

RECRUITMENT NOTICE

World Bank Aided

Assam Integrated River Basin Management Project (AIRBMP)

Flood and River Erosion Management Agency of Assam (FREMAA)

4th floor, Assam Water Centre, NH 27, Basistha Chariali, Guwahati - 781029

The Flood and River Erosion Management Agency of Assam (FREMAA), an autonomous society of the Government of Assam and the implementing agency for the World Bank aided project "Assam Integrated River Basin Management Project (AIRBMP)" invites applications from eligible Indian citizens to provide the Services against the following position on contractual basis as mentioned in brief below.

- | | |
|---------------------------------|-------------------------------|
| 1. Procurement Officer | 2. Environmental Officer |
| 3. Financial Management Officer | 4. Social Development Officer |
| 5. Project Assistants (3 No's) | |

The detailed Terms of References (TORs) and prescribed application format may be seen as given in the following pages.

Other General conditions:

1. Selection would be through the process of interview.
2. The candidates shall have to bring all the original certificates/documents along with a set of self-attested copies of the same, for the interview, if shortlisted and called for interview. The Originals will be returned after corroboration with the self attested copies to be brought by the candidates. If at any stage, it is found that information furnished in the application or supporting documents is misleading/misrepresented/incomplete/false, candidature shall be liable for cancellation.
3. Only Shortlisted candidates will be intimated and called for Interview.
4. The Salary within the above indicative range, will be fixed based on (a) relevant experience as per the respective Terms of Reference (ToR) and (b) performance in the interview.
5. In case, sufficient candidates with requisite experience in the field cited above are not available, FREMAA may shortlist candidates having lesser years of experience for the interview/test. However, if selected they will be offered a lower Salary.
6. FREMAA reserves the right to increase or decrease the number of positions or scrap any or all of the positions and also reject applications submitted without assigning any reason, thereof.
7. FREMAA reserves the right to modify the required qualification/experience at any stage during the recruitment process depending on the number of applications received.
8. Canvassing in any form will lead to disqualification and rejection.
9. Applications complete in all respects should be submitted in the prescribed format available at FREMAA's website along with scanned copies of a signed cover letter and supporting documents verifying age, qualification, marks obtained and experience should be emailed to ceo-fremaa@assam.gov.in and hrms-fremaa@assam.gov.in and the subject line should be "APPLICATION FOR THE POST OF".and should reach the above mentioned email addresses latest by end of day of 13th October, 2022. Incomplete applications and applications received after the indicated deadline will not be accepted.

Sd/-

(Dr Jeevan B., IAS)
Chief Executive Officer
FREMAA

Assam Integrated River Basin Management Project (AIRBMP)
Terms of Reference for the position of Social Development Officer

A. Background of the Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

Therefore, the Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) under the Assam Water Resource Department.

- B. The Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

Component 1 – Institutional Strengthening and Strategic Studies

Component 2 – Integrated Water and Flood/River Erosion Risk Management-WRD .

Component 3 – Integrated Flood/River Erosion Risk Management-ASDMA.

Component 4 - Contingent Emergency Response

C. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency, Government of Assam, under the Water Resource Department (WRD). Component 2 of the project shall be implemented by the EAP wing of the WRD which is a project implementing unit (PIU) under the project. FREMAA now invites applications from eligible Indian citizens to provide the services of **Social Development Officer** to be placed in the EAP wing of WRD. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria are as follows:

D. Scope of work:

The project envisages various river basin management activities including erosion and sediment management activities at certain select locations – some of which maybe in the Sixth schedule areas of the state. These activities may lead to adverse impacts on private and community assets during pre-construction and construction stages, besides impacting those without formal titles and residing/operating on government land. In addition to addressing these impacts, the project will also require identifying and addressing of issues relating to tribals, labour/workers including migrant labors, and their working conditions; sexual exploitation and abuse/sexual harassment/gender-based violence; issues relating to disadvantaged and vulnerable groups. Also, it would require engaging and effectively communicating with various relevant stakeholders during the entire project cycle.

Assessment of the Environmental & Social (E&S) risks and impacts arising from these activities would be undertaken in accordance with World Bank Environment and Social Framework, 2016. Hence many of the Environment and Social Standards (ESS) under the ESF, would be relevant and involve undertaking of requisite assessments and preparation of necessary mitigation instruments (action plans , in accordance with following framework documents that have been already prepared in compliance with existing and relevant national and state legislations and requirement of each ESS. These include: Environment and Social Management Framework, Resettlement Policy Framework, Tribal Development Framework, Labor Management Procedure, Stakeholder Engagement Plan. In addition, already impact assessments (ESIAs) and mitigation plans (ESMPs and RAP) have been prepared for a few investments in Buridiheng and Beki river basins.

Therefore, an experienced Social Development Officer needs to be hired in PIU-WRD to effectively coordinate necessary studies as part of project preparation and implementation. Specific tasks by preparation and implementation stages are as follows:

Preparation stage

- i. Overall responsibility for overseeing the preparation of key plan documents including: Land Acquisition Plan, Social Impact Assessment (SIA), Resettlement Action Plan(s), Tribal Development Plan (if required), Labour Management Procedure and Gender Based Violence Risk Mitigation Plan and Labour Influx Management Plan by coordinating with

the Environmental and Social Development Specialist of FREMAA, Environmental and Social Impact Assessment agency, DPR officer, Revenue Department, ASDMA, etc.

Documentation and disclosure

- ii. S/he will liaise with and facilitate interaction with necessary institutional stakeholders, communities, organizing of community level consultations, facilitating data collection for socio-economic surveys and impact assessments,
- iii. Manage Officers responsible for the preparation of the afore-mentioned plan documents.
- iv. Review draft outputs of the contracted agencies for conducting ESIA, provide timely feedback, observations and comments;
- v. Facilitate preparation computerized data base related to the Land acquisition, resettlement impacts;
- vi. Ensure integration of ESIA/ESMP findings related to social aspects in investment plans, engineering designs and bidding documents;
- vii. Assist and guide WRD divisions and sub divisions for information dissemination, stakeholder consultations, and proper disclosure of documents and ensure disclosure of these outputs including translation of the executive summaries (into local language of the prepared mitigation instruments)

Coordination

- viii. Co-ordinate with State Revenue Departments and Land Acquisition Units of WRD and concerned SEs/EEs to implement land acquisition, diversion of forest land etc.;
- ix. Interact with counterpart Social Development Officer at the World Bank through FREMAA to obtain comments and feedback on these draft outputs towards finalization and approval of the reports (Environment and Social Impact Assessment (SIA Resettlement Action Plan(s), Tribal Development Plan (if required), and Gender Based Violence Risk Mitigation Plan and Labor Influx Management Plan;
- x. Facilitate establishment of Grievance redressal committees for the overall project; and
- xi. Undertaken any other activities as may be assigned for the efficient and smooth execution of the project

Implementation stage

Plan Implementation

- i. Prepare Annual Action plan for implementation of these plans including stakeholder engagement
- ii. Support the PMU in implementation of the above mitigation plans i.e. Resettlement Action Plan(s), Tribal Development Plan, Stakeholder Engagement Plan, Labor Management Procedure and Gender Based Violence Risk Mitigation Plan and Labor Influx Management Plan.
- iii. Undertake periodic field visits to various project locations to supervise plan preparation/implementation on a monthly basis
- iv. Liaise with other implementation partners such as ASDMA, Revenue Department, etc.
- v. Support WRD/FREMAA in responding to queries from stakeholders.
- vi. Work with contractors (and other officers), and others as applicable to organize and facilitate consultations and workshops with stakeholders.

- vii. Ensure compliance to all laws relating to construction stages such as prohibition of child labour, HIV/AIDS and gender issues by conducting necessary training/orientation programs
- viii. Contribute to ensuring that the project meets Bank's corporate commitment on 'gender' and 'citizen engagement' during implementation and provide data periodically towards the agreed indicators
- ix. Coordinate the meetings of various committees established for the implementation of Resettlement plans.
- x. Set up system for grievance management within PIU and WRD Divisions and provide support.
- xi. Support establishment of Grievance redressal committee for labor by closely working with Contractors and also for labors/workers as is required under ESS 2.

Capacity Building

- xii. Undertake capacity building activities for PIU/division/sub-division personnel on provisions and actions listed in the safeguard documents and process to be adopted on a periodic basis.
- xiii. Develop modules/material and provide general training on social aspects (resettlement, gender, SEA/SH/GBV, stakeholder engagement, labor aspects, tribals, etc.) to all staff in the PIU and WRD divisions at the field level.

Monitoring/Database development/Reporting

- xiv. Maintain and continuously update the computerized data base related to the delivery of Resettlement Entitlements and generation of periodical progress reports.
- xv. s/he will also be responsible for internal monitoring of the implementation of mitigation plans, besides facilitating and contributing to the periodic external impact evaluation studies that would be undertaken at specified intervals during implementation stage of the project
- xvi. Track, document, and ensure follow up to stakeholders on all grievances and provide reporting data for progress reports.
- xvii. Prepare monthly or quarterly status reports on social management aspects based on site visits, inputs from contractors and construction supervision officers.
- xviii. Any other duties as may be assigned for the efficient and smooth execution of the project by WRD/FREMAA

E. Qualifications

Masters/Post Graduate degree in Social Sciences relevant discipline e.g. Social work / Sociology/Anthropology.

F. Experience

Candidate must have /possess

- i. Minimum 7-8 years' experience in the field of social development including SIA, Land Acquisition, Resettlement, undertaking stakeholder consultation, conducting/facilitating socio-economic surveys, undertaking social impact assessments and preparation of Resettlement Action Plans, Indigenous Peoples Development Plans in accordance with World Bank's requirements. S/he should have worked on at least three (3) projects of

which one project should involve construction of infrastructure (roads, water supply, water resources, power/energy) , of which at least one should have been funded by multilateral agencies.

- ii. Knowledge of legal/regulatory requirements of GoI and GoA on land acquisition, resettlement and rehabilitation and existing government welfare /rehabilitation schemes.
- iii. Experience of working as Social Development Expert/Officer for major Infrastructure projects.
- iv. Familiarity with the working with Donor (World Bank, ADB, etc.) funded projects/World Bank, NGOs and other development agencies;
- v. Proficiency in use of Computers to manage data base and generation of reports, with overall good communication skills (in English, Hindi)
- vi. Prior experience of implementation and monitoring of such safeguard activities would be considered as an added advantage.
- vii. The applicant must be physically fit for extensive touring with age of less than 65 years.

G. Reporting Requirements:

The Social Development Officer will report to the Executive Engineer-I of the EAP wing of Water Resources Department. The officer will submit monthly report on significant Social Development activities and issues. The work and performance of the Officer shall be reviewed by the Additional Chief Engineer of EAP wing of Water Resources Department (WRD) on a periodic basis.

H. Duration of Assignment

The duration shall be for minimum period of one year, to be reviewed and renewed based on review of performance and work requirements. The officer shall be based full time at the EAP project office in Guwahati and must be willing to travel extensively in other districts of Assam to different project sites.

I. Travel Requirements

The officer shall be based full time at the EAP office in Guwahati and will be required to undertake field-visits and tours as per the project requirements. The Officer must be willing to travel to other districts of Assam to different project sites as and when necessary.

J. Reporting and Performance Review

The Officer will report to the Executive Engineer-I of the EAP wing of Water Resources Department. The officer will submit monthly reports on significant social development activities and issues. The work and performance of the Officer shall be reviewed by the Superintending Engineer/Additional Chief Engineer of EAP wing of Water Resources Department (WRD) on a periodic basis.

K. Facilities to be Provided by the Client (EAP wing, WRD/FREMAA)

The client will provide the team with the following facilities and services:

- Office space including furniture and utilities

- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations
- Counterpart staff to work with.

All day to day office travel, transportation, and accommodation arrangements will lie entirely with the officer. In case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs as per TA/DA rules of FREMAA for PIUs.

L. Remuneration:

Rs 60,000/- to Rs 70,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA admissible as per rules of FREMAA for PIUs.

Assam Integrated River Basin Management Project (AIRBMP)
TERMS OF REFERENCE FOR FINANCE MANAGEMENT OFFICER

A. Background of Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

B. Therefore, the Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) under the Assam Water Resource Department.

C. The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities are being developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

- Component 1 – Institutional Strengthening and Strategic Studies
- Component 2 – Integrated Water and Flood/River Erosion Risk Management-WRD .
- Component 3 – Integrated Flood/River Erosion Risk Management-ASDMA.
- Component 4 – Contingent Emergency Response

D. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency, Government of Assam, under the Water Resource

Department (WRD). Component 2 of the project shall be implemented by the EAP wing of the WRD which is a project implementing unit (PIU) under the project. FREMAA now invites applications from eligible Indian citizens to provide the Services of Finance Management Officer to be placed in the EAP wing of WRD. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria is as follows:

E. Scope of Work

1. **Facilitate in developing and establishing FM arrangements for the project:**

Assist in establishing a system of financial management planning, accounting, and monitoring in the EAP wing of WRD during project implementation with effective MIS, in close liaison with FREMAA.

Ensure compliance with the fiduciary (finance management) manual for the project; and suggest improvements in the same from time to time, to keep the FM Manual relevant

2. **Budgeting:**

Assist the EAP wing and FREMAA in adequately forecasting funding requirement, annual budgets, as per the norms for funding as well as prioritizing expenditure and work for efficient utilization of funds with appropriate reporting mechanism.

3. **Fund Flow arrangement:**

Work with the divisions and sub divisions of WRD to establish an effective fund flow arrangement - implement the agreed Parent-Child banking arrangement.

4. **Accounting:**

- a. Assist in designing, developing, and installing a computerized accounting system or assisting in selection of the off-the-shelf accounting software for EAP wing in close co-ordination with FREMAA.
- b. Maintenance of Cash Book, Bills and Vouchers, Ledgers, General Ledgers etc. (books of account) of the Project and Society on the accounting software.
- c. Ensure proper maintenance of supporting documents, registers and records in accordance with generally accepted accounting principles.
- d. (covered under reporting) Prepare monthly statement of accounts along with Bank reconciliation of accounts for review of ACE, EAP wing.
- e. Monitor expenditure incurred and process payments and disbursements as required under the project
- f. Work with the divisional and sub-divisional offices of WRD to implement an effective accounting solution for proper maintenance of books of accounts of the project.

5. **Statutory compliance:**

- a. Preparation and filling of annual e-TDS Returns, Annual ITR of the PIU/EAP Wing, documents for IT exemption, etc.
- b. Obtaining registration under GST for EAP wing and all other applicable statutes from time to time and preparing and filing returns as required.

6. **Audits (internal and statutory):**

- a. Providing support for conduct of internal and external audits of the PIU/EAP wing. - especially for the AIRBMP project
- b. Monitor and support internal audit work. The Officer will help in determination of internal audit plans, including coverage of high-risk transactions. Assist in framing internal control questionnaire in coordination with internal auditor.
- c. Ensure timely compliance of the audit observations and assist in ensuring that appropriate and timely follow up and remedial actions were taken at the PIU level (EAP wing).
- d. Undertake field visits and carryout random checks of books of accounts maintained by Divisions and sub-divisions from time to time.

7. **Reporting:**

- a. Consolidate the financial position of the project with information from all WRD divisions.
- b. Prepare quarterly Interim Unaudited Financial Reports (IUFR) as per financing agreement with IBRD for the PIU/EAP wing and submit to FREMAA for consolidation.
- c. Preparation of Annual Financial Statements such as Balance Sheet, Income & Expenditure Statement and other statements and reports that are required as per various statutory requirements for the PIU/EAP wing.
- d. Assisting FREMAA in submission of IUFRs and Audit Reports to the World Bank and any other reporting obligations to stakeholders.
- e. Provide timely FM inputs for preparation of annual and mid-term progress reports, and other such reports and submit to FREMAA from time to time.

8. **Other matters:**

- a. Coordinate on FM matters with FREMAA to facilitate project implementation.
- b. Assist in maintenance of assets procured under the project and conduct of annual verification of assets and stock and reconciliation with books of accounts.
- c. Conduct training and capacity building of the FM staff of PIU and WRD divisions and sub divisions, to ensure maintenance of separate books of accounts for the project and related documentation.
- d. Any other work as directed by the ACE, EAP wing and CEO, FREMAA from time to time.

F. **Deliverables:**

Submissions of quarterly IUFRs, Annual Financial Statements, annual budgets and expenditure forecasts, expenditure progress reports, and other such reports solicited by the Additional Chief Engineer, EAP wing; and any other deliverables arising out of the above mentioned tasks.

G. **Qualification and Experience:**

A qualified Chartered Accountant having at least 3 years of experience **OR** a candidate with a MBA in Finance **OR** a Master degree in Commerce from a recognised university with at least 05 years of experience in accounting and financial management. Experience of working in externally aided project would be given preference. Knowledge of TALLY and other computerized accounting packages is required.

H. **Duration of Contract:**

The duration shall be for minimum period of one year, to be reviewed and renewed based on performance and work requirement. The officer shall be based full time at the EAP wing office of

WRD in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when required.

I. Reporting and Performance Review:

The Officer will report to the Executive Engineer-I of the EAP wing of Water Resources Department. The work and performance of the Officer shall be reviewed by the Additional Chief Engineer of EAP wing of Water Resources Department (WRD) on a periodic basis.

J. Facilities to be provided by the Client:

The Officer will be provided the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the officer. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs as per TA/DA rules of FREMAA for PIUs.

K. Remuneration:

Rs 70,000/- to Rs 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA and Allowances admissible as per TA/DA rules of FREMAA for PIUs

**Assam Integrated River Basin Management Project
Terms of Reference for Procurement Officer**

A. Background of the Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

B. Therefore, the Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) under the Assam Water Resource Department.

C. The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

Component 1 – Institutional Strengthening and Strategic Studies

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Component 3 – Integrated Flood/River Erosion Risk Management-ASDMA.

Component 4 - Contingent Emergency Response

D. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) the implementing agency, Government of Assam, under the Water Resource Department (WRD). Component 2 of the project shall be implemented by the EAP wing of WRD which is a project implementing unit (PIU) under the project. FREMAA now invites applications from eligible Indian citizens to

provide the Services of Procurement Officer under the EAP wing of Water Resources Department. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria are as follows:

E. Scope of the Services:

The Procurement Officer will carry out the following main activities for the EAP wing, in conjunction with other PIU engineers/officers as needed and in consultation with the Procurement Specialist of FREMAA:

- (i) Assist in preparing and updating periodically the project procurement plan and use of Systemic Tracking of Exchanges in Procurement (STEP) for the procurement activities of the EAP wing;
- (ii) Prepare/update project procurement strategy for development (PPSD) taking into account the nature of the procurement activity, capacity of the procuring entities, prevailing market conditions, activity level risks etc. The PPSD document will spell out the detailed procurement arrangements (e.g., procurement packaging strategy, method, bid evaluation methodology of the major packages, timeline for the procurement activities, contracting arrangement etc.) for the Project including the risk mitigation measures.
- (iii) Prepare the drafts of Invitation for Bids (IFB), Request for Expressions of Interest (REOI), Amendments, Bidding Document, Prequalification Document, and Request for Proposals (RFP) following the Standard Procurement Documents/Model Procurement Documents agreed by the World Bank;
- (iv) Assist in bid opening and evaluation of bids, applications for prequalification, Expressions of Interest, Technical Proposals, and Financial Proposals received from business entities competing for contracts;
- (v) Assist the Project Director (PD) and Project team in conducting negotiations with awardee(s) of contracts;
- (vi) Assist in drawing up draft negotiated contracts;
- (vii) Assist the PD and Project team in responding and taking necessary actions on procurement related complaints, if any;
- (viii) Provide advice and training to PIU engineers/officers on procurement related matters on a need basis as part of the institutional capacity building;
- (ix) Provide hands on support to the PIU for effective contract management;
- (x) Assist in maintaining records and other documentations required for procurement audit and progress reporting purposes;
- (xi) Prepare monthly progress reports of procurement activities according to formats provided by FREMAA and the World Bank;
- (xii) Any other relevant activity assigned by the ACE, EAP wing and CEO, FREMAA.

F. Required Qualifications and Experience:

- (i) B.E./B.Tech in engineering (preferably civil engineering) or Master's in Procurement/Supply Chain Management/ Law/Business Administration or other relevant subjects like Economics/Accounting/Finance. Candidates having advanced academic/professional qualification in procurement will be an added advantage.
- (ii) General Experience:

- A minimum of 05 (five) years of general experience in Public Procurement and/or project management;
- (iii) **Desirable Experience:**
- Experience in procurements following World Bank's or other Multilateral Development Banks' Procurement Guidelines.

G. Reporting Requirements:

The Procurement Officer will report to the Executive Engineer-I of the EAP wing of Water Resources Department. The officer will submit monthly report on significant procurement activities and issues. The work and performance of the Officer shall be reviewed by the Additional Chief Engineer of EAP wing of Water Resources Department (WRD) on a periodic basis.

H. Tenure / Duration:

The contract with the Officer would be signed initially for a period of one year and renewed based on his performance.

I. Procurement Officer's Responsibility

The Procurement Officer shall be fully responsible to manage his day to day works with the Project team with high dedication, integrity and ethical behavior. The officer should not have any conflict of interest while working in the procurement activities and should have integrity and keep all the project information confidential.

J. Travel Requirements:

The officer shall be based full time at the EAP office in Guwahati and must be willing to travel to other districts of Assam to different project sites as and when necessary.

K. Facilities to be Provided by the Client (WRD):

The officer will be provided the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the officer. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs as per TA/DA rules of FREMAA for PIUs. .

L. Remuneration:

Rs 70,000/- to Rs 80,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA admissible as per as per TA/DA rules of FREMAA for PIUs.

**Assam Integrated River Basin Management Project (AIRBMP)
Terms of Reference for the position of Environmental Officer**

Background of the Project:

Assam faces some of the most daunting water resource settings found anywhere in the world. Various initiatives are underway through internally funded state department programs and in cooperation with international partners to address these issues. Despite the immense potential of its water resources, Assam has not been able to either fully manage floods, erosion and wetland degradation or make fuller productive use of these resources. The specter of climate change that could bring an increase in the intensity and frequency of extreme events makes finding new and innovative long-term solutions and responses even more imperative to be identified and implemented.

Therefore, the Government of Assam (GoA) proposes to associate with the World Bank for development of an integrated approach for river basin management in Assam. Water Resources Department, Government of Assam thus has applied through Government of India for financing from the World Bank towards the cost of the Assam Integrated River Basin Management Project (AIRBMP). The proposed World Bank investment project would help lay the foundation for finalizing and implementing a pragmatic integrated basin flood, erosion and sediments management approach for several tributaries in the Brahmaputra and Barak basins. While details of project components and specific activities will be developed during project preparation, it is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The Project will thus also focus on technical capacity building, and systems development for improved water resource and flood/erosion management and equipping water resources management institutions with modern analytical tools, to upgrade overall planning and design of programs, and their implementation. The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA) under the Assam Water Resource Department.

The **Project Development Objective** of the project is to strengthen institutional capacity for water resources planning and management, to build resilience to flood and erosion risks, improve integrated water resources management and development and improve productive water use and manage flood and erosion risks in selected areas of the Brahmaputra-Barak system in Assam. Details of project components and specific activities will be developed during project preparation. It is proposed that the project would aim to establish the core platform for engaging in a systematic manner on overall flood and erosion management in Assam. The **Project components** are as described below:

- Component 1 – Institutional Strengthening and Strategic Studies
- Component 2 – Integrated Water and Flood/River Erosion Risk Management-WRD.
- Component 3 – Integrated Flood/River Erosion Risk Management-ASDMA.
- Component 4 - Contingent Emergency Response

The project shall be implemented by the SPV-Flood & River Erosion Management Agency of Assam (FREMAA), the implementing agency, Government of Assam, under the Water Resource Department (WRD). Component 2 of the project shall be implemented by the EAP wing of the WRD which is a project implementation unit (PIU) under the project. FREMAA now invites applications from eligible Indian citizens to provide the Services of **Environmental Officer** to be placed in the EAP wing of WRD. Interested Candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The Scope of work and eligibility criteria are as follows:

A. Scope of work

The Assam Integrated River Basin Management Project (AIRBMP) plans to carry out various river basin management activities including erosion and flood management, at different locations across multiple River Basins in Assam. These activities may lead to adverse environmental impacts during pre-construction and construction phases. These adverse environmental impacts and risks may include occupational and community health and safety, air pollution, water pollution, generation of waste, and loss of biodiversity, among others.

Assessment of environmental and social risks and impacts arising from the AIRBMP activities will be undertaken in accordance with World Bank Environment and Social Framework (ESF), regulatory requirements applicable in Assam, and safeguard instruments prepared or to be prepared for the project.

The safeguard instruments to address adverse environmental impacts may include Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Framework (ESMF), Labour Management Procedures LMP), Environmental and Social Management Plan (ESMP) and Environmental and Social Commitment Plan (ESCP). These safeguard instruments will assess the relevance of the Environment and Social Standards (ESS) under the ESF and involve carrying out detailed environmental and social assessments and preparation of environmental and social management plans (ESMPS) for various subprojects in compliance with existing and relevant national and state legislations and requirements of the ESS.

The PIU/PMU of AIRBMP wants to hire an experienced Environmental Officer to effectively lead the preparation and implementation of the safeguard instruments required by the project. Specific tasks for the preparation and implementation of the safeguard instruments are provide below.

B. Specific Tasks of Environmental Officer

Preparation of safeguard instruments

- (i) Environmental screening of the proposed subprojects and prepare or support to modification of ToR and Bidding/contractual documents for the hiring of consultants for undertaking ESIA, ESMF and ESMP studies.
- (ii) Facilitate co-ordination with WRD technical design team as well as other relevant

governmental officials / departments.

(iii) Provide all necessary support and facilitation on behalf of EAP wing to ESIA and ESMF specialists and officers of FREMAA and WRD and to investment planning and design teams on environment related aspects during site assessments, stakeholder consultations, field surveys, etc.

(iv) Prepare plan for stakeholder engagement and communication with affected communities, relevant government agencies, and other stakeholders about the project

(v) Assist in assessment of impacts to physical, biological, cultural and social environment, and identification of effective mitigation and management measures, as required.

(vi) Review all draft and final deliverables submitted by the ESIA team and provide detailed comments. Provide overall evaluation, oversight and co-ordination during preparation of Environmental Screening/Scoping, ESIA, ESMP reports including various other reports, formats, checklists and guidelines.

Implementation of safeguard documents

(i) Ensure integration of ESIA/ESMP findings in investment plans, engineering designs and bidding documents.

(ii) Provide input to the bidding documents of the contractor on the inclusion of ESMP, LMP and environmental specifications.

(iii) Review and approve the C-ESMPs of the contractors.

(iv) Supervise the civil works contractors' implementation of ESMPs and C-ESMPs, Supervision and monitoring to ensure compliance of environmental aspects with particular reference to preparation of status/monthly/quarterly reports on environmental aspects (such as regulatory clearances and reporting, tree cutting / forest clearance, EMP implementation, afforestation program etc.); preparation of compliance reports for the Environment and Forests of State Governments/ Ministry of Environment and Forests (Govt. of India) (as required); preparation of compliance/completion reports of each phase; and review and follow up on reports submitted by the Contractors and/or Supervision Officers.

(v) Prepare monthly and quarterly reports on the progress of the implementation of ESMPs and ESHS performance of the project activities

(vi) Facilitate environmental, SPCB, and forest related regulatory clearances and royalties as required.

(vii) Carry out capacity building activities for EAP wing and WRD, including general training of EAP wing and WRD officers and Contractors on environmental aspects of flood and erosion management planning and implementation - classroom and on-site (including preparation of training material); intensive training to selected/designated field Officials of the State Government and Environmental Officers of the Contractors in consultation with FREMAA ESF Specialist.

(viii) Look for opportunities and propose / plan proactive measures to enhance sustainability of the project activities, as applicable.

(ix) Compilation of pollution monitoring data, reports preparation and co-ordination with the monitoring agencies.

- (x) Assist and guide EAP wing and WRD divisions for information dissemination, stakeholder consultations, and proper disclosure of documents.
- (xi) Preparation of checklists/guidelines for sustainability of practices/ long term usage by EAP wing in consultation with FREMAA.
- (xii) Co-ordination with other departments and agencies with particular reference to preparation (as needed with regard to project scope) of applications and follow-up on Environmental Clearances; SPCB NOC; forestry clearances, tree cutting permissions, NOC for construction activities on river, near ASI monuments etc.
- (xiii) Any other duties as may be assigned for the efficient and smooth execution of the project by ACE, EAP wing or CEO, FREMAA.

C. Qualifications:

Master's/Post Graduate Degree in Environmental Planning/ Environmental Engineering/ Environmental Sciences or other technical disciplines like Civil Engineering/ Natural Resources/ Forestry/ Bio Sciences/ Chemical Management.

D. Experience:

- (1) Minimum five (05) years in the area of conducting ESIA, and preparing Environmental Management plans for infrastructure projects, including at least one flood/erosion management related project.
- (2) At least one (01) year experience of working as environmental official/expert for water and flood/erosion management related infrastructure and investment projects.
- (3) Strong understanding and past experience of implementing World Bank Environmental Safeguard policies and ESHS guidelines.
- (4) Field experience in assessing project site issues, vulnerabilities/risks, as well as supervising/inspecting/monitoring projects during implementation to mitigate and monitor environmental impacts
- (5) Experience/familiarity with non-structural / ecologically focused flood management measures to prevent and minimize river based flood and erosion issues, such as catchment area treatment, wetlands conservation, etc.
- (6) Proficiency in use of Computers to manage data base and generation of reports, with overall good communication skills (in English, Hindi and Assamese language.)

E. Duration of Assignment:

The duration shall be for a minimum period of one year, to be reviewed and renewed based on review of performance and work requirement. The Officer must be willing to travel extensively in other districts of Assam to different project sites.

F. Travel Requirements:

The officer shall be based full time at the EAP wing of WRD office in Guwahati and will be required to undertake field-visits and tours as per the project requirements.

G. Reporting and Performance Review:

The Environmental Officer will report to the Executive Engineer-I of the EAP wing of Water Resources Department. The Environmental Officer will submit monthly reports on significant Environmental activities and issues. The work and performance of the Officer shall be reviewed by the Additional Chief Engineer of EAP wing of Water Resources Department (WRD) on a periodic basis.

H. Facilities to be Provided by the Client:

The Officer will be provided the following facilities and services:

- Office space including furniture and utilities.
- Access to all reports, studies, data, photographs, maps, and institutions relating to the works, access to all sites for surveys and investigations.
- Counterpart staff to work with.
- All day to day office travel, transportation, and accommodation arrangements will lie entirely with the officer. However, in case of necessary travel to field and or outside the PIU office, the Project will provide transportation or travel costs as per TA/DA rules of FREMAA for PIUs.

I. Remuneration:

Rs 60,000/- to Rs 70,000/- per month (inclusive of local taxes) and will be fixed during negotiations. TA/DA admissible as per rules of FREMAA for PIUs.

Assam Integrated River Basin Management Project
Terms of Reference of Project Assistants

Flood and River Erosion Management Agency of Assam (FREMAA) invites applications from eligible Indian citizens for engagement on contractual basis and placing under the EAP wing of Water Resources Department for the post as mentioned below:

1	Name of the Post	Project Assistant
2	Period of Contract	1 year; extendable based on satisfactory performance
3.	Number of Vacancies	Three (03)
4	Place of Work	Guwahati
5	Job Profile	Assist the officers of the EAP wing in all activities.
6	Age	Above the age of 21 years and not more than 38 years as on 01/01/2022
7	Qualification	Degree in any discipline from a recognised University with at least 55% marks.
8	Experience	Candidates with a working experience of three (03) years in any Govt./Semi Govt. or organisation of repute would be given preference.
9	Skills	Proficiency in MS Word, Excel, Power point and Internet is mandatory. Knowledge of written communication and fluency in Assamese, Hindi and English is required.
10	Remuneration	Rs 25000 - Rs 30,000/- per month. TA/DA admissible as per TA/DA rules of FREMAA for PIUs.

Sd/-
CEO, FREMAA

APPLICATION FORM FOR THE POSITION OF.....

1. Full Name of the candidate (In Block Letters):
2. Father's/Husband' s Name :
3. Mother's Name :
4. Gender:
5. Marital Status :
6. Nationality (attach a copy of evidence):
7. Permanent Postal Address (attach a copy of evidence):
8. Police Station:
9. Current Address:
10. Mobile No.:
11. Mobile No. (WhatsApp messenger) :
12. Email ID :
13. Passport No. (If available) (attach a copy):
14. Date of Birth (attach a copy of evidence)(dd/mm/yyyy):
15. Age (As on 1st Jan '2022) : ____ Years ____ month(s)
16. Current Designation:
17. Current Employer's Full Address with contact email and phone number:
18. Educational Qualification (attach a copies of certificates):



Sl.	Examination	Degree	Subject	Year of Passing	Name of College	Name Board/ University	Class/ Percentage of marks obtained
1.	Graduation						
2.	Post graduation						
3.	Others (if any)						

19. Training details relevant to the position applied (attach copies of certificates):

Sl.	Title of the Training program	Duration of Training	Training organized by
1.			
2.			
3.			

20. Total Professional Experience : ____ Years ____ month(s)

21. Details of Professional Experience (Starting from latest **) (attach copies of experience certificates):

Sl.	Designation	Organization	From (mm/yyyy)	To (mm/yyyy)	Summary of Services provided	Salary Drawn

** Attach latest salary certificate.

22. Write a brief note describing why would like to be associated with us : (Maximum 250 words)

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23. Languages proficiency: (please tick ✓)

Sl.	Language	Read	Write	Speak

24. Computer proficiency :

Sl.	Program/Software/Applications	Excellent	Good	Average

25. Names and Addresses of two persons from whom we may seek reference about you:

(The two persons must not be related to you and must have interacted with you for more than 2 years in a Professional and/or academic capacity during the last 5 years)

Sl	Name of the person & designation (if any)	Address	Phone no	E-mail id
1.				
2.				

26. Do you have any criminal or corruption charges against you? (If yes furnish details)

27. Have you ever been arrested, indicted or summoned into court as defendant in a criminal proceeding or convicted, fined or imprisoned for the violation of any law? (If yes furnish details)

28. Have you ever been discharged or forced to resign from any position? (If yes furnish details)

Declaration: I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief. Permission is hereby given to FREMAA to make such investigations as are necessary on the information given above. I understand that any misrepresentation or fraudulence or material omission made herein or in any other document requested by FREMAA would render dismissal and termination of my candidature/ service/contract apart from other penal action as per the law.

Date :
Place :

Signature of the Candidate

IMPORTANT Notes:

- Candidates shall complete this application in not more than 8 pages **strictly** as per the above format, along with self attested copies of testimonials/certificates (not more than 12 pages), evidencing that he/she is qualified to perform the services. **The complete application along with certificates/testimonials shall not be more than 20 (twenty) pages or else the application may not be considered.**
- While self attested copies of all the relevant certificates/testimonials needs to be submitted along with the application, Candidates are to note that applications without self attested copies of certificates/testimonials relating to Educational Qualifications and Trainings shall be rejected.**