

Government of Karnataka
Advanced Centre for Integrated Water Resources Management
(ACIWRM)
1/1, 1st Floor, KSFC Bhavan, Thimmaiah Road,
Near Cantonment Railway Station,
Bengaluru-560052. Karnataka

No. ACIWRM/SE/NGMIS/TSA/2017-18/01

Date: 07/04/2017

EXPRESSION OF INTEREST (Call-2)

Government of Karnataka, Advanced Centre for Integrated Water Resources Management (Water Resources Department) invites Expression of Interest (Call-2) from reputed national consultants for the following posts with deep understanding in the field they are interested to apply for the post to work in Technical Support Agency (TSA) under ACIWRM for National Groundwater Improvement Management Scheme (NGMIS) supported by Government of India proposed Central Sector Scheme assisted by the World Bank. The duration of the project is about 60 months.

- 1) Communication Specialist
- 2) Senior Hydro-geochemist
- 3) Irrigation Specialist
- 4) Gender specialist
- 5) Monitoring & Evaluation Specialist
- 6) Procurement Specialist
- 7) Finance Manager
- 8) Environment Management Expert

The Job description, Minimum Qualification requirements & Terms of reference for above posts are as follows:

1. Communication Specialist

Job Description

- Orient cluster teams on the Non-Formal Education (NFE) approach; develop social mobilization strategy through workshops, in coordination Social Development and Gender Specialist;
- develop training material, in the NFE mode, in consultation with the Team Leader and all members of the team;

- work with all stakeholders for experimenting usage the NFE approach for the entire program cycle, at sample habitations or “organic units”;
- design and compile IEC material; prepare progress Reports, in consultation with other team members and feedback from field, on a half-yearly basis; and establish links between cluster teams/GPs and Agriculture based institutions at the district and state level for implementation of project activities;
- conduct regular field visits to obtain feedback on IEC interventions, impact etc., for taking necessary course corrections;
- Provide inputs for semi-annual progress reports

Minimum Qualification Requirements:

- Post Graduate in Rural Communication/Rural Development or Agriculture Extension or Mass Communication or Social welfare or Sociology or equivalent with at least 5 years of experience in providing training and extension services in agriculture and natural resources management sector;
- Working experience in rural communication including design and compilation of IEC material, participatory rural appraisal and farmer field schools; Video and photo documentation skills; and grass-roots experience, especially working with farmers, media (print and visual) and civil society organizations – an advantage
- Strong communication, presentation, interpersonal and counseling skills, and MS Office proficiency.
- Strong analytical and report writing skills are required.
- Ability and willingness to participate in a multi-disciplinary, innovative and enthusiastic team.
- Knowledge of Kannada language will be an asset.
- Good English language skills
- Computer skills

Terms of Reference

- Provide technical and administrative support to Gram Panchayats (GPs) in preparation/ development and submission of a Six-years Water Security Plans and water budgeting;
- Develop training manuals for building awareness on the current status of groundwater development in local language / dialect.
- Develop community communication Strategy and recommendations for increasing the awareness of the consequences of depleting ground water resources and other water related issues;
- Develop training manuals for formation of community institutions, with their roles and responsibilities in contributing to improvement in ground water levels;

- Prepare a training and capacity building strategy, training methodology and modules for collection of Base-line data at GP level;
- Triangulate the data collected by GPs with the existing State level baseline data using CGWB and State Water level data, and prepare a consolidated user friendly baseline report for wide public dissemination;
- Provide training and handholding support to SOs recruited to assist GPs in collection of baseline data for preparation of water security plans;
- Develop Cultural tools for communicating with the people on water issues;
- Develop training Curriculum for volunteers on Participatory Ground water data gathering;
- Develop participatory baseline report on overall Groundwater Management (both supply and demand side including institutional mechanism);
- Develop manuals on functioning of GPs/village institutions on groundwater management
- Carry out content analysis of community institution meetings;
- Supervise Implementation of Water Budgeting inputs in GPs' program implementation;
- Support the State level SPV/PIU in the nodal department to consolidate the Water Security plans, along with cost estimates for State Level Steering Committee (SLSC) for approval, and submission thereon to MoWR for approval;
- Prepare Annual Work Plans and budgetary requirements based on the approved Water Security Plan for the state;
- Support the SOs to establish a GP level Implementation team (comprising line department professionals) to work with community level institutions
- Coordinate timely inputs from SOs to help State Implementation/Nodal Agency prepare State level overall implementation plan for their monitoring and evaluation
- Organize and provide logistic support for workshops/seminars and in-service training
- Provide training facilities at State level in coordination with State Implementing/Nodal Agency to kick-start the project and continued capacity building
- Conduct GP levels Water Security Plan Implementation appraisals with State Nodal Agency
- Facilitate human resource development activities, including project staff and farmers.
- Consolidate quarterly reports submitted by project partners and submit the same to PIU for its review and course of action;
- Prepare semi-annual project report and submit to PIU for the approval of the State Level Steering Committee and onward transmission to MoWR, RD & GR. These progress reports shall include progress in implementation of the project, Executive summary, analytical section with interventions undertaken at various levels, performance of DPIUs, Environment & Social safeguards, procurement and financial management aspects in addition to

update of data monitored in the Results Framework referred in the Loan documents of the World Bank;

- Support in preparation of periodic financial progress and analytical reports;
- Ensure social and gender sensitivity in program implementation;
- Process budget revisions linked with project work plans.
- Coordinate with all relevant line departments in the state – as directed by the Program Director from time to time;
- Any other work as assigned by the Program Director of the State Implementing agency.

2.Senior Hydro-geochemist

Job Description

- Study groundwater quality aspects of all the identified taluks in the state; map areas with quality problem;
- Recommend remedial measures of improving groundwater quality in problem GPs;
- Write technical guidelines for annual procedures to be followed for groundwater quality monitoring;
- Train cluster/taluk teams and GPs in sample collection; establish linkage of GPs with water quality testing laboratories;
- Prepare technical guidelines for cluster/taluk teams and GPs for application of intervention in arresting ground water quality decline;
- Prepare relevant technical Reports, in consultation of other team members from time to time.
- Conduct field visits for overseeing intervention undertaken and data collection

Minimum Qualification Requirements:

- Post Graduate in Chemistry or Geology with specialization in Geochemistry with at least 10 years of experience in water quality analysis; should have sound technical knowledge including water quality instrumentation, sample collection, (physical, chemical and biological) quality assessment, and data analysis tools (such as Piper Diagram, Wilcox Method, Sodium Adsorption Ratio); would have worked in multi-disciplinary teams;
- Strong communication, presentation, interpersonal and counseling skills, and MS Office proficiency.
- Strong analytical and report writing skills are required.
- Ability and willingness to participate in a multi-disciplinary, innovative and enthusiastic team.
- Knowledge of Kannada language will be an asset.
- Good English language skills
- Computer skills

Terms of Reference

- Provide technical and administrative support to Gram Panchayats (GPs) in preparation/ development and submission of a Six-years Water Security Plans with focus on water quality;
- Develop training manuals for building awareness on the current status of groundwater quality in local language / dialect.
- Prepare a training and capacity building strategy, training methodology and modules for collection of Base-line data at GP level;
- Data collection and management, which essentially includes baseline and monitoring data pertaining to
 - a) water quality
 - b) aquifer-wise & season-wise groundwater quality
 - c) cropping pattern to be followed based on water quality data
 - d) water quality surveillance and
 - e) water use efficiency methods to be followed in case of poor water quality
- Provide training and handholding support to SOs recruited to assist GPs in collection of baseline data for preparation of water security plans on water quality aspect;
- Prepare combined technical manuals for groundwater data gathering;
- Develop training Curriculum for volunteers on Participatory Ground water data gathering;
- Develop training curriculum for GP level Water Budgeting;
- Develop participatory baseline report on overall Groundwater Management (both supply and demand side including institutional mechanism);
- Supervise Implementation of Water Budgeting inputs in GPs' program implementation;
- Support the State level SPV/PIU in the nodal department to consolidate the Water Security plans, along with cost estimates for State Level Steering Committee (SLSC) for approval, and submission thereon to MoWR for approval;
- Prepare Annual Work Plans and budgetary requirements based on the approved Water Security Plan for the state;
- Coordinate timely inputs from SOs to help State Implementation/Nodal Agency prepare State level overall implementation plan for their monitoring and evaluation
- Facilitate human resource development activities, including project staff and farmers.
- Ensure social and gender sensitivity in program implementation;
- Coordinate with all relevant line departments in the state – as directed by the Program Director from time to time;
- Any other work as assigned by the Program Director of the State Implementing agency.

3. Irrigation Specialist

Job Description:

- Advise the project staff on selection and feasibility of appropriate water saving irrigation measures
- Advise the project staff on Design, and prepare drawings of suggested irrigation systems including preparation of cost estimates.
- Assess the irrigation performance/efficiency of the selected sites in the participating States on before and after previous interventions;
- Advise cluster teams on all aspects related to soils and their suitability for cropping pattern in the state and Participatory Technology Development (PTD);
- closely work with all other team members to development of curriculum for Farmer Field Schools on specific aspects related to water conservation and accounting;
- develop a farmer friendly crop-water budgeting tool in close coordination with members of the team;
- develop guidelines for operation and maintenance of water saving irrigation devices/assets;
- provide inputs for semi-annual progress Reports, in addition to thematic technical reports for application in program implementation;
- Conduct regular field visits for data collection and supervision

Minimum Qualification Requirements:

- Post Graduate/ Graduate in Agriculture/Irrigation Engineering with at least 10 years of experience in design, field-testing and marketing of agriculture tools and implements;
- sound technical knowledge on design of agronomic practices, drudgery reduction agriculture equipment, farm practices for irrigation efficiency and micro irrigation;
- Experience in site selection and construction of small water harvesting structures; good understanding of soil-crop suitability, crop varieties and agro-meteorology; and working experience at village level, farmers and civil society organizations – must.
- Strong communication, presentation, interpersonal and counseling skills, and MS Office proficiency.
- Strong analytical and report writing skills are required.
- Ability and willingness to participate in a multi-disciplinary, innovative and enthusiastic team.
- Knowledge of Kannada language will be an asset.
- Good English language skills
- Computer skills

Terms of Reference

- Provide technical and administrative support to Gram Panchayats (GPs) in preparation/ development and submission of a Six-years Water Security Plans and water budgeting;
- Develop training manuals for building awareness on the current status of groundwater development in local language / dialect.
- Prepare a training and capacity building strategy, training methodology and modules for collection of Base-line data at GP level;
- Triangulate the data collected by GPs with the existing State level baseline data using CGWB and State Water level data, and prepare a consolidated user friendly baseline report for wide public dissemination;
- Establish Hydrologic Monitoring Network (HMN);
- Data collection and management, which essentially includes baseline and monitoring data pertaining to
 - a) water level,
 - b) rainfall and groundwater recharge,
 - c) well discharge and aquifer-wise & season-wise groundwater draft,
 - d) water Budget,
 - e) cropping pattern and seasonal crop water requirement,
 - f) socio-economic framework and g) water use efficiency;
- Provide training and handholding support to SOs recruited to assist GPs in collection of baseline data for preparation of water security plans;
- Prepare combined technical manuals for groundwater data gathering, water budgeting exercise and water balance estimation;
- Develop training Curriculum for volunteers on Participatory Ground water data gathering;
- Develop training curriculum for GP level Water Budgeting;
- Develop participatory baseline report on overall Groundwater Management (both supply and demand side including institutional mechanism);
- Supervise Implementation of Water Budgeting inputs in GPs' program implementation;
- Support the State level SPV/PIU in the nodal department to consolidate the Water Security plans, along with cost estimates for State Level Steering Committee (SLSC) for approval, and submission thereon to MoWR for approval;
- Prepare Annual Work Plans and budgetary requirements based on the approved Water Security Plan for the state;
- Coordinate timely inputs from SOs to help State Implementation/Nodal Agency prepare State level overall implementation plan for their monitoring and evaluation
- Facilitate human resource development activities, including project staff and farmers.
- Ensure social and gender sensitivity in program implementation;
- Coordinate with all relevant line departments in the state – as directed by the Program Director from time to time;

- Any other work as assigned by the Program Director of the State Implementing agency.

4. Gender Specialist

Job Description:

- Carry out linkage building activities between the GP and institutions specializing in gender based interventions, at all levels
- support the Team in developing a sustainable community based institutional mechanism for equal participation of men and women in preparation of Water Security Plans, Water budgeting, program implementation and IEC campaigns;
- Contribute inputs for semi-annual progress reports, in consultation with other members;
- Conduct regular field visits to support DPIUs and SOs in ensuring social inclusion of women in the program

Minimum Qualification Requirements:

- Only women candidates need to apply.
- Post Graduate in Sociology or other similar subjects; with at least 6 years of experience in mainstreaming gender in various sectors -preferably water sector
- Sound technical knowledge on generation of gender study tools including data collection, analysis and compilation of study reports; grass-roots experience, especially working with farmers and civil society organizations – preferred
- Strong communication, presentation, interpersonal and counseling skills, and MS Office proficiency.
- Strong analytical and report writing skills are required.
- Ability and willingness to participate in a multi-disciplinary, innovative and enthusiastic team.
- Knowledge of Kannada language will be an asset.
- Good English language skills
- Computer skills

Terms of Reference

- Provide technical and administrative support to Gram Panchayats (GPs) in preparation/ development and submission of a Six-years Water Security Plans and water budgeting;
- Develop training manuals for building awareness on the current status of groundwater development in local language / dialect.

- Develop community communication Strategy and recommendations for increasing the awareness of the consequences of depleting ground water resources and other water related issues;
- Develop training manuals for formation of community institutions, with their roles and responsibilities in contributing to improvement in ground water levels;
- Prepare a training and capacity building strategy, training methodology and modules for collection of Base-line data at GP level;
- Provide training and handholding support to SOs recruited to assist GPs in collection of baseline data for preparation of water security plans;
- Develop Cultural tools for communicating with the people on water issues;
- Develop training Curriculum for volunteers on Participatory Ground water data gathering;
- Carry out necessary training for stakeholders/partners Carry out gender assessment studies to ensure gender equality in decision making related to water, agriculture;
- Develop participatory baseline report on overall Groundwater Management (both supply and demand side including institutional mechanism);
- Develop manuals on functioning of GPs/village institutions on groundwater management
- Carry out content analysis of community institution meetings;
- Develop toolkit for Mainstreaming Gender participation in groundwater management;
- Supervise Implementation of Water Budgeting inputs in GPs' program implementation;
- Support the State level SPV/PIU in the nodal department to consolidate the Water Security plans, along with cost estimates for State Level Steering Committee (SLSC) for approval, and submission thereon to MoWR for approval;
- Prepare Annual Work Plans and budgetary requirements based on the approved Water Security Plan for the state;
- Support the SOs to establish a GP level Implementation team (comprising line department professionals) to work with community level institutions
- Coordinate timely inputs from SOs to help State Implementation/Nodal Agency prepare State level overall implementation plan for their monitoring and evaluation
- Facilitate human resource development activities, including project staff and farmers.
- Ensure social and gender sensitivity in program implementation;
- Coordinate with all relevant line departments in the state – as directed by the Program Director from time to time;
- Any other work as assigned by the Program Director of the State Implementing agency.

5. Monitoring & Evaluation Specialist

Job Description:

- Set up a comprehensive Monitoring and Evaluation System, in consultation with all the project stakeholders, on behalf of the project management
- Design a Staff Appraisal System and assist the management in conduct of Staff Appraisal on an annual basis.
- Advise the project management on staff training and human resource development activities
- Carry out linkage building activities between the project staff and Agriculture based institutions at the state, national and international level
- Compile and edit the Half-Yearly Progress Report and other reports/documents of the NGO
- Prepare Technical Reports (Monitoring and Evaluation), in consultation with the DSOs/NGOs

Minimum Qualification Requirements:

- Post Graduate in Rural Management with at least 5-7 years of experience in monitoring and evaluation of development programs for large projects;
- Should have technical knowledge of monitoring & evaluation tools such as logical framework analysis (LFA), result based framework (RBM) & Delivery Linked Assessment (DLA)

Terms of Reference:

- Prepare manuals, templates on administrative and financial matters to be followed by SOs;
- Carry out content analysis of community institution meetings
- Design and implement PGWM data entry and analysis software for preparation of “Sujal-Card”
- Supervise Implementation of Water Budgeting inputs in GPs’ program implementation
- Support the State level SPV/PIU in the nodal department to consolidate the Water Security plans, along with cost estimates for State Level Steering Committee (SLSC) for approval, and submission thereon to MoWR for approval
- Prepare Annual Work Plans and budgetary requirements based on the approved Water Security Plan for the state
- Coordinate project inputs and activities from GP level up at the state level
- Coordinate timely inputs from SOs to help State Implementation/Nodal Agency prepare State level overall implementation plan for their monitoring and evaluation
- Provide training facilities at State level in coordination with State Implementing/Nodal Agency to kick-start the project and continued capacity building

- Carry out monitoring and evaluation of outputs, activities and impacts.
- Conduct GP levels Water Security Plan Implementation appraisals with State Nodal Agency
- Facilitate human resource development activities, including project staff and farmers.
- Consolidate quarterly reports submitted by project partners and submit the same to PIU for its review and course of action;
- Prepare semi-annual project report and submit to PIU for the approval of the State Level Steering Committee and onward transmission to MoWR, RD & GR. These progress reports shall include progress in implementation of the project, Executive summary, analytical section with interventions undertaken at various levels, performance of DPIUs, Environment & Social safeguards, procurement and financial management aspects in addition to updation of data monitored in the Results Framework referred in the Loan documents of the World Bank;
- Provide support to monitor project expenditure, through GP level project implementation mechanisms.
- Ensure social and gender sensitivity in program implementation;
- Process budget revisions linked with project work plans.
- Provide requisite support for internal and external auditors;
- Support the State in Developing equipment and asset inventory system to record and maintain equipment/assets.
- Act as primary point of contact for areas of Monitoring & Evaluation methods, design of baseline studies, refinement of indicators, and the development of data collection tools (forms, surveys, etc.) for evaluation.
- Assist the field in the identification of evaluation needs and supporting the design and implementation of practical tools for M&E and Performance Management.
- Manage the online M&E database, and work with key stakeholders to ensure the system is streamlined, accessible and contextually relevant across all operations.
- Develop, in coordination with TSA/PIU, a system to ensure that the program planning, including inputs and targets, is aligned with the overall program monitoring frameworks.
- Synthesize and analyze program data for summary and thematic reports on M&E finding
- In coordination with Support Organizations & line department, develop and track appropriate indicators and set targets for program interventions.
- Create and maintain a community of practice among TSA/PIU by encouraging open dialogue and sharing of best practices.
- Assist the TSA in producing timely and accurate proposals and reports.
- In coordination with TSA/PIU, Support Organizations & line department, create and maintain M&E procedure manuals and evaluation policies.
- Coordinate, develop and facilitate training materials and presentations for capacity building of M&E.

- Keep abreast of the latest developments in M&E and network with other departments for best practices and technical assistance.
- Coordinate with all relevant line departments in the state – as directed by the Program Director from time to time;
- Any other work as assigned by the Program Director of the State Implementing agency.

6. Procurement Specialist

Job Description:

- Prepare consolidated annual procurement plans;
- Support PIU in all procurement activities under the program;
- Develop Bid Documents for all procurements;
- Assist PIU in recruitment of Support Organizations (SOs);
- Provide procurement training of staff and others at all levels – as required;
- Develop a procurement manual for the program with details of the procedures to be followed as per the GFR issued by the Finance department of the state;
- Provide inputs on procurement for inclusion in the semi-annual progress report;
- Carryout random procurement audits of procurement executed by recipients of program funds on PIUs direction

Minimum Qualification Requirements:

- Recognized degree in accounting, finance, engineering or a related discipline with at least 10 years of experience in Public Procurement, of which at least 3 years in procurement management in an externally aided project.
- Proven ability to prepare procurement documents. sound knowledge in regard to vendor development, contract management, knowledge of procurement and contract management related software

Terms of Reference

- Prepare manuals, templates on administrative and financial matters to be followed by SOs;
- Develop manuals on functioning of GPs/village institutions on groundwater management
- Support in design and implement PGWM data entry and analysis software for preparation of “Sujal-Card”;
- Support the State level SPV/PIU in the nodal department to consolidate the Water Security plans, along with cost estimates for State Level Steering Committee (SLSC) for approval, and submission thereon to MoWR for approval;

- Prepare Annual Work Plans and budgetary requirements based on the approved Water Security Plan for the state;
- Prepare procurement plans and area wise detailed activity plan to facilitate implementation of the same by the District-Block-GPs in the project area.
- Support PIU in all procurement activities under the program;
- Develop Bid Documents for all procurements;
- Back-office systems for management of procurement activities;
- Develop procurement training material and carry out procurement training;
- Assist SPV/PIU for recruitment of Support Organisations (SOs) to assist GPs in implementation of the program;
- Coordinate project inputs and activities from GP level up at the state level.
- Coordinate timely inputs from SOs to help State Implementation/Nodal Agency prepare State level overall implementation plan for their monitoring and evaluation
- Organise and provide logistic support for workshops/seminars and in-service training
- Provide training facilities at State level in coordination with State Implementing/Nodal Agency to kick-start the project and continued capacity building
- Facilitate human resource development activities, including project staff and farmers.
- Consolidate quarterly reports submitted by project partners and submit the same to PIU for its review and course of action;
- Prepare semi-annual project report and submit to PIU for the approval of the State Level Steering Committee and onward transmission to MoWR, RD & GR. These progress reports shall include progress in implementation of the project, Executive summary, analytical section with interventions undertaken at various levels, performance of DPIUs, Environment & Social safeguards, procurement and financial management aspects in addition to updation of data monitored in the Results Framework referred in the Loan documents of the World Bank;
- Support in preparation of periodic financial progress and analytical reports;
- Support in preparation of bank reconciliation, control of budget, preparation and maintenance of scheme wise books of records, etc. and assistance in audits;
- Support to PIU to review the expenditure statements received from other executing agencies and determining further funds to be provided
- Support State implementing agency in preparation planning, budgeting and expenditure statements, and Annual Financial Statements (AFS).
- Process budget revisions linked with project work plans.
- Provide requisite support for internal and external auditors;
- Support the State in Developing equipment and asset inventory system to record and maintain equipment/assets.
- Coordinate with all relevant line departments in the state – as directed by the Program Director from time to time;

- Any other work as assigned by the Program Director of the State Implementing agency.

7. Finance Manager

Job Description:

- Develop a financial management system, and a manual containing procedures and templates in accordance with the State GFR;
- Provide support in implementing the FM systems as provided in the POM;
- Undertaking review of Utilization Certificates (UCs) submitted other agencies;
- Compile expenditure and finance management statements, bank reconciliation statements, AFS, etc. as required by the PIU and GFR;
- Scheduling of disbursements and timely fund transfer; maintaining books of account; internal and external audit; meeting statutory requirements;
- Support the State in Developing equipment and asset inventory system to record and maintenance of equipment/ assets – as required;
- Monitor expenditure incurred by the DPIU, GPs and process payments and disbursements as required under the project;
- Coordinate with finance department and central SPV for release of funds, and submit reports as required from time to time;
- Provide inputs on finance management for semi-annual progress reports
- Coordinate with all relevant line departments in the state – as directed by the Program Director from time to time;

Minimum Qualification Requirements:

- Post Graduate in Finance Management or equivalent in Finance, with over 10 years of experience in Finance Management, last 5 years' experience working in multilateral funded projects;
- Sound technical skills in designing and setting of accounting systems, and finance management;
- Working knowledge of accounting software – a must

Terms of Reference

- Provide support to TSA/PIU, Support Organizations & line departments in preparation/ development and submission of a Six-years Water Security Plans and water budgeting;
- Prepare manuals, templates on administrative and financial matters to be followed by SOs;
- Develop manuals on functioning of GPs/village institutions on groundwater management
- Support the State level SPV/PIU in the nodal department to consolidate the Water Security plans, along with cost estimates for State Level Steering

Committee (SLSC) for approval, and submission thereon to MoWR for approval;

- Prepare Annual Work Plans and budgetary requirements based on the approved Water Security Plan for the state;
- Prepare procurement plans and area wise detailed activity plan to facilitate implementation of the same by the District-Block-GPs in the project area.
- Support PIU in all procurement activities under the program;
- Support in developing Bid Documents for all procurements;
- Support in developing procurement training material and carry out procurement training;
- Coordinate timely inputs from SOs to help State Implementation/Nodal Agency prepare State level overall implementation plan for their monitoring and evaluation
- Support to organise and provide logistic support for workshops/seminars and in-service training
- Support to provide training facilities at State level in coordination with State Implementing/Nodal Agency to kick-start the project and continued capacity building
- Facilitate human resource development activities, including project staff and farmers.
- Consolidate quarterly reports submitted by project partners and submit the same to PIU for its review and course of action;
- Prepare semi-annual project report and submit to PIU for the approval of the State Level Steering Committee and onward transmission to MoWR, RD & GR. These progress reports shall include progress in implementation of the project, Executive summary, analytical section with interventions undertaken at various levels, performance of DPIUs, Environment & Social safeguards, procurement and financial management aspects in addition to updation of data monitored in the Results Framework referred in the Loan documents of the World Bank;
- Provide support to monitor project expenditure, through GP level project implementation mechanisms.
- Support in preparation of periodic financial progress and analytical reports;
- Prepare bank reconciliation, control of budget, preparation and maintenance of scheme wise books of records, etc. and assistance in audits;
- Support to PIU to review the expenditure statements received from other executing agencies and determining further funds to be provided
- Support State implementing agency in preparation planning, budgeting and expenditure statements, and Annual Financial Statements (AFS).
- Process budget revisions linked with project work plans.
- Provide requisite support for internal and external auditors;
- Coordinate with all relevant line departments in the state – as directed by the Program Director from time to time;
- Any other work as assigned by the Program Director of the State Implementing agency.

8. Environment Management Specialist

Job Description:

- Responsible assessing the damages caused to ecology and environment due to over-exploitation of groundwater in Karnataka.
- Assessment of changes in land-use, flora and fauna, water conservation and utilization methods, surface and groundwater interactions and water quality issues over a period of time and the possible causes for the same be documented and suggest possible remedial measures to be adopted at farm, watershed, water bodies level.
- Water quality data assessment over a period of time and relating the same with geogenic and anthropogenic causes and suggesting remedial measures for various uses.
- It also includes networking and liaison with resource centers and academic institutes at state, national and international in understanding the linkages between human interference with natural resources, more specifically groundwater resources.
- The position will organize international and national inputs to the program, monitoring, managing of staff, timely submission of progress reports, lobby and advocacy.

Minimum Qualification Requirements:

- Post Graduate qualification in Environmental Sciences/Geology/Water Resources/allied fields. At least 20 years of experience in water resources monitoring and management.
- Proven working experience relevant to the above job description
- Appreciation and knowledge, ideally with some experience of water quality issues, climate change, land and water management aspects, pollution and environmental safe guards
- Experience with the water resources management sector is highly desirable.
- Strong communication skills, oral and written, interpersonal and counseling and presentation skills. Preferably experience but at least an aptitude for project management
- Strong analytical and report writing skills are required.

Terms of Reference

- Assess environmental issues that have resulted due to changes in land-use, climatic factors, over exploitation of groundwater, agricultural practices, etc and document the same with respect to time
- Mapping the environmental and water quality issues with respect to time and space and its spread
- Developing environmental safe guards to be followed for various operations

- Designing and preparing curriculum, educational aids and materials on environmental safe guards for the benefit of all stakeholders to be followed
- Networking with schools and colleges for creating awareness among the next generation for promotion of environmental safeguards
- Developing monitoring protocols to assess and document the changes in environmental and water quality issues during the project period
- Facilitating environmental monitoring and management to be followed by various stakeholders
- Contributing in various stakeholder meetings for sharing of planning, experience & learning on environmental safe guards
- Developing/supporting documentation, timely report submission, proposal development etc. as per requirements
- Undertaking lobby and advocacy work to facilitate promotion and adoption of environmental safeguards among all stakeholders
- Serving as a resource person for training, evaluation and other assignments as per the need of the organization
- Supervise staff and short term contractors and collaborate with international specialists
- Ensure that the relevant aspects of the GOI-GOK agreements are delivered on time and with good quality
- Strong communication, presentation, interpersonal and counseling skills, and MS Office proficiency.
- Strong analytical and report writing skills are required.
- Ability and willingness to participate in a multi-disciplinary, innovative and enthusiastic team.
- Knowledge of Kannada language will be an asset.
- Good English language skills
- Computer skills

Deliverables:

Following are the minimum deliverables from the national consultants in addition to any solicited by the Director, PIU

Deliverable /Report	Description	Time-frame
Inception report	Report containing need analysis, design methodology, instruments, field procedures and quality control plan	3 months from signing of LoA
Annual Work Plan & Budget	Compile at the state level based on the outcome of GP, block, and district level Annual Plan and Budget Workshops.	30 th March, every year
Half-yearly reports	Draft and final versions of the design of M&E system for each subcomponent/component as laid out in GP level Water Security Plans clubbed at State level in a mutually agreed format or An updated report in cases where an M&E system for a subcomponent/component of the program is designed tested and launched.	April 15 th and October 15, every year

Mid-term Report	Synthesis of periodic reports, major recommendations for State Ground Water Strategy to formalize policy and regulation of the States based on the program performance and results achieved from every GP, district to State level	End of third year of implementation
Final Report	Synthesis of all work in the program, final M&E reporting. Should include final completion reports from every GP, District, and State targeted.	End of the program period
Training Report	Training packages used in training of trainers in English and in respective local language. This will change every year in terms of content, priority and level of capacity developed and to be built to achieve final outcome of the program. Details of this will be discussed and finalized as an ongoing process.	Once in every 6 months

The experience for all the posts mentioned above has to be post-qualification and supporting documents for the same are to be uploaded.

Interested consultants will need to register on the e-procurement platform (Karnataka government) to apply. The Expression of Interest (Proposal) with all relevant documents shall be submitted electronically at www.eproc.karnataka.gov.in. The closing date for uploading EOI/proposal is 4.30 PM on 5th May 2017

Any clarification can be sought at aciwrm2012@gmail.com.

Sd/-
Superintending Engineer
ACIWRM