will function under the overall guidance of the SPCU. They will be housed in the respective Development Authority and report directly to the Divisional Commissioner and the Vice-chairman, as required as well as the Project Director at the SPCU.

The TSUs primary responsibility is to directly support the IEs through on-the-job technical support and training, in areas as diverse as contract planning, procurement and management, to supervision of civil works execution, support to coordination, communication and monitoring of the project investments and activities at subproject areas.

The TSUs are also the primarily responsible for monitoring all subprojects and activities under the project to ensure proper execution of all civil works in compliance with the relevant World Bank guidelines and requirements for civil works and related environmental and social safeguards. from their planning to implementation.

2. SCOPE OF ASSIGNMENT AND DETAILED TASKS

The SPCU is hiring two fulltime Civil Engineers to be based in the IEs in Agra and Mathura.

The Civil Engineer main role is to guide, supervise and support all the civil engineering related project activities in her/his project area. S/he will support the IEs, through on-the-job technical support to and training in contract planning, procurement and management, design and supervision of civil works, construction management. S/he will also be responsible for coordination, communication and

monitoring of all project investments and activities in the project target areas. S/he will also guide and support the work of others TSU specialists such as, social, environmental and local economic development specialists.

This ToR refers to the hiring of Engineer for TSU. S/he will be responsible for, but not limited to, the following key activities:

- a) Assist the IE in all subproject preparatory actions and steps and in preparing all necessary proposals, work schedules, and alike under the project.
- b) Assist the IEs in placing the proposals before the Divisional Commissioners and/or the Vice Chairmen of the associated DA/IE, as required, and subsequently follow up with the SPCU for approval.
- c) Assist the IE in submitting to the SPCU any required information for preparing Annual Procurement Plans, Annual Budgets and Quarterly Consolidated Work Plans, as required.
- d) Provide technical assistance to the IEs for:
 - Preparing specifications and terms of reference for engaging suppliers/contractors and consultants for various subproject/activities;
 - Contract Packaging;
 - Carrying out technical evaluations of bids and proposals as required;
 - Assuring quality assurance of deliverables made by suppliers/contractors and consultants;
 - Managing technical disputes, if any in the contracts; and
 - Any other technical support required for procuring and implementing contracts.
- e) Supervise the work of Design and Supervision Consultants and oversee and support the work of all consultants and contractors hired by the project.
- f) Assist the various project consultants in preparation of DPRs and carrying out related studies and data gathering activities
- g) Prepare and submit periodic progress reports to the SPCU and others as required.
- h) Participate in review meetings of the SPCU and others as required.
- i) Take necessary preventive and corrective action to resolve any issue hindering the progress of the project implementation, in consultation with the SPCU and others as required.
- j) Collect and furnish all information that the SPCU may seek from time to time.
- k) Coordinate and facilitate annual/periodic audit at IE level.
- l) Assist the IE in maintaining the project accounts and in project financial reporting.
- m) Submit the TSU monthly activity reports to the SPCU.
- n) Assist the IE in outreach and coordinating with local stakeholders and agencies.
- o) Ensure quick response to project beneficiaries or affected communities.

The above tasks have been further detailed below in three sub-heads:

A. General Management Tasks

- Manage systems and procedures for project implementation and monitoring of progress at destination and subproject / activity levels, in consultation with the SPCU.
 - Assist the SPCU in preparing annual work plan, staffing schedules, job descriptions, and, as necessary, budgets including equipment budgets, and detailed implementation schedule.
 - Assist the SPCU in monitoring physical and financial progress of subprojects/activities implementation.
 - Prepare on behalf of the SPCU required subproject/activity progress reports, and submit timely reports on physical and financial progress, as required. Delivery Improvement Action Plan and remedial actions as needed.
 - Support the SPCU in technical matters such as inter alia reviewing and approving surveys, studies and concept plans, final designs, estimates, construction drawings pre/post-qualification of contractors; approving contractors' works; ensuring sound supervision and quality control of subproject construction and any other technical matters arising
 - Review and support construction supervision including quality, cost and time controls
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- Assist the SPCU in other tasks, as assigned from time to time

B. Technical Studies and Quality Control

- Advise and assist the SPCU and consultancies in undertaking the planning and implementation of any type of survey and investigation required and reviewing preparation of concept reports and detailed project reports.
- Advise and assist the SPCU and consultancies in the planning and implementation of works in coordination and cooperation with line departments.
- Carry out site visits to do sample validation of field investigations and surveys.
- Coordinate with and support consultants, IEs, ULBs and related departments for preparation of Detailed Project Reports.
- Support timely completion of DPRs with required stakeholders' consultations.
- Apply for and follow up with different government agencies for obtaining necessary approvals, clearances and No Objection Certificates (NOCs) for various subprojects/activities planned under the project in the targeted area / destination.
- Ensure due diligence of subproject site / land and assist in initiating and coordinating the acquisition and transfer of land from other departments, if and as required.
- Ensure quality of work during construction and suggest / take remedial action, as required
- Assist the SPCU in the resolution of contractual issues including review, evaluation and confirmation of contract Variation Orders.
- Assist the SPCU in overall contract management and review and acceptance of the "as built" drawings prepared by the contractors of various works, as required.
- Ensure all safeguards works are timely and appropriately carried out by contractors and the IEs.
- Support the SPCU and IEs in outreach activities to ensure clear and relevant sharing of information from the project to its targeted communities.

C. Preparation of Project Reports

The Civil Engineer will prepare the following reports, with the help of other TSU Specialists:

- Monthly Reports – The TSU and the SPCU shall ensure quality face to face progress reporting and submission of monthly progress reports, highlighting the accomplishments, issues and challenges etc., in a timely manner.
- Completion Reports – The TSU shall prepare Completion Report for each subproject/activity, including the following minimum requirements:
 - Background of the subproject / activity
 - Specific components
 - Details of Administrative and Technical approval procedures followed
 - Details of changes in the original schedule and additional works taken up, if any
 - Details of problems encountered and solutions and reasons for change in Implementation Schedule (if any)
 - Safeguards implementation and community outreach activities reporting
 - Subproject / activity results and impacts
- All reports shall be properly documented and maintained for annual audit.

3. QUALIFICATION AND EXPERIENCE

The qualification and experience of the Civil Engineer shall be as follows:

Minimum Educational Qualifications:

- Bachelor Degree or equivalent in Civil Engineering (B.E / B. Tech) from reputed University / Institute
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Relevant Experience:

- Minimum 12 years of relevant work experience in implementing and supervising design and execution of infrastructure/engineering projects, on donor funded projects.
- Proven experience in working on similar assignments and managing multi-disciplinary teams.
- Knowledge of the World Bank's safeguards guidelines, procedures and operational policies/directives.
- Proven knowledge of government agencies' procurement systems and procedures for various approval and clearances required by infrastructure projects.
- Strong communication skills in both Hindi and English.

4. PERIOD OF ASSIGNMENT

The Civil Engineer will be hired for a period of 36 months from the date of contract, to be reviewed based on performance and on mutually acceptable terms.

5. PLACE OF ASSIGNMENT

Two Civil Engineers will be hired and placed in the project Implementation Entities, one at ADA and another at MVDA offices in Agra and Mathura, respectively. The specialists should coordinate amongst them to ensure consistency of advisory support and quality of subproject implementation and make visits to different subproject areas as frequent and as required.

6. REPORTING AND OUTPUT

The Civil Engineer shall report to both the Implementing Entity (ADA and MVDA) and the Project Director at the SPCU.
