

**Assam Urban Infrastructure Development & Finance Corporation Ltd.
(AUIDFCL)
Govt. of Assam**

WALK-IN INTERVIEW:

Walk-in Interviews will be held in the Office of the Assam Urban Infrastructure Investment Program, 3rd Floor, Tripti Tower, Ganeshguri, Guwahati-781005 for recruitment of the following positions on purely temporary contractual basis as mentioned below. Interested eligible Candidates who are citizen of India as defined under the Constitution of India and fulfill the eligibility norms of educational qualification, experience, age etc. as per respective Terms of Reference (ToR) provided in the website of <https://dohua.assam.gov.in>, may walk-in accordingly along with the prescribed application form and all original certificates/documents relating to qualification, experience, age, identity proof, latest salary certificate, two passport size colored photographs etc. and also a set of self- attested copies of the same.

Sl. No.	Name of the position	Required Qualification & experience	Walk-in Interview date
1	Deputy General Manager (Technical) - Storm Water Drainage (Fulltime)	<p>Qualifications: Master's degree in Civil Engineering/ Structural Engineering/ Environmental Engineering/ Public Health Engineering/ Hydrological Engineering/ Water Resources Engineering or equivalent; over a basic Bachelor's degree from a recognized University in Civil Engineering or equivalent</p> <p>Experience: Preferably more than 20 years of general experience in civil infrastructure projects in design, supervision & maintenance; and 10 years of specific experience in Storm water Drainage projects.</p>	8 th March 2024 10:00am
2	Procurement Expert - Intermittent	<p>Qualification: Master's degree in Civil Engineering/Business management or equivalent; over a basic Bachelor's degree from a recognized University with a major in Civil Engineering and Business Management or equivalent.</p> <p>Experience: Preferably 20 years' general experience in civil engineering projects; and 10 years' specific experience in procurement and contract management for major civil works and goods projects, and consulting services, with proven credentials in procurement management. Knowledge of ADB Procurement Policy etc.</p>	7 th March 2024 10:00am
3	Environment Safeguards Expert - Intermittent	<p>Qualification: Master's degree in Environmental Science/ Environmental Planning/ Environmental Engineering/ Civil Engineering or equivalent; over a basic degree of Bachelor's from a recognized University in Environmental Science/ Environmental Engineering/ Civil Engineering or equivalent. PHD degree in related fields will be given preference.</p> <p>Experience: Preferably 20 years of general experience in infrastructure or related fields; and 10 years of specific experience in planning, designing, implementation, and monitoring of comprehensive environmental management plan (EMP including health and safety management plan), initial environmental examination (IEE)/ environmental impact assessment (EIA), and other categorization/ readiness checklists etc.</p>	7 th March 2024 2:00pm

About AUIDFCL:

To enable holistic and efficient development in urban sector of the State the Cabinet has approved the establishment of the Assam Urban Infrastructure Development and Finance Corporation Ltd. (AUIDFCL) under Department of Housing and Urban Affairs (DoHUA), Govt. of Assam. The AUIDFCL has been registered under Company Act, 2013 and the Certificate of Incorporation has been issued by the Ministry of Corporate Affairs on 31.10.2022.

The Salient features of the Company is to act as single Nodal Agency for all Multi-lateral Financing Institutions (MFI), Govt. of India (GoI) and Govt. of Assam (GoA) funded projects and Missions by merging Project management Units (PMUs)/National Missions to provide assistance and consultancy to urban development verticals, preparation of Detailed Project reports (DPRs), implement projects including municipal e-Governance, facilitating access of Urban Local Bodies (ULBs), conceptualize and implement Institutional as well as financial reforms, provide technical and other assistance for development of projects and implementation of Master Plans etc.

The AUIDFCL will also execute an Externally Aided Project - Assam Urban Sector Development Project (AUSDP) worth INR 1250 Cr. with the financial assistance from Asian Development Bank (ADB). The Project includes implementation of water supply schemes in 6 towns of Assam viz. Nalbari, Barpeta, Goalpara, Dhubri, Bongaigaon and Golaghat; storm water drainage for Bhaini and Hatalina basins in Guwahati City and various reforms as well as institutional/capacity development Components.

Terms of References

1. Deputy General Manager (Technical) - Storm Water Drainage (Fulltime)

Qualifications: Master's degree in Civil Engineering/ Structural Engineering/ Environmental Engineering/ Public Health Engineering/ Hydrological Engineering/ Water Resources Engineering or equivalent; over a basic Bachelor's degree from a recognized University in Civil Engineering or equivalent

Experience: Preferably more than 20 years of general experience in civil infrastructure projects in design, supervision & maintenance; and 10 years of specific experience in Stormwater Drainage projects in undertaking planning and detailed engineering design for major stormwater drainage projects with proven experience in roadside or otherwise stormwater infrastructure drains/ networks' designs, integration with retention ponds, landslip protection works, etc. Knowledge of climate resilient interventions, such as planning and design of based on low-impact development that adopts natural filtration/ green infrastructure principles compatible with natural ecosystems/ bio-diversity such as, bio-swales, retention ponds, constructed wetlands, etc., will be an added advantage. Work experience in planning and design, and implementation of external-aided/ MDB projects in integrated urban sector is desirable.

Responsibilities: The DGM (Tech) Storm Water Drainage will be responsible for and contribute to the planning and designs of urban development projects related to integrated roadside/ any local area or site-stormwater drainage and landslip protection works, and other climate resilient stormwater management systems. Tasks of the consultant would be following, but not limited to:

- review of any existing information on state-/ region-/ sector-level vision, policy and/or strategy papers, master plans, sector plans, etc., support to strengthen the urban infrastructure vision/plans and preparation of urban strategy and city investment plans along with prioritization framework and subproject selection criteria, identification/ review and prioritization of subprojects based on pre-feasibility studies and above vision/ plans/ framework/ criteria, prior to-undertaking feasibility studies/ conceptual design, etc. (as appropriate), and preparation of comprehensive DPRs and bid documents, including:
 - support to strengthen/ integrate existing DPRs or work components prepared separately by the government, as part of preparation of comprehensive DPRs; and
 - at the study stage, subproject components should cover stormwater drainage system integrated with the urban roads component with roadside stormwater drainage and landslip protection works; and recommend any changes/ modifications for improvement, if required, while keeping in mind the feasibility of any possibilities/ potential use for innovative and climate resilient interventions based on low-impact development that adopt natural filtration/ green infrastructure principles compatible with natural ecosystems/ bio-diversity such as, bio-swales, retention ponds, constructed wetlands, etc., including any urban water body conservation/ beautification as part of innovative use of urban open spaces and to facilitate ground water recharge;
- support in supervising topographic surveys, review the results of the topographical surveys, geo-technical surveys/ investigations, hydrological and geological studies (as felt required), and integrate these considerations in the design. Based on preliminary surveys, investigations and validated data contribute to the planning and design activities related to integrated stormwater drainage and landslip protection works, where applicable;

- while finalizing the detailed engineering designs, specifications and drawings, keep in consideration factors for resilience to for climate risks/ climate change impacts and disaster risks (as per national standards/ international standards and/or best practices, including ADB's or funding agency's relevant climate risk assessment/ resilience framework and measures at subproject/ project-level;
- responsible for the preparation and supervising of detailed engineering designs, bid-level working/ good for construction drawings, including engineering cost estimates and item-rate analysis, and specifications of the finalized subprojects' comprehensive DPRs and incorporate in bid documents (as applicable) for stormwater drainage components, in an integrated, inclusive and sustainable manner, and with climate resilient nature of design in mind; including providing guidance to/ collaborating with Design Engineers and other Support Staff in achieving desirable detailed engineering design outputs;
- Responsible for implementation of the drainage sub projects in select cities and oversee implementation through PIUs and construction supervision consultants etc
- facilitate in review of the institutional/ organization structure, assessment of institutional strengthening and capacity building requirements, including adoption of national benchmarks/ SLAs based-service delivery systems;
- contribute to programs on training/ workshops/ seminars/ conferences, etc., based on sectoral expertise of the consultant, and impart training; and
- provide inputs to periodic and annual reports, as required.
- Any other as and when required

Terms of References

2. Procurement Expert (Intermittent)

Qualifications: Master's degree in Civil Engineering / Business management or equivalent; over a basic Bachelor's degree from a recognized University with a major in Civil Engineering and Business Management or equivalent.

Experience: Preferably 20 years' general experience in civil engineering projects; and 10 years' specific experience in procurement and contract management for major civil works and goods projects, and consulting services, with proven credentials in procurement management. Knowledge of ADB Procurement Policy, Regulations, Standard Bidding Documents (SBDs with required addendum wording for HS COVID-19 Plan) and User Guides, Request for Quotation (RFQ)/ Standard Request for Proposal (SRFP), and Guidelines/ Guidance Notes issued by ADB, including those under the ADB's New Procurement Framework of 2017, is an advantage. Work experience in procurement planning, and project design and implementation of external-aided/ MDB projects in integrated urban sector is desirable.

Responsibilities: The DGM (Procurement) will undertake the following tasks, but not limited to:

- undertake strategic procurement planning (SPP) study, conduct SPP Workshop and discuss/ assess contract management support requirement and prepare draft Contract Management Plan(s) during pre-contract award stage for finalized subproject contract packages for the ensuing project (proportional to complexity, risk, and value of the contract; and due consideration to whether large subprojects have an individual Contract Management Plan and/or one Contract Management Plan can cover a group of similar contract packages of a similar size for smaller contract packages, etc.), arrive at Procurement Strategy in SPP Study, and prepare SPP Report in consultation with Client, to be submitted to ADB or any funding for review and approval;
- based on SPP study outcome/ procurement strategy arrived at, prepare Procurement Plan in consultation with funding agency (including any subsequent review/ updation, as felt required during PRF implementation) for the identified subproject contract packages with appropriate details of suitable contract modalities, such as contract package name/ description/ estimated value, procurement method, review mechanism [prior review/ post review (sampling)], bidding procedure, etc., and coordinate the preparation of procurement documents, such as IFBs, bid documents, expression of interests, request for proposals/ quotations, etc., for procurement of finalized subproject contract packages (goods, plants and equipment/ civil works) and any consulting/ non-consulting services, related to integrated urban sector's work components;
- Prepare bid documents in line with relevant policies and guidelines/SBDs of the ADB or any other funding agency for the procurement of works, goods and plant, and any consulting/ consulting services. Ensure bid documents/ contracts to comply with measures as set out in the IEE/ EIA (as applicable), EMP, and RP (to the extent they may cause impacts to affected people) as well as corrective action plans;
- Carry out procurement progress reporting and annual review of the Procurement Plan with appropriate details of contract packaging, such as contract package name/ description/ estimated value, procurement/ selection method, review mechanism [prior review/ post review/ post review (sampling)], bidding procedure, expected advertisement timeline, etc.;

- Carry out bid evaluation and assist recommendation committee in the coordination for the bidding process for the procurement of works, goods and plant, and any consulting/ non-consulting services;
- Assist in (i) the preparation and publication of invitations for bids, (ii) answers to bidders' queries, (iii) bid openings and evaluation of tenders, and (iv) preparation of bid evaluation reports; and similarly support the procurement process for any consulting/ non-consulting services;
- Organizing SPP Workshop, and bidder's site visits (if applicable);
- Assist in Procuring any office-vehicles, supplies and equipment;
- work together with the Client and other stakeholder authorities to coordinate the processes of obtaining no-objection from the ADB or any funding agency, during the bid evaluation and for bid evaluation reports;
- manage all procurement processes, documentation/ reports, claims, etc.;
- ensure implementation of applicable rules and procedures as per ADB or any funding agency and/or local guidelines;
- Preparation of the necessary documentation for contract signing, and contractor and/or consultant mobilization;
- provide inputs on procurement status/ any issues to periodic and annual reports, as required;
- contribute to programs on training/ workshops/ seminars/ conferences, etc., based on sectoral expertise of the consultant, and impart training.

Terms of References

3. Environment Safeguards Expert (Intermittent)

Qualifications: Master's degree in Environmental Science/ Environmental Planning/ Environmental Engineering/ Civil Engineering or equivalent; over a basic degree of Bachelor's from a recognized University in Environmental Science/ Environmental Engineering/ Civil Engineering or equivalent. PHD degree in related fields will be given preference.

Experience: Preferably 20 years of general experience in infrastructure or related fields; and 10 years of specific experience in planning, designing, implementation, and monitoring of comprehensive environmental management plan (EMP including health and safety management plan), initial environmental examination (IEE)/ environmental impact assessment (EIA), and other categorization/ readiness checklists. Knowledge of ADB Safeguard Policy Statement 2009/ environmental policy and frameworks, and experience with the application of ADB environmental guidelines is an added advantage. Excellent verbal and written communication skills in English are desirable. Work experience in planning and design, and implementation of safeguard elements in external-aided/ MDB projects in integrated urban sector is desirable.

Responsibilities: The Environment Safeguards Expert will undertake the following tasks, but not limited to:

- prepare/ review/ update the IEE/ EIA (as applicable) and comprehensive EMP (including health and safety management plan-HSMP), and provide the necessary inputs for the implementation of the comprehensive EMP using the compliance monitoring checklist included in the IEE/ EIA;
- provide inputs to Client to establish the baseline measurement, and to supervise the pre-commissioning baseline monitoring following the mitigation and monitoring guidelines provided in the IEE/ EIA;
- organize analysis of water, air and soils as specified in the comprehensive EMP;
- monitor and report on effectiveness of management of any waste/ debris generated from existing infrastructure/ utilities being removed/ rehabilitated, paying attention to the handling of removed debris until disposal or recycling, and landscaping;
- propose/ elaborate reporting formats to be further used by Client to make sure that results of monitoring are reported in quarterly, semi-annual, and annual reports, and later in the project completion report to represent the performance of completed PRF, for submission to Client and ADB or any funding agency, as required, while duly ensuring that these follow ADB or any funding agency accepted formats/ templates;
- provide inputs to Client in dealing with Contractors for the implementation of the comprehensive EMP/ supervise the compliance of the Contractor in implementing the environmental mitigation measures;
- provide guidance in the implementation and monitoring of the comprehensive EMP, including ensuring any mitigation measures as recommended are implemented during the pre-construction period. This also includes to conduct the EIA, where required, and approval from relevant authorities, and monitoring reports;

- assist Client in dealing with the concerned Roads/ Police Department for the preparation of traffic emergency plans and temporary diversion of traffic during construction, with minimal inconvenience to public and environmental impacts;
- Provide input to bio diversity assessment and prepare bio diversity management plan in EMP
- Assist PIUs in implementation of EMPs and prepare inputs for IEE/EIA etc
- prepare a methodology and a checklist review for supervision of the comprehensive EMP implementation completion and relevant report to be prepared by Contractors and assist Client and other concerned authorities to timely obtain such reports;
- provide inputs and methodology to Client and other concerned authorities: (i) prepare and maintain a grievance redressal mechanism, (ii) establish a grievance redressal committee (GRC), and (iii) carry out monitoring on effectiveness, and make sure that GRC will have strong female representation, and the grievance redressal process is implemented effectively, according to the plan and schedule in the IEE/ EIA;
- undertake/ assist in additional studies including topographical surveys, geo-technical investigations, and socio-economic/ inventory of loss/ willingness-to-pay surveys, and environmental and social safeguards surveys, etc., as the needs arise, duly incorporating considerations for gender equality and social inclusiveness/ gender-responsive elements;
- consolidate/ prepare for assistance to Client in quarterly progress and semi-annual/ annual environmental monitoring (with monitoring reports, covering any updates on site-specific health and safety management plan);
- facilitate Client in the ensuing loan/ project processing stage of work by undertaking environmental assessment and review framework, as per ADB Safeguard Policy Statement (June 2009, as amended from time to time), following ADB accepted formats and meeting ADB approval requirements;
- contribute to programs on training/ workshops/ seminars/ conferences, etc., based on sectoral expertise of the consultant, and impart training; and
- any other related task assigned relevant to the assignment

General Conditions:

1. *All positions are contractual in nature and for a period of 1 year initially subject to extension depending on satisfactory performance and requirement of the project*
2. *Performance review will be done as per AUIDFCL Human Resource policy*
3. *Remuneration for the positions will be based on prevailing market rate and will be decided based on existing pay and allowances of the selected candidates*