

Terms of Reference for Civil Work and Environment consultant in State Project Implementation Unit (SPIU) for the World Bank assisted Vocational Training Improvement Project (VTIP)

1. BACKGROUND

Directorate General of Employment and Training (DGE&T), Ministry of Labour & Employment (MoL&E), Govt. of India has taken-up a scheme for upgrading 500 existing Industrial Training Institutes (ITIs) within the country. The first 100 ITIs are being upgraded through domestic resources and the remaining 400 ITIs are being taken-up through World Bank funding under the Vocational Training Improvement Project(VTIP).

The objective of the VTIP is to produce multi-skilled workforce matching world standards. The main thrust of the program is to provide appropriate infrastructure and equipment; update syllabi and introduce new courses in the ITIs. The project is currently under implementation and covers 33 States /UT's(except for D&N Haveli and Chandigarh).

The project is being managed by the National Project Implementation Unit created under the office of Directorate General of Employment and Training (DGE&T), Ministry of Labour & Employment (MoL&E) at the central level. Also, State Project Implementation Units (SPIUs) have been created to assist and facilitate the implementation of the programme at the state level.

The project envisages construction of workshop blocks/ class rooms, renovation of existing workshop buildings in the ITIs interalia taking into account the effect on environment.

A study was carried out in ITIs to identify key environmental issues and preparation of Environment Management Framework (EMF) to address the identified issues. The full details of the study and of the EMF are available on the Project Website <http://dget.nic.in/WorldBank/Worlbankassistedprojects.htm>

State Directorates dealing with ITIs now wishes to recruit Civil Work and Environment consultant within the State Project Implementation Unit(SPIU).

The objective of such an assignment and an outline of the scope of services is provided here.

2. OBJECTIVE OF THE ASSIGNMENT

Apart from ensuring quality of construction, the guidelines of the World Bank in designing and construction is required to be adhered to. The consultant shall also facilitate the implementation of Environmental Management Framework on behalf of the State Director/SPIU by providing necessary technical inputs as part of various project and sub-project activities.

3. SCOPE OF SERVICES

The consultant shall assist the State Director, on all matters related to construction activities and environmental management in the project. The consultant's specific tasks would include the following:

A. Preparation of Operation Plan

1. Coordinate with procurement consultant / SPIU and Civil work agencies and guide them on preparation of required documents as per National Building Code for the construction work keeping in view the threshold limit prescribed under the VTIP by the World Bank and other related guidelines of GOI/ World Bank.
2. Review of documents, CW drawings, maps, lay out plan and bill of quantities.
3. Seek approval of NPIU/ World Bank on the said documents as and where required.
4. Preparation of an Operation Plan for the implementation of EMF for the SPIU keeping in view the guidelines provided by NPIU in DGE&T and furnish periodic progress report. This plan will be updated annually specifying the type and the timeline for delivering the various environmental management sub-activities under the project.

B. Training and Capacity Building

1. Provide training and sensitize SPIUs, ITIs, Line Agencies and Contractors appointed under the project for Construction work, regarding environmental management requirements and benefits of doing so. This includes capacity building through workshop/class-room based and on-site training, specifically providing guidance on environmental management measures to be integrated into design, implementation and operation of ITIs. The consultant will prepare and collate training material, presentation/s and reference material in line with the needs of the target audience/group.
2. Provide comprehensive environmental training to the designated staff from each ITI. This will include training on aspects such as site supervision/inspections, preparation of reports and documentation.
3. Facilitate cross-learning in various ways including organization of experience sharing workshops.
5. Assist and guide the Training Programmes for Master Trainers/Instructors.

C. Supervision and monitoring

1. Suggest suitable location/ site for new construction.
2. Inspect the site to ensure that all the related rules regulations safety precautions have been followed.

3. Monitor the quality of construction periodically to ensure that structure of the buildings are constructed in the safest and sturdiest manner.
4. Guide related agencies/ SPIU and suggest remedial action if required.
5. Carry out regular site supervision to check EMF implementation at the ITI level by conducting environmental inspections and preparing Environmental Inspection Reports for each such visit.
6. Review and provide comments on civil work drawings received from SPIUs to ensure compliance of EMF and other related norms.
7. Review of Compliance Reports on the EMF submitted by the SPIUs.
8. Monitor activities to be carried out by ITIs and highlight all key issues to the State EOs, Nodal EO and State Director, SPIU for their intervention, as necessary.

D. Reporting and Documentation

1. Preparation of Reporting Formats, Checklists and Guidelines, as necessary to facilitate/ supplement/document for construction work as well as various activities envisaged under the EMF.
2. Preparation of status reports for DGE&T, MoLE and World Bank on construction work and EMF Implementation
3. Preparation of Mid Term Review Report for the project
4. Preparation on Quarterly Progress Report for MoLE and World Bank
5. Preparation of Monthly Progress Briefs/Notes for MoLE and World Bank
6. Undertake documentation of Case Histories (such as good and bad practices) with regard to construction work and environmental management aspects.
7. Preparation of Compliance Completion Report (on EMF implementation) at the end of the various phases of the project.

E. Strengthening Environment Management Initiatives in the Project

1. Review and guide integration of technical inputs on environmental, health and safety (EHS) issues (both general and trade specific) in the curriculum that is under revision currently.
2. Assist SPIU with publication of a Green News Letter.
3. Assist SPIU with the establishment and operation of the Environment Challenge Fund.
4. Assist SPIU in preparing material (such as reports, case studies) for web disclosure.
5. Interact and co-ordinate with industry representatives and other stakeholders.

F. Other Activities

1. Assist in the Disclosure of Documents as per the agreed framework under the project.

2. Co-ordinate and follow-up with the NPIU appointed consultants/agencies, SPIUs and ITIs to ensure effective and timely implementation of environmental management measures.
3. Obtain feedback about EMF and its implementation process from various concerned stakeholders to resolve issues faced during implementation and strengthen compliance in future activity/-ies.
4. Assist Nodal Civil work /Nodal Environment Officer in SPIU on any other work/activity related to Civil work and EMF implementation in the project.

4. QUALIFICATIONS AND EXPERIENCE

- Degree in Civil Engineering
- Background in Environment Planning/Environmental Sciences/Environment Engineering/ Environmental Studies.
- Experience in preparation of CW drawings, layout plans, charts, reports, etc.
- Experience of monitoring Construction Projects .
- Experience in [Environmental Impact Assessment \(EIA\)](#) / [Environmental Monitoring Plan \(EMP\)](#)/Environmental Management Framework(EMF) implementation.
- About 2(for Jr. Consultant) -5(for Sr. Consultant) years of relevant work experience.
- Experience in training and capacity building activities will be of advantage.
- Should be familiar with the working of Central/State Govt. and the World Bank.
- Should possess good documentation and report writing skills.
- Knowledge of Computers is essential.

5. REPORTING

The consultant will report to the State Director or his authorized representative.

6. CONSULTANCY TERM: The assignment is tentatively for a period of 11 months purely on contractual basis. The tenure may continue further for next 2 years, at the discretion of the State Director on the basis of project requirement and the performance of the individual consultant.

7. EMOLUMENTS: Shall commensurate with qualification & experience. The remuneration of Sr. Consultant/Jr. Consultant will be decided by the respective State/UT Govts. However, the State Govts. may pay at the minimum of pay scale of Deputy Director / Assistant Director, as applicable at the State level.

8. General information:-

- **Age limit:** 25 years and above as on 01.01.2010.
- Engagement of Consultant will be on full time basis and normally the place of work will be State/UT Capital or where the SPIU is situated. However, frequent traveling to the ITIs spread all over the State/UT may be required. TA / DA for such traveling shall be paid / reimbursed as admissible as per State/UT Govt rules.

CURRICULUM VITAE (CV) FOR PROPOSED CONSULTANT

1. Proposed Position: _____

2. Preference for place of work(Please indicate name of State in order of preference)

(i)_____ (ii)_____ (iii)_____ (iv)_____ (v)_____

3. Name: _____

4. Date of Birth: _____ Nationality: _____

5. Postal Address:

6. Present Residential Address (if not same as above):

7. Telephone No.:

Mobile No.:

8. email:

9. Education [*Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

10. Membership of Professional Associations: _____

11. Other Trainings [*Indicate significant trainings since degrees under 8 - Education were obtained*]: _____

12. Employment Record [*Starting with present position, list in reverse order every employment since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held, work done.*]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

Work done: _____

13. Detailed Tasks Assigned

[List all tasks as per TOR to be performed under this assignment]

14. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 12.]

Name of assignment or project: _____

Year: _____

Location: _____

Client: _____

Main project features: _____

Positions held: _____

Activities performed: _____

15. Last salary / remuneration/ fee Drawn:

16. Salary / Remuneration/ Fee desired:

17. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of Candidate]

Day/Month/Year