



**GOVERNMENT OF ASSAM**  
**OFFICE OF THE MISSION DIRECTOR : : JAL JEEVAN MISSION, ASSAM**  
**HENGRABARI, GUWAHATI – 781036**

No. JJMA-43/HRD/2020/ 6235

Date- 24.09.21.

**Recruitment Advertisement**

Jal Jeevan Mission, Assam invites application for Walk-in-Interview to fill up the following contractual position:

Name of Post	Remuneration in Rs. Per month	Required Qualification	Experience	Date & Time of Walk-in- Interview	Venue
State Project Specialist- Monitoring, IMIS & Knowledge Management (UNICEF Supported)	Rs. 80,000.00 per month (Fixed)	BE / B. Tech / ME / M. Tech in Computer Science / Information Technology (IT) or MCA. MBA with specialization in IT will be preferred.	At least 5 years' experience in Government projects or with reputed organization.	07-10-2021 from 10:00 AM onwards	O/o the CE(PHE), Water, Hengrabari, Guwahati-36

For further details, please visit the website of Jal Jeevan Mission, Assam. URL:  
<http://jjmassam.in/index.php/main/pg/Recruitment>

**Sd/-**  
CE (PHE), Water cum Additional Mission Director (T)  
Jal Jeevan Mission, Assam

## **GENERAL GUIDELINES**

- 1) The candidates who are willing to attend the Walk-in-Interview should follow the **COVID-19 protocol** as directed by the Govt. of Assam.
- 2) The candidates should bring all necessary **documents** like Educational Qualification, Age, Experiences etc. **in original** along with a set of **Xerox copies**.
- 3) They must also bring **Proof of Identity** (Voter ID/ PAN Card/ Passport/ Driving Licence/ Adhar Card).
- 4) Candidates must also bring Proof of Address (Adhar Card/ Driving Licence/ Voter ID/ Passport).
- 5) Candidates should bring a latest Resume/CV, wherein valid mobile phone number and E-mail ID should be mentioned.
- 6) A colour passport size photograph.
- 7) Inability to produce all the above mentioned documents may result in disqualification of candidature for the Walk-in-Interview.
- 8) The candidates who are engaged in Govt. / PSU / Corporation / Mission etc. should produce No-objection (NoC) certificate at the time of Walk-in-Interview.
- 9) The reporting time for all the positions are **10:00 AM** onwards. The candidates should report on or before **10: 00 AM** on that day at the venue as mentioned in the advertisement, failing which they will not be allowed to participate.
- 10) The decision of the Mission Director, JJM, Assam or the CE (PHE), Water, cum AMD (T), Assam will be the final in all aspects of the selection.
- 11) Any canvassing or personal follow up with an intention of inducing the process of recruitment by and on behalf of any candidate shall lead to immediate cancellation of candidature.
- 12) No TA/DA will be provided for appearing in the interview.

Sd/-

CE (PHE), Water cum AMD (T)  
Jal Jeevan Mission, Assam

**Terms of Reference (ToR)**

for

**Selection of State Project Specialist – Monitoring, IMIS and  
Knowledge Management (UNICEF supported)**

For

**Jal Jeevan Mission**

by

**Public Health Engineering Department (PHED)  
Hengrabari, Assam**

**ISSUED ON: \_\_\_\_\_, 2021**

## **Terms of Reference (ToR) for engaging Selection of State Project Specialist – Monitoring, IMIS and Knowledge Management (UNICEF supported) for Jal Jeevan Mission in Assam**

### **1. Description of Assignment**

Public Health Engineering Department, Assam is implementing Jal Jeevan Mission (JJM) with an objective to provide Functional Household Tap Connection (FHTC) to every rural household of Assam by 2024.

The purpose of engaging a State Project Specialist-Monitoring, IMIS and Knowledge Management for Jal Jeevan Mission (JJM), Assam is to work collaboratively with Public Health Engineering Department (PHED) which is the State Level Nodal Agency (SLNA) for JJM to develop and implement innovative communications, public relations and outreach activities to support full implementation of the Mission. It is therefore important that the State Project Specialist-Monitoring, IMIS and Knowledge Management shares common values with the officials of PHED and a communication style for successful integration with the State Mission Management Unit (SMMU), consultants, and other stakeholders. The State Project Specialist-Monitoring, IMIS and Knowledge Management will work towards outreach support that will be provided throughout the Mission period and therefore the Consultant will be expected to work collaboratively with the PHED Officials and other staff and consultants and any agency to ensure consistent messaging and outreach activities.

### **2. Organization Background**

PHED, Assam is the nodal Department for overall policy formulation, planning, financing and coordination of Jal Jeevan Mission (JJM) which is a Centrally Sponsored Scheme and aims at providing Functional Household Tap Connection (FHTC) to each rural household in Assam by the year 2024.

#### **2.1 Jal Jeevan Mission**

On 15th August 2019, during his maiden Independence Day speech of his second term in office, the Honorable Prime Minister announced the inception of Jal Jeevan Mission. Based on a reformed approach to the water supply sector, the Jal Jeevan Mission has been designed to incorporate an integrated approach with end-to-end measures: from supply to reuse and recharge and aims to provide every rural household with a Functional Household Tap Connection (FHTC) by 2024. It envisages the vision of a decentralized, demand-driven and community-managed program.

The key objectives of JJM are listed below:

- to provide FHTC to every rural household
- to prioritize provision of FHTCs in quality-affected areas, villages in drought prone and desert areas, Sansad Adarsh Gram Yojana (SAGY) villages, etc.;
- to provide functional tap connection to Schools, Anganwadi centres, GP buildings, Health centres, wellness centres and community buildings;
- to monitor functionality of tap connections;
- to promote and ensure voluntary ownership among local community by way of contribution in cash, kind and/or labour and voluntary labour (shramdaan);
- to assist in ensuring sustainability of water supply system, i.e. water source, water supply infrastructure, and funds for regular O&M;

- to empower and develop human resource in the sector such that the demands of construction, plumbing, electrical, water quality management, water treatment, catchment protection, O&M, etc. are taken care of in short and long term; and
- to bring awareness on various aspects and significance of safe drinking water and involvement of stakeholders in manner that make water everyone's business.

### **Jal Jeevan Mission in Assam:**

The Jal Jeevan Mission in Assam is being implemented by the Mission Directorate, JJM Assam in 33 districts comprising 43 divisions in the state since FY 2019-20. As of date, 470 villages in Assam is having 100% Functional Household Tap Connection (FHTC), while in 9272 villages the works are in progress and in 15,593 villages work is yet to start. PHED, Assam has already provided 9.86 lakhs FHTCs and have planned to provide 28.86 lakhs of FHTCs in 2021-22, 14.04 lakhs FHTCs in 2022-23 and remaining 8.69 FHTCs in 2023-24. In order to initiate the remaining work and reach the target by 2024, PHED, Assam is planning to strengthen the dissemination of information across all districts, so that the rural population is made well aware about the mission objectives, components and activities and community participation is ensured towards planning, execution and O&M of the in-village Piped Water Supply Schemes (PWSS).

### **3. Statement of Purpose / Objectives:**

The specific objectives of engaging State Project Specialist – Monitoring, IMIS and Knowledge Management are to work closely with Jal Jeevan Mission Directorate, Assam in the following broad areas:

- a. Work proactively with programme and project teams to identify opportunities for capturing and sharing knowledge and disseminating information about major progress and results.
- b. Extensively support the Mission Director, JJM- Assam and other Authorities of PHED, Assam in preparing reports, presentations and update on the progress on regular basis
- c. Responsible for implementing a knowledge management system, and work on outreach and communications for the Project under the guidance of the Mission Director and other PHED Authorities and as needed, in coordination and collaboration with the SMMU team members.
- d. Work as an effective and integrated team member with Mission Officials, the SMMU team, and other consultants.

The State Project Specialist-Monitoring, IMIS and Knowledge Management will provide support to PHED in the above-mentioned broad areas for ensuring uniform dissemination of Mission objectives and outcomes across the State.

### **4. Statement of Assignments / Outcomes**

The State Project Specialist – Monitoring, IMIS and Knowledge Management to assist the Mission Director, Jal Jeevan Mission, Assam in capturing the progress of the Mission activities from time to time and coordinate with various stakeholders thereby projecting the status of the Mission activities.

### **5. Details of Scope of Work**

The State Project Specialist will be supported by UNICEF throughout the Mission period. It is expected that the State Project Specialist – Monitoring, IMIS and Knowledge Management



will coordinate on M&E related initiatives by tracking, collecting, and vetting of monitoring, evaluation, and research initiatives. The State Project Specialist will also lead the initiatives in knowledge management, documentation, dissemination etc. related to Jal Jeevan Mission in Assam and develop KM materials and modules for all stakeholders for dissemination and capacity building purposes. Further, S/he will develop reports which highlights convergence with various government programmes.

### **5.1 The scope of work**

The scope of work for the State Project Specialist – Monitoring, IMIS and Knowledge Management shall include following:

- i) Provide extensive support to the Mission Director and other Authorities of PHED by providing regular updates on progress of Jal Jeevan Mission initiatives undertaken in Assam.
- ii) Liaise and coordinate with the PHED Offices in the districts / divisions on matters pertaining to information sharing, knowledge management and documentation.
- iii) Work proactively with teams at State and District levels to identify opportunities for capturing and sharing knowledge and disseminating information about major progress and results.
- iv) Outreach to offices at district and divisional level and other government and private agencies undertaking M&E for JJM in Assam. The State Project Specialist will create a process whereby organizations will share M&E findings and work-in-progress through coordination with the M & E specialists of SMMU and DMMU and facilitate update of reports and information in close coordination with district and divisional offices where there can be more alignment for cross-sectoral learning.
- v) Collating and managing the IMIS data on FHTC coverage, scheme wise progress, DPR Preparation etc. in an easily retrievable format and making available as and when required by the Authorities.
- vi) Editing presentations, reports, proposals, handouts, press notes and other such material intended for external stakeholders.
- vii) Documenting success stories, best practices, innovative models emerging from project interventions and disseminating these at relevant forums.

### **5.2 Reporting**

The State Project Specialist-Monitoring, IMIS and Knowledge Management shall report to Mission Director, JJM, Assam on regular basis.

### **5.3 Duration**

The period of the contract will be for 11 months or 30<sup>th</sup> March 2022, whichever is earlier. The period of the contract is subjected to extend based on satisfactory performance of the engaged person.

## 6. Educational qualifications and experience

Education:	<ul style="list-style-type: none"> <li>• BE / BTech / ME / MTech in Computer Science / Information Technology (IT) or MCA</li> <li>• MBA with specialization in IT will be preferred</li> </ul>
Professional qualifications:	<ul style="list-style-type: none"> <li>• Have in-depth understanding of Knowledge Management, documentation process</li> <li>• Experience in writing and producing reports and presentations</li> <li>• Advanced working knowledge of MS Office</li> <li>• Excellent interpersonal skills to operate in a multicultural environment and to deal with challenging circumstances</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• At least 5 years' experience in Government projects or with reputed organization.</li> </ul>
Language requirements:	<ul style="list-style-type: none"> <li>• Fluency in English with good verbal and written skills</li> <li>• Ability to speak, read and write Assamese is mandatory</li> </ul>

7. **Remuneration:** The State Project Specialist-Monitoring, IMIS and Knowledge Management will receive a fixed monthly remuneration of 80,000.00 (Rupees eighty thousand) only.

Sd/-  
CE(PHE), Water cum Additional Mission Director(T)  
Jal Jeevan Mission, Assam