

TERMS OF REFERENCE

For Appointment Of

Deputy Project Manager

Position: Deputy Project Manager (DPM)
Organization: Project Management Unit (PMU) / Ministry of Urban Development (MoUD)
Duty Station: New Delhi
Duration: Initially for 12 months (further extension up to 4 years based on performance)

A. Background

The Ministry of Urban Development (MoUD) is implementing a GEF/World Bank/UNDP supported Sustainable Urban Transport Project (SUTP) in India. The objectives of the SUTP are i) to strengthen capacity of GoI, states and cities in planning, financing, operating and managing sustainable urban transport systems; and ii) to assist participating states and cities (Implementing Agencies) in preparing and implementing demonstration “Green Transport” projects (GT projects). The project costing about Rs. 2000 Crore is to be implemented over a period of four years, starting from the year 2010.

The first part (component 1) is to be implemented by the MoUD, while the states and cities will implement the second part (component 2). The third component (component 3) is meant for Project Management.

In order to assist the MoUD in implementation of the Project, a Project Management Unit (PMU) has been setup under the overall umbrella of the Urban Transport (UT) Division and under direct charge of a National Project Manager (NPM). The PMU is serviced and provided logistic support by the Institute of Urban Transport (IUT).

It is proposed to appoint a **Deputy Project Manager (DPM)** the PMU to assist the NPM in day to day work of project management and to act as a Transport Specialist in the PMU. The DPM will work in the PMU and report to the National Project Manager(NPM)

The position of DPM will be under a service contract with IUT.

B. Job responsibilities:

The Deputy Project Manager cum Transport Specialist will be expected to:

- Assist in the planning, preparation, monitoring and evaluation of all components being implemented under SUTP.
- Assist in the evaluation and appraisal of project proposals received from participating cities.
- Assist in coordinating activities of PMC and different Project Consultants to be appointed for Component-1 of the project.

- Assist the PMU in preparing materials and presentations for dissemination of SUTP program impacts.
- Assist the NPM in dealing with urban transport related issues and problems as and when these surface during the project implementation period.
- Generally assist the NPM in all aspects of project management.

C. Qualifications and Experience Requirements:Qualifications:

The candidate should:

- Be a Graduate in Physical/Urban Planning (or equivalent) with five years of experience in urban transportation planning and/or operations OR a Masters Degree holder in Transport/ Urban Planning,
- Be able to design, interpret and present transport and travel surveys; prepare and carry out urban and transportation planning studies and conduct site inspections and incorporate field observations into clear reports and recommendations,
- Have experience in preparing and conducting public transportation studies,
- Be computer literate and proficient in the use of relevant computer programs with working knowledge of transportation modeling packages such as TransCad/Emme2 etc.,
- Have good speaking and writing skills in English language,
- Be Delhi based.

D. General

DPM will be appointed on a service contract with monthly fee, within the range of Rs. 20,000/- to Rs. 30,000/-, to be negotiated with shortlisted candidate.

E. Submission Requirements

The interested persons are requested to submit the following information.

- A brief profile
- Details of work experience
- Residential address.

Documents in sealed envelopes superscripted with the title "Selection of DPM for GEF-SUTP" may be delivered to the following address not later than 15th January, 2010. Electronic submissions to the e-mail address given below are also acceptable

**Executive Secretary
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Room Number 216, G-Wing, NBO Building,
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