

DRAFT TERMS OF REFERENCE
STATE SOLID LIQUID WASTE MANAGEMENT (SLWM) SPECIALIST
TO BE ENGAGED BY
MISSION DIRECTORATE, SWACHH BHARAT MISSION (GRAMIN), ASSAM

A. BACKGROUND:

To accelerate the efforts to achieve universal sanitation coverage and to put focus on safe sanitation, the Prime Minister of India launched the Swachh Bharat Mission (SBM), on 2nd October, 2014. The Swachh Bharat Mission (Gramin) is implemented under the umbrella of Ministry of Drinking Water and Sanitation (MDWS), which aim to achieve Swachh Bharat by October 2, 2019, as a fitting tribute to the 150th Birth Anniversary of Mahatma Gandhi. Assam, is an open defecation free State as declared on March 2019 based on the BLS 2012. In rural areas, this shall mean improving the levels of cleanliness in rural areas through Solid and Liquid Waste Management (SLWM) activities and making Gram Panchayats Open Defecation Free (ODF), clean and sanitized. ODF would mean the termination of faecal-oral transmission, defined by, a) no visible faeces found in the environment/village and, b) every household as well as public/community institution(s) using safe technology option for disposal of faeces, as defined by the Ministry.

B. OBJECTIVES AND SCOPE

Since the objective of SBM (G) is to bring about improvement in cleanliness, hygiene and general quality of life in rural areas, SLWM is one of the key components of the programme. Therefore, the SLWM Specialist will have to coordinate with district authorities in preparing a database consisting of available technologies and solutions for waste disposal. He/she must also enable basic monitoring/recording systems at state level for indicators identified through SBM (G). The SLWM Specialist must also conduct convergence programmes with other departments to encourage cross-learning and inculcate best practices that can be taken up by districts for SLWM.

Key job responsibilities include:

- a) Conducting survey and assessment of potential areas for carrying out SLWM projects within the State/district.
- b) Planning and strategy formulation along-with District SBM-G Team for SLWM initiatives within the district.
- c) Technical assistance to District SBM G Team for preparing and finalizing Detailed Project Reports (DPR) and ensuring their effective implementation in time-bound manner.
- d) Conducting periodic review of status of DPRs and devise monitoring and evaluation strategy.
- e) Undertake regular field visits for supervising and providing direction in the implementation of the project; identify and resolve constraints and challenges faced on field by District team both at Block, GP & village level.
- f) Prepare monthly plans for undertaking capacity building sessions for all relevant stakeholders and facilitate implementation of the same through district level teams.
- g) Design strategy for Collection, segregation and safe disposal of household garbage, decentralized systems
- h) Plan activities related to maximum reuse of organic solid waste as manure using technologies like vermi-composting or any other composting method.
- i) Design / develop appropriate technologies that are socially acceptable and environmentally safe for SLWM.

- j) For treatment of waste water, support district in developing/designing/implementing the following technologies, viz:
- Waste Stabilization Pond (WSP) technology
 - Duckweed based waste water treatment
 - Anaerobic decentralized waste water treatment etc
- k) Provide necessary support to District SBM G team in preparation of various training modules for strengthening of communities.
- l) Support the district SBM G team in developing & monitoring GOBARDHAN Project/plant
- m) Networking and Liaisoning with other government departments and NGOs or civil society organizations for encouraging cross-learning and inter-departmental convergence during various events under SBM G such as Swachh Mahotsav, Swachh Survekshan Gramin and so on.
- n) Ensuring updation of data on SLWM in coordination with M & E Specialist in IMIS.
- o) Participate and contribute to the review meetings of State Govt & Govt of India.
- p) Participate in knowledge sharing meetings with State team members at Mission Directorate, SBM G;
- q) Provide clarifications to stakeholders on SLWM as needed;

Travel Requirements: The SLWM Specialist will be required to undertake field-visits and tours to the districts, with prior approval of the MD, SBMG. Occasional out of the state visits may also be required as directed by the MD, SBM G.

DUTY STATION: Guwahati, Assam

(C) QUALIFICATIONS, EXPERIENCE, AGE ETC

Educational Qualification: Master Degree in Environmental Science/Environmental Engineering/Energy Technology/Civil Engineering/Rural Development/ Urban Planning and Development from any Govt. recognized University/institution.

- Must have thorough knowledge about project management, preparation of project proposals, budget, team management etc
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- Must possess excellent written and verbal communication skills

Working Experience: minimum 5 years experience in designing, planning of solid and liquid waste management systems and processes.

Computer Skills: The SLWM Specialist must have computer skills like MS-Excel, PPT, MSWord is mandatory.

Language: Knowledge and high level fluency in English. Knowledge of local language will be an added advantage

Age: Age: 32-45 years as on 1stMay 2019

Desirable Qualifications, Experience, Skills etc:

- a. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respecting strict deadlines and multi-tasking
- b. Good social, analytical, inter-personal and planning skills
- d. Self-motivated and possessing ability to work independently as well as in teams.

(D) DURATION OF CONTRACT, NOTICE PERIOD ETC.

The contract of **SLWM Specialist will be for 11 months**. However, continuity of the **SLWM Specialist** beyond 11 months from the date of signing the agreement will depend upon his/her performance. The decision of the MD, SBM G will be final and binding in this regard.

The contract with **SLWM Specialist** may be terminated by either side at any point of time during the contractual period by serving a 30 days' notice without assigning any reason and without thereby incurring any liability to the Govt. of Assam. The engagement is purely contractual in nature. The Mission Directorate, SBM G or the Government of Assam shall not undertake any responsibility for subsequent deployment of the consultant.

The **SLWM Specialist** will have to serve the Mission Directorate, SBM G Assam on full time basis under overall command of Mission Director, SBMG Assam and provide services from the Mission Directorate Office, SBM G , Guwahati Assam.

(E) REMUNERATION, PAYMENT TERMS AND LEAVE

Annual Remuneration range will be INR 12 to 18 Lakh per year. Depending on the qualifications, experience, competency, and also the remuneration/pay package of the last assignment, the consolidated fixed monthly remuneration of the **SLWM Specialist** will be determined. This annual rate shall be inclusive of all taxes, health/service related insurance, all allowances, cost of accommodation and food at Guwahati, conveyance to attend the office etc. Taxes as applicable shall be dealt with as per applicable laws. The remuneration will be enhanced on an annual basis, based on performance, as decided by MD, SBM G.

In case, if no suitable candidate with requisite experience as mentioned above is found, Mission Directorate, SBM(G) reserves the right to select candidates at lower remuneration than the package mentioned above, and it will commensurate their last pay.

- Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per orders of MD, SBM G.
- The provisions of leave would be as per orders of MD, SBM G.
- No house rent allowance or any other allowance shall be paid by the Mission Directorate, SBM G, Assam. No other payment whatsoever (except reimbursement of official travelling expenses) shall be paid.

(F) REPORTING AND PERFORMANCE REVIEW

The **SLWM Specialist** will report to the Mission Director, SBM (G). He will also update the State Coordinator, SBM G. Annual performance review will be done as directed by MD, SBM G.

(G) FACILITIES TO BE PROVIDED BY THE Mission Directorate, SBM G

Access to all the required documents, correspondence, and any other information associated with the Mission Directorate, SBM G project and as deemed necessary. SLWM Specialist will be provided with one cubicle in workstation along with computer, & other office consumables and internet access.

Note: This is a draft ToR and MD, SBM G reserves the right to change, update or modify this ToR at any stage till recruitment process is completed.

Remuneration is negotiable for deserving candidate.

In case, when no candidate with requisite experience as mentioned above is found, Mission Directorate, SBM(G) reserves the right to select candidates at lower remuneration than the package mentioned above, and it will commensurate their last pay. Candidates should email their duly filled up application form as prescribed in the website at sbmgassamrecruitment2019@gmail.com.

The last date of submission of application is 15th June 2019. Only shortlisted candidates will be contacted for interview. Original documents including pay slip will be verified and their photocopy should be submitted only at the time of interview.
