



KANPUR MUNICIPAL CORPORATION

(PERSONNEL DEPARTMENT)

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Letter No.:

Date:

HIRING OF PROFESSIONALS FOR PROGRAME IMPLEMENTATION UNIT UNDER JNNURM

Kanpur Municipal Corporation (KMC) invites application from interested professionals to join Project Implementation Unit (PIU) under JNNURM scheme for Kanpur city.

Background: KMC has been identified by GOI as a nodal agency for implementation of Jawaharlal Nehru National Urban Renewal Mission (JNNURM) for KANPUR city. As part of various initiatives under this scheme Kanpur Municipal Corporation (KMC) has to establish Project Implementation Unit (PIU) to enhance the overall capacity for effective implementation of the scheme.

In the same process three (3) professionals from different background will be hired on contractual basis. Applications are invited from the interested professionals for the following posts: -

- **Procurement Officer**
- **Municipal Finance Officer**
- **Urban Planning Officer**

Terms of Engagement: - The engagement of the professionals will be for a period not exceeding two years, **to be reviewed and renewed annually based on the performance, outputs and desired impacts.** The remuneration for the above-mentioned post will be based on the qualification and experience in the respective field. The employment will be governed by standard contractual agreement. The details of term of reference of professionals are attached at Annexure-1. **The professional who have proven track record in the respective field will be preferred.**

Salary will be decided as per eligibility & the experience in the respective field.

Last Date: - 20th August 2009

How to Apply: - Interested candidates can purchase application form, from the office of the Bhandar Niyatrak, Kanpur Municipal Corporation on payment of Rs.50.00 or can download the application form, from the website of Kanpur Municipal Corporation <http://kmc.up.nic.in> The candidates are requested to submit the duly filled application form along with all the relevant certificates and demand draft of Rs. 500/- (Five hundred only) in the favour of "Kanpur Municipal Corporation, Kanpur" through registered post/speed post by 20th August 2009 addressed to Municipal Commissioner, Kanpur Municipal Corporation (Personnel Department), Motijheel, Kanpur. The applicant will have to mention on the envelop the name of the Post for which he has applied. KMC will not responsible for any postal delay.

Those who have already applied;need not apply.

Municipal Commissioner
Kanpur Municipal Corporation
Kanpur

Procurement Officer

1. Scope of Work

A Procurement Officer (PO) is required to take on the procurement functions on behalf of ULB and other authorized service delivery agencies. The main objective of the PO will be to procure, contract, administer and financially account for outsourced contractual services² required for the implementation of JNNURM. The Terms of Reference of the incumbent shall include, but not be restricted to the following activities:

- Procurement, contracting, administration and financial management of outsourced contracts, in accordance with the procurement rules and regulations.
- Assist in building procurement expertise in the ULB and key partner organizations.
- Assist in preparation of standard documentation and detailed operating procedures: detailing specifications, compiling terms of reference, packaging bidding material, defining evaluation criteria, preparing standard forms of contract, designing payment certificates. These procedures must reflect modern procurement practices, suitably adjusted for the JNNURM context and the existing Government practices.
- Support the ULB with the preparation of an Annual Procurement Plan based on the annual work plans and budget availability; undertaking quarterly monitoring of progress with its implementation. As required, the Procurement Officer will advise Municipality on preparation of technical specifications
- Advise Municipality in short listing the potential range of suppliers:
 - a) Advise Municipality on the selection criteria to be used in evaluating suppliers' responses
 - b) Record all responses from interested suppliers both at the expression of interest, pre-qualification and bidding stages
 - c) Complete an initial screening and short-listing of suppliers' submissions with recommendations to concerned head of office.
 - d) Act as Secretary to Short-listing Committee, Evaluation Committee & Procurement Committee and support the committee's functioning.
- Contract administration:
 - a. Monitor contract performance to ensure that all non-technical requirements are being met by the supplier
 - b. Advise municipality and/or concerned agencies in the event of any contract dispute with the supplier and suggest remedial actions
 - c. Ensure that any contract variations are properly negotiated and documented in line with the rules and regulations.
 - d. Obtain duly authorized payment certificates from the respective contract supervisors within municipality
 - e. Initiate payment procedures through municipality's Finance Officer.
 - f. Maintain a record of all payments made to suppliers
 - g. Maintain a database of all suppliers contracted.
- As directed by Municipal Commissioner or the officer deputed by Municipal Commissioner

2. Exclusions

1. Roles and responsibilities of the Procurement Officer will exclude the following :

- The PO will not be responsible for monitoring the technical or professional quality of the work of the suppliers. Responsibility for monitoring the delivery against specification rests with municipality. Authority for payment will rest with municipality
- Contracts will be signed by concerned head of office and payments to suppliers will also be made by him / her.
- The PO will not be permitted to bid for any of the contracts. A signed undertaking to comply with this exclusion will be given by the PO, along with the Contract for recruitment.

3. Qualifications and Experience

In addition to demonstrating the capacity to complete all of the tasks listed above, the successful bidder must be able to meet the following standards:

- I. Professional expertise in establishing and operating systems for procurement, contracting and accounting which will be subject to external audit and CAG audit.
- II. ii. Minimum 5 years experience in the financial and administrative management, monitoring and reporting of multiple consultancy projects.
- III. iii. Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.
- IV. iv. Experience in usage of computers and internet will be preferred. If not computer literate, the incumbent shall upgrade the skills within three months of joining.
- V. The PO must be able to demonstrate its independence from potential and actual suppliers of services to the JNNURM programme.

4. Deliverables and Reporting:

The PO shall work under the guidance of, and be responsible to, the Commissioner or any officer nominated by him and submit a monthly progress report detailing:

- Progress on procurement of services for JNNURM
- Analysis of progress at each stage of the procurement process
- Assessment of overall progress against Procurement Plan
- Details of any contract under dispute with action plan and timetable for resolution

Municipal Finance Officer

Scope of Work

The Municipal Finance Officer shall play a key role in the accounting reforms initiatives. He / she shall work with the Accounts Officer and the existing accounting team of the ULB to undertake all preparatory work, data migration, training initiatives, piloting, implementation, trial runs, etc. of the reforms.

The ToR shall include but not limited to the services indicated below.

- Assistance to the ULB in preparatory work for implementation of the ULB reforms.
- Implementation of reforms related to Double entry based accrual accounting.
- Reporting on the following reforms:
 - Enactment of Public Disclosure law
 - Internal earmarking budgets for basic services to the urban poor
 - Property tax reforms to improve coverage and collection efficiency
 - Levy of User charges
 - Stamp duty rationalisation
 - Rent control
- Feedback to ULB leadership on constraints being faced in implementation in line with agreed work plans
- Facilitate credit rating exercise as and when undertaken

The Municipal Finance Officer shall also work with the current Finance Officer and play an important role in revenue potential assessment, financial analysis of revenue and expenditure, explore potential for raising debt capital for projects, assess financial viability of investment plans, preparation of financial projections and revenue mobilization plans of the ULB. More Specifically:

- Render advice on all financial matters. Coordinate with all Government and funding agencies on all financial matters
- Undertake detailed revenue potential assessments together with Revenue Department staff, contribute to cost reduction analysis in the utility departments of the ULB
- Facilitate Public Private Partnership in new projects and assist in bid process management, negotiations, contract management and other financial aspects of the project
- Manage fund flows from funding agencies, SLNAs and private sector for projects
- Develop innovative approach towards capital financing
- Timely preparation of reports and reporting for project purposes, to funding agencies and state and central government

Qualifications and Experience

- (i) The incumbent should be a from a finance/commerce background. She/he should be a Chartered Accountant or Cost Accountant or MBA with Specialization in Finance.
- (ii) Through knowledge of Accounting Standards, and othere pronouncements of the ICAI
- (iii) The person should have 5-10 years experience in handling financial matters of Government Agency/Development Authority/Public Sector and should be conversant With accounting on an accrual basis. Experience in working of municipal environment Would be an added advantage.
- (iv) Exposure to handling loans for project purposes is desirable.
- (v) Ability to work in a team and train staff on the job to use the system and Assist in addressing day-to-day issues.

Deliverables and Reporting

The following are some of the expected deliverables:

- (i) Within three months of joining, produce a road map for implementation of reforms in accounting, property tax, recovery of user charges, and related issues.
- (ii) Monthly progress report on activities, issues and recommendations and work plan for following month.

The officer shall report directly to a senior level designated supervisor and discuss progress achieved under the Mission on regular basis to ensure that objectives identified are met in an efficient manner.

Any other job assigned by Municipal Commissioner or or such Officer assigned by her/himr

Urban Planning Officer

Scope of Work

The role of the Urban Planner is central to effective planning and implementation of infrastructure activities. She/he will play an extremely critical role in coordinating all activities defined in the CDP and ensure timely, quality implementation of projects and reforms. The TOR is not limited to the services indicated below.

- Evaluate, assure quality and check DPRs to ensure adequate linkage of projects with the CDP.
- Ensure formulation, implementation, and revision of CDPs on periodic basis, in an endeavour to make it a living document.
- Provide technical support to the ULB in implementing the following mandatory and obligatory reforms:
 - Implementation of 74th Constitutional Amendment Act
 - Rent control
 - Land tenure
 - Building bye laws
 - Water conservation
 - Simplification of legal and procedural framework for conversion of agricultural land for non-agricultural purpose
 - Streamlining the approval process for construction
 - Provision of basic services to the urban poor
 - Earmarking of 20-25% developed land in housing projects for poor
 - Repeal of ULCRA etc.
- Assist integration of projects at sectoral level.
- Help collation of Social Impact Assessment and Environmental Impact Assessment studies for JNNURM projects, wherever required.
- Be responsible to develop, update and store database on service delivery indicators of ULB.
- Assist ULB in formulation and revision of building bye-laws in line with the JNNURM reforms.
- Assist Procurement Specialist in all procurement activities for preparation of bid documents for various development packages.
- Assist Municipal Finance Officer in implementation of property tax reforms to achieve 90 % coverage and 85% collection efficiency during the Mission period.
- Ensure updation of base maps, including GIS maps for the ULB on periodic basis.

Qualifications and Experience

- 1- Master's degree in Planning with specialization Urban and Regional Planning, or Infrastructure Planning with 3-4 years experience. Or Bachelors' Degree in Planning with at least seven years experience.
- 2- Adequate planning and implementation experience of various infrastructure development projects
- 3- Experience of working as planning specialist (in key personnel position) in at least 2/3 large infrastructure development projects.
- 4- Adequate exposure of working in similar reforms oriented projects in Key position.
- 5- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.

Deliverables and Reporting

The following are some of the suggested deliverables:

- a. Work plan for implementation activities of the ULB specially related to JNNURM
- b. Annual reporting on Development Status based on pre determined indicators.
- c. Quarterly reporting on performance of various sectors admissible under JNNURM.
- d. Reporting on linkage between CDP/ Master Plan and revision of CDP.

The officer shall report directly to a senior level designated supervisor and discuss progress achieved under the Mission on regular basis.

Any other job assigned by Municipal Commissioner or or such Officer assigned by her/himr