

TERMS OF REFERENCE

For Appointment Of

NATIONAL PROJECT MANAGER

Position:	National Project Manager
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 Gol, 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 participating 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 suprintendence of OSD(MRTS), Urban Transport (UT) Division, who has been designated as National Project Director(NPD). The PMU is headed by a National Project Manager (NPM) reporting to the NPD. The PMU is serviced and provided logistic support by the Institute of Urban Transport (IUT). The position of NPM will be under a service contract with IUT.

B. Job responsibilities:

The NPM will be responsible for:

- Assisting the NPD in the day to day management of the SUTP.
- Assist the MoUD in planning, preparation, procurement, execution, monitoring, evaluation, fund management and reporting required for implementing all the components of SUTP.
- Liaise with Other GoI Ministries, State Departments and participating Implementing Agencies (IAs) on behalf of MoUD on project related matters.
- Liaise with World Bank and UNDP
- Coordinate and manage the activities of all other specialists/experts appointed to the PMU and the Project Management Consultant.
- Ensure that guidance is provide to cities on operations procedures and financial management for proposed projects
- Coordinating and Organizing review/technical meetings
- Active outreach to all agencies participating in the SUTP activities.
- Assist MoUD in implementation of project component pertaining to capacity building through strengthening of institutions and training activities.
- Prepare periodic progress reports for the MoUD on Project activities
- Prepare and maintain documentation of project

(C) Qualifications and Experience:

1. Qualifications

The candidate should be minimum graduate from engineering background, with good academic record.

2. Experience:

The candidate should have the following minimum working experience:

S.No	Area of working experience	Minimum Experience
1	Project Management	15 years
2	Management of externally funded projects	5 years
3	Urban transport capacity planning	5 years
4	Team Leader of a multi disciplinary team in transport sector.	3 years

3. Desirable:

- Preference will be given to candidates who have at least five years' experience of working with any Ministry/Department/PSU of Central or State Governments in senior positions of Joint Secretary (GOI) equivalent and above.
- Experience of working with projects funded by World Bank and UNDP.
- Experience of working in international environments.
- Good co-ordination and networking skills.
- Hands on practice in working with MS Office.
- Experience in management of Professional Institutions.

(D) GENERAL

1. NPM will be required to travel frequently to visit participating cities/states.
2. NPM will be appointed on a service contract with monthly fee, in the range of Rs. 90,000/- to Rs. 1,20,000/-, to be negotiated with shortlisted candidate.

(E) SUBMISSION REQUIREMENTS

The interested persons are requested to submit application along with following information.

- A brief profile
- Details of work experience with description of assignments handled under each head as given in Para C.2. And C.3.

Application superscripted with the title "Selection of National Project Manager for GEF-SUTP" may be delivered to the following address not later than **Friday, the 18th December, 2009**. Electronic submissions to the e-mail address given below are also acceptable:

Executive Secretary
Institute of Urban Transport,
Room Number 216, G-Wing, NBO Building,
Nirman Bhawan, Maulana Azad Road,
New Delhi – 111 001
Tel: 91-11-2306 3054
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