

TERMS OF REFERENCE

For Appointment Of Liaison Assistant

Position:	Liaison Assistant
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. The PMU is serviced and provided logistic support by the Institute of Urban Transport (IUT).

It is proposed to appoint a Liaison Assistant (LA) in the PMU to assist in day to day co ordination between the PMU and the UT Division of MoUD. The LA will work in the PMU and report to the National Project Manager(NPM) in PMU and Under Secretary (MRTS) in MoUD.

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

B. Job responsibilities:

The Liaison Assistant is expected to:

- (i) Coordinate the work between UT Division (MRTS Cell) in MoUD and PMU (SUTP) wherever the Ministry is expected to process the matter relating to the Project.
- (ii) Assist concerned officers in UT Division in:
 - Processing papers/files in the Ministry,
 - Preparation of briefs and draft minutes of the meetings,
 - Processing of proposals for release/sanction of funds,
 - Preparing letters/references to concerned Ministries, participating States/cities, World Bank, UNDP etc.,
 - Monitoring of project progress and performance,

- Maintaining financial sanctions/expenditure register and submission of audited statement of accounts,
- Handling various contracts in connection with the project
- Any other work relating to the project in the Ministry.

(iii) Assist the Project Management Unit in follow up of project related work in the MoUD.

C. Qualifications and Experience Requirements:

1. The candidate should preferably be a retired Group A officer of the Central Govt. having adequate experience in:
 - Working in a Ministry of Government of India,
 - Work relating to externally aided Urban Development/Urban Transport projects,
 - Secretariat functioning and inter ministerial co-ordination,
 - Knowledge of General Financial Rules and Delegation of Financial Powers,
 - Working with computer,
 - Contract related matters
2. The candidate should have good drafting skills in English and be able to correspond with States, Cities, World Bank and UNDP in project related matters.
3. The candidate should be Delhi based.

D. General

LA will be appointed on a service contract with monthly fee, within the range of Rs. 15,000/- to Rs. 25,000/-, 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 LA 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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