

Andhra Pradesh Rural Water Supply & Sanitation Project (APRWSSP)
Terms of Reference (TOR) for Individual Consultant
ENGINEERING SPECIALIST

I. Background

1.1. The Government of Andhra Pradesh is implementing the World Bank-Assisted Andhra Pradesh Rural Water Supply & Sanitation Project (APRWSSP) in six districts namely Visakhapatnam, Prakasam, Kadapa, Mahabubnagar, Karimnagar and Adilabad. The broad objective of the Project is to improve the rural water supply and sanitation services through progressive decentralization, community participation and enhanced accountability.

1.2. The Rural Water Supply & Sanitation Department (RWSSD) has the overall responsibility for implementing the Project. The State Water Sanitation Mission (SWSM), which has already been established under the GOI's Swajaldhara Program will be responsible for sector policy, planning and review. The Project Support Unit (PSU) with a multidisciplinary professionals team will function as Secretariat at state level to the SWSM and will be assisted by the District Project Support units (D-PSU) for implementing the Project in six districts.

1.3. The participating districts will scale up the institutional arrangements based on the Swajaldhara Principles. The District Water and Sanitation Mission (DWSM) established under the Zilla Parishad (ZP district PRI) will be responsible for the program implementation at district levels, with the District Water and Sanitation Committee (DWSC) as its executive arm for implementing the program with active participation of the GPs in scheme planning, designing and implementation. The D-PSU with a multidisciplinary professionals team will support the DWSC in Project implementation.

1.4. The Project envisages significant shift from conventional service delivery approach to progressive decentralization and devolution to the PRIs, with increased community participation, financial sustainability and enhanced accountability at all levels. To effect this change, the project envisages engaging services of professionals for various interventions. The services of these professionals are proposed to be engaged as individual consultants for various assignments at the state level (PSU) and at the district level (D-PSU). This particular individual expert shall join the team of professionals in D-PSUs and undertake collective responsibility mainly in technical project tasks like conceptual design, detail design, procurement & construction supervision of all type of project works and see that the overall project implementation shall be carried out with complete technical specifications and guidelines those are prescribed in APRWSSP. These Terms of Reference govern the scope of the services to be performed for the assignment of Engineering Specialist.

II. Objective

This is the key functionary at the District level with overall responsibility of planning, implementation and management of operation and maintenance of works for providing rural water and sanitation services in the project duly performing his/ her coordination with the other team members of multidisciplinary professionals at D-PSU.

III. Outline of Tasks / Responsibilities of the Consultant:

The tasks of the consultant include, but are not limited to, the following:

1. Ensure that all legal and regulatory provisions relevant to the Technical / Engineering safeguards are satisfactorily met with following the processes stipulated in PIP.
2. Ensure that guidelines specified in the technical manual and departmental procedures are followed for preparation of the pre-feasibility studies, feasibility studies, survey, design, cost estimation, etc (as described in the PIP volume I & II and other relevant documents).
3. Ensure regular updating and availability of all latest technical / engineering guidelines of the project to all relevant functionaries in the project district.
4. Involving in preparation of Detailed Project Report with computer aided procedures for surveys; engineering designs with standard software; for economic size of pumping main and distribution system; construction of works and preparation of Implementation Completion Report and management of Operation & Maintenance of the various water supply and sanitation schemes to be taken up in the Project. & Bid Documents, entrustment of works to eligible agencies, construction supervision of the schemes etc.
5. Review and modification of Preliminary Scheme Reports (PSRs) & Detailed Project Reports (DPRs) of the schemes
6. Providing assistance in presenting the proposals to the Community or Communities concern and getting their acceptances/approval of GP-WSC/MVS-WSC.
7. Ensuring of quality of supervision and construction including materials used in the construction through quality assurance plan for quality of materials and works done for the project, and regulating payments and assist in contract management to prevent cost and time overruns.
8. Providing technical support in the post implementation phase for training the community in the O&M of the scheme through preparation of O&M manual with calculation of O&M cost and fixing tariff; for sustainability of water supply scheme.
9. Any other role assigned by the Project Director/ Procurement specialist.

IV. Schedule for the Assignment

- The services of the consultant are required for a period of 2 (Two) years initially with a possibility of extension based on evaluation after the first year.
- **Facilities to be provided by D- PSU:** The consultant will be provided with space at the office of D-PSU to carry out the assignment with a Desktop. Also, he/ she will be provided with suitable accommodation.
- The reporting requirement :
 - Monthly Progress Report in prescribed format.
 - Shall be reporting to Procurement Specialist/ Project Manager

V. Review Committee

The review committee shall be responsible for reviewing the output of the consultant. The PSU shall constitute a review committee to review and monitor the performance of the consultant. The review committee shall review the performance of the consultant based on various aspects such as promptness i.e. work with accuracy, integrity, self initiation towards work and approach etc..

VI. Specialist Qualification and Experience

1. Graduation in Civil Engineering with experience in design & preparation of estimates of Water Supply Schemes, Waste Water (Sewerage) Schemes, Rain water harvesting structures, Sanitation schemes with emphasis on low cost sanitation and watershed management with minimum 6 years of experience.
2. Experience of working in community based Rural Water supply and Sanitation Sector with external agencies like World Bank etc., is desirable.

3. Must be computer literate in the use of M.S. Office and any other relevant applications used in Water & Waste Water Schemes designing.
4. Must be a person of proven honesty and integrity with no criminal record, result oriented and proactive.
5. Excellent written and oral English communication skills.
6. Familiar with local language and practices.

VII. Terms and conditions

- i. The appointment is purely temporary on contract and does not confirm any rights for regular appointments
- ii. The consultant will be paid a remuneration which includes house rent allowance, medical reimbursement, traveling expenses and local transport cost within city / town.
- iii. TA and DA will be paid for travel to districts at the approved rates of the D- PSU for the professionals.
- iv. An advance notice with one month time will be given in case of his discontinuance.
- v. The consultant will be required to give an advance intimation of at least one month time in case of his leaving the post to the Procurement Specialist in D-PSU, APRWSSP.
- vi. The consultant would be working full time and should not perform other private or Govt. jobs during the same.
- vii. The consultant has to sign a MOU with the D-PSU in token of having agreed for the contract.
- viii. The Project Director reserves the right to terminate the contract without assigning any reasons except the condition stipulated at item v.
- ix. Working hours etc. are as per AP State service Rules.
- x. All the Judiciary settlements shall be with in the jurisdiction of working place only.

Project Director
PSU , APRWSSP.