

**ASSAM INTEGRATED RIVER BASIN MANAGEMENT PROJECT (AIRBMP) under  
FLOOD AND RIVER EROSION MANAGEMENT AGENCY OF ASSAM (FREMAA)**

**Terms of Reference (ToR), Qualification & Experience for engagement under  
various positions on contractual basis**

The Government of Assam (GoA), with financing and technical support from the World Bank, is preparing a project titled “Assam Integrated River Basin Management Project (AIRBMP)”. The proposed program responds to the Government of Assam’s (GoA) request to support improved water resources management for economic growth and prosperity, including addressing flood and erosion risks. The program focuses on building the requisite institutional capacity, filling critical knowledge gaps, and implementing integrated solutions to tackle the current challenges for climate resilient growth and improved livelihoods. Flood and River Erosion Management Agency of Assam (FREMAA) is the nodal agency for implementing the project. The proposed Project Development Objective (PDO) is to “strengthen institutional capacity to improve integrated water resources planning and management and to build resilience to flood and erosion risks in Assam.”

FREMAA is seeking to engage interested and qualified professionals for the positions mentioned below on contractual basis under the AIRBM project.

**Application Process:** Interested candidates may apply as per the prescribed Application Format (Annexure-1) along with self-attested copies of testimonials relating to educational qualification, experience, etc. Candidates applying for multiple positions will have to submit separate application forms against each post.

The application should be submitted in a sealed envelope clearly mentioning the post applied for at the top and addressed to – The Chief Executive Officer, FREMAA, Assam Water Centre, Basistha, Kundil Nagar, Guwahati-29.

The last date of submission of application is 5:00 pm of 15<sup>th</sup> March 2021.

**Selection Process:** Shortlisted listed candidates will be called for the selection process. The selection process will include written test/ presentation/ interview. No TA/DA will be provided to the candidates appearing for the test/ presentation/ interview.

**Duration of Contractual Engagement:** The engagement will be initially for one year which will be renewed based on performance and requirement of the project.

**Facilities to be Provided by the Client (WRD/FREMAA)**

- Office space including furniture and utilities.
- Access to all documents, reports, correspondence, contacts available and any other information as deemed necessary for smooth accomplishments of tasks assigned.
- Counterpart staff to work with.

**TABLE: Details of Key Qualifications and Terms of Reference for various positions under AIPBMP**

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
1	<b>Procurement Specialist</b>	1 (one)	<ul style="list-style-type: none"> <li>▪ B.E./ B.Sc. in Civil Engineering/ Postgraduate in Procurement/ Supply Chain Management/ Law/ Business Administration or other relevant subjects like Economic/ Accounting/ Finance from any Govt. recognized university with a minimum of 55% marks.</li> <li>▪ Minimum 10 years of post-qualification experience in public procurement or project management of which minimum 5 years of experience in working with government projects/ multi-lateral agencies.</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assist in preparing and updating the project procurement plan.</li> <li>▪ Prepare and update project procurement strategy.</li> <li>▪ Prepare drafts of Invitation for Bids, Request for Expression of Interest, Bid Documents, Prequalification documents, etc. related to procurement as per World Bank norms.</li> <li>▪ Assist in bid opening and evaluation, Expression of Interests, etc. from entities competing for contracts.</li> <li>▪ Maintain records and other documents related to procurement audit and progress reporting purposes.</li> <li>▪ Prepare progress reports of procurement activities.</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	Rs. 100,000 – Rs. 120,000
2	<b>Social Development, Resettlement and Rehabilitation Officer</b>	1 (one)	<ul style="list-style-type: none"> <li>▪ Postgraduate in Social Work/ Sociology/ Social Sciences/ Rural Development from any Govt. recognized university with a minimum of 55% marks.</li> <li>▪ Minimum 10 years of post-qualification experience in social development/ safeguards in similar</li> </ul>	<ul style="list-style-type: none"> <li>▪ Overall responsibility for overseeing the preparation of key plan documents including: Land Acquisition Plan, Social Impact Assessment (SIA), Resettlement Policy Framework, Resettlement Action Plan(s), Tribal Development Plan (if required), Stakeholder Engagement Plan.</li> </ul>	Rs. 70,000 – Rs. 80,000

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
			<p>projects of which minimum 5 years of experience in working with government projects/ multi-lateral agencies.</p> <ul style="list-style-type: none"> <li>▪ Knowledge of prevailing land acquisition Act and land acquisition process, prevailing R&amp;R policies and its implementation</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manage Consultants responsible for the preparation of the afore-mentioned plan documents.</li> <li>▪ Assist and guide WRD/FREEMA for information dissemination, stakeholder consultations, and proper disclosure of documents and ensure disclosure of these outputs including translation of the executive summaries (into local language of the prepared mitigation instruments).</li> <li>▪ Co-ordinate with State Revenue Departments and Land Acquisition Units of Assam WRD and concerned SEs/EEs to implement land acquisition, diversion of forest land etc.</li> <li>▪ Interact with counterpart (Social Development Specialist) at the World Bank to obtain comments and feedback on these draft outputs towards finalization and approval of the reports.</li> <li>▪ Facilitate establishment of Grievance redressal committees for the overall project.</li> <li>▪ Coordinate the meetings of various committees established for the implementation of Resettlement plans.</li> <li>▪ Maintain and continuously update the computerized data base related to the delivery of Resettlement Entitlements and generation of periodical progress reports.</li> <li>▪ Prepare monthly or quarterly status reports for WRD/FREEMA and the World</li> </ul>	

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
				<p>Bank on social management aspects based on site visits, inputs from contractors and construction supervision consultants.</p> <ul style="list-style-type: none"> <li>▪ Develop guidelines/toolkits to ensure that Social inclusion and assessment is an integral part of planning, preparation, and implementation of various project activities and its proper monitoring.</li> <li>▪ Support in various studies related to social assessments at the project level to address issues of social sustainability and safeguards.</li> <li>▪ Support in preparing and implementing a comprehensive capacity building strategy and action plan on social issues and compliance to social safeguard norms.</li> <li>▪ Prepare Land Acquisition and Resettlement Plan in accordance with prevailing policies of the World Bank and government norms.</li> <li>▪ Support in preparing and implementing the Social Impact Assessment (SIA) and Social Management Plan (SMP) for the project/ sub-projects in accordance with policies of the World Bank and government norms.</li> <li>▪ Undertake periodic field visits to project sites to supervise plan preparation and implementation.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
3	<b>Senior Technical Officer</b>	1 (one)	<ul style="list-style-type: none"> <li>▪ M. Tech./ B.E. in Civil Engineering from any Govt. recognized university with a minimum of 55% marks.</li> <li>▪ Minimum 10 years of relevant post qualification experience in large infrastructure projects of which minimum 2 year of experience in working with government projects/ multi-lateral agencies.</li> <li>▪ Candidates with M. Tech. having relevant experience will be given preference.</li> <li>▪ Experience in project management software packages like primavera, MS-project is desirable.</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Develop Detailed Project Reports (DPR) for the sub-projects.</li> <li>▪ Prepare cost estimates, project feasibility reports, project detailed reports, tender documents &amp; presentations.</li> <li>▪ Liaise with concerned departments/ agencies to obtain approvals for design and related aspects.</li> <li>▪ Ensure preparation and implementation of quality assurance plans for different category of tasks.</li> <li>▪ Prepare report on physical progress of the project and flag issues to the authority from time to time.</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	Rs. 70,000 – Rs. 80,000
4	<b>Technical Officer</b>	2 (two)	<ul style="list-style-type: none"> <li>▪ B.E. in Civil Engineering from any Govt. recognized university with a minimum of 55% marks.</li> <li>▪ Minimum 4 years of relevant post qualification experience in large infrastructure projects of which minimum 2 year of experience in working with government projects/ multi-lateral agencies.</li> <li>▪ Experience in project management software packages like primavera, MS-project is desirable.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assist in the development of Detailed Project Reports (DPR) for the sub-projects.</li> <li>▪ Assist in the preparation of cost estimates, project feasibility reports, project detailed reports, tender documents &amp; presentations.</li> <li>▪ Coordinate with concerned departments/ agencies to obtain approvals for design and related aspects.</li> <li>▪ Ensure preparation and implementation of quality assurance plans for different category of tasks.</li> </ul>	Rs. 45,000 – Rs. 55,000

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
			<ul style="list-style-type: none"> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare report on physical progress of the project and flag issues to the authority from time to time.</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	
5	<b>Information Technology Officer</b>	1 (one)	<ul style="list-style-type: none"> <li>▪ B.E./ B. Tech. in IT/Computer Science or MCA/MSC-IT from any Govt. recognized university with a minimum of 55% marks.</li> <li>▪ Minimum 3 years of relevant post qualification experience of which minimum 1 year of experience in working with government projects/ multi-lateral agencies.</li> <li>▪ Knowledge of establishing IT based M&amp;E platform is desirable</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare report on progress of the project (physical, financial and other relevant indicators and formats) and flag issues to the authority from time to time.</li> <li>▪ Establish an IT based monitoring platform for the project.</li> <li>▪ Ensure that data and information in the MIS is maintained and up-to-date.</li> <li>▪ Data compilation, integration and analysis of relevant indicators.</li> <li>▪ Support in developing capacity building activities relevant to monitoring &amp; evaluation and social audits.</li> <li>▪ Provide technical support for procurement of IT infrastructure</li> <li>▪ Liaising with different IT related service providers</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	Rs. 50,000 – Rs. 60,000

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
6	<b>Deputy Information Technology Officer</b>	1 (one)	<ul style="list-style-type: none"> <li>▪ B.E./ B. Tech. in IT/ Computer Science or MCA/ MSC-IT from any Govt. recognized university with a minimum of 50% marks.</li> <li>▪ Minimum 2 years of relevant post qualification experience in government projects/ multi-lateral agencies.</li> <li>▪ Experience of handling hardware/ networking is essential</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure data updation into the MIS including quality and correctness of data.</li> <li>▪ Facilitate a regular feedback mechanism to the PIUs to ensure timely and correct data updation.</li> <li>▪ Support in preparation of progress reports and presentations.</li> <li>▪ Support in the installation and configuration of software and hardware (printers, computers, LAN, etc.)</li> <li>▪ Arrangement of Projector, Laptop and other related services in meetings &amp; workshops</li> <li>▪ Maintenance of Computers, IT accessories, LAN, Internet Connectivity</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	Rs. 40,000 – Rs. 50,000
7	<b>Assistant Finance Officer</b>	1 (one)	<ul style="list-style-type: none"> <li>▪ Post Graduate in Commerce/ MBA (Finance) from any Govt. recognized university with a minimum of 50% marks.</li> <li>▪ Minimum 3 years of relevant post qualification experience of which minimum 1 year of experience in working with government projects/ multi-lateral agencies.</li> <li>▪ Sound knowledge of Government Accounting, Income Tax, VAT and other Taxation matters.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Support in preparation of realistic budgets based on work plans, consolidated annual budget for the project and coordinate for timely submission.</li> <li>▪ Support in monitoring budget variances between planned expenditure and receipts and the actual expenditures and receipts and analyze such variances; keep the authorities informed of such variances.</li> </ul>	Rs. 40,000 – Rs. 50,000

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
			<ul style="list-style-type: none"> <li>▪ Exceptional degree of integrity, judgment and tact in handling the most sensitive, diverse and confidential material.</li> <li>▪ Must be computer literate and should have knowledge MS-Office, Internet, e-mail etc.</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain accounts of FREMAA and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the authorities. Ensure monthly consolidation of the accounts.</li> <li>▪ Assist in proper planning and execution of external and internal audits of the project. Ensure that significant audit observations, if any, are addressed in a timely manner.</li> <li>▪ Timely escalation of issues pertaining to financial management.</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	
8	<b>Accounts Assistant</b>	1 (one)	<ul style="list-style-type: none"> <li>▪ Graduate in Commerce from any Govt. recognized university with a minimum of 50% marks.</li> <li>▪ Minimum 3 years of relevant post qualification experience with government projects/ multi-lateral agencies.</li> <li>▪ Experience of working with Tally software.</li> <li>▪ Sound knowledge of Government Accounting, Income Tax, VAT and other Taxation matters.</li> <li>▪ Exceptional degree of integrity, judgment and tact in handling the most</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain accounts of FREMAA on Tally and ensure that they are up-to-date. Ensure that the accounts are up-to-date and if not, will bring it to the notice of the authorities. Ensure monthly consolidation of the accounts.</li> <li>▪ Processing of bills &amp; invoice on a timely manner</li> <li>▪ Maintain cash book regularly and preparation of bank reconciliation statement on a timely manner.</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> </ul>	Rs. 30,000 – Rs. 40,000



SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
			<p>sensitive, diverse and confidential material.</p> <ul style="list-style-type: none"> <li>▪ Must be computer literate and should have knowledge MS-Office, Internet, e-mail etc.</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	
9	<b>Personal Assistant to the CEO, FREMAA</b>	1 (one)	<ul style="list-style-type: none"> <li>▪ Graduate in any discipline from a Govt. recognized university with a minimum of 50% marks.</li> <li>▪ Minimum 6 (six) months Diploma/Certificate in computer proficiency from a recognized institute.</li> <li>▪ Minimum 3 years of relevant post qualification experience in office administration/ file management/ office correspondence with government projects/ multi-lateral agencies.</li> <li>▪ Good working knowledge of office productivity software tools (Eg. MS Windows) such as Word Processor, Spread Sheet, presentation graphics, concept of database, internet and e-mail.</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Maintain and manage file movements to and from CEO.</li> <li>▪ Coordinate and schedule calendar appointments.</li> <li>▪ Scheduling and arranging meetings for CEO</li> <li>▪ Drafting minutes of meetings, letters, reports and presentations.</li> <li>▪ Manage all incoming and outgoing communications for CEO</li> <li>▪ Schedule and plan travel within and outside the State for CEO.</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	Rs. 25,000 – Rs. 35,000

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
10	<b>Junior Admin. Assistant</b>	4 (four)	<ul style="list-style-type: none"> <li>▪ Graduate in any discipline from any Govt. recognized university with a minimum of 50% marks.</li> <li>▪ Minimum 3 years of relevant post qualification experience in office administration/ file management/ office correspondence with government projects/ multi-lateral agencies.</li> <li>▪ Good working knowledge of office productivity software tools (Eg. MS Windows) such as Word Processor, Spread Sheet, presentation graphics, concept of database, internet and e-mail.</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assist concerned officers in the development and implementation of office procedures, routines and/or planning the efficient flow of work.</li> <li>▪ Maintain and manage file movements to and from concerned officers/ staff.</li> <li>▪ Recording and indexing of files.</li> <li>▪ Drafting minutes of meetings, letters, reports and presentations.</li> <li>▪ Assist in digitization of specific aspects of project activities.</li> <li>▪ Assist in compilation of data/ reports using computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	Rs. 25,000 – Rs. 35,000
11	<b>Field Supervisor</b>	3 (three) Dibrugarh, Barpeta, Chirang	<ul style="list-style-type: none"> <li>▪ Graduate in any discipline from any Govt. recognized university with a minimum of 50% marks.</li> <li>▪ Minimum 3 years of post-qualification experience with government projects/ multi-lateral agencies.</li> <li>▪ Experience in community organization, awareness generation, conducting trainings.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assist in implementing activities related to land Acquisition/ Resettlement &amp; Rehabilitation, Disaster Management/ stakeholder engagement.</li> <li>▪ Assist in conducting surveys and assessments.</li> <li>▪ Conduct awareness programs and trainings.</li> <li>▪ Assist in implementation of action plans on social and environmental issues and</li> </ul>	Rs. 30,000 – Rs. 40,000

SN	Name of the Position	No. of Vacancy	Key Qualification & Experience	Terms of Reference	Remuneration
			<ul style="list-style-type: none"> <li>▪ Good working knowledge of office productivity software tools (Eg. MS Windows) such as Word Processor, Spread Sheet, presentation graphics, concept of database, internet and e-mail.</li> <li>▪ Excellent written and verbal skills in English and Assamese.</li> </ul>	<ul style="list-style-type: none"> <li>compliance to social and environmental safeguard norms.</li> <li>▪ Coordinate with other implementing agencies/ associated govt. departments/ CBOs.</li> <li>▪ Prepare progress reports, case studies and update data/ information as required.</li> <li>▪ Physically fit to undertake extensive field visits within and outside the state.</li> <li>▪ Any other tasks assigned by the authorities.</li> </ul>	

**Application Form**

**Please read instructions carefully before filling the application.**

PLEASE FILL UP THE APPLICATION IN CAPITAL LETTER IN OWN HANDWRITING.  
(Except Signature in CAPITAL LETTER)

(ALL APPLICATIONS MUST BE SUBMITTED IN A4 SIZE 80 GSM PAPER)

PASTE(Do not Pin or  
Stap here). Paste  
recent pass port size  
colour photograph of  
size  
3.5 cm X 3.5 cm. The  
Colour photograph  
should not be more than  
3 months old.

Please put your signature  
across the photograph.

NAME OF POST APPLIED FOR:

POST CODE:

1. NAME OF CANDIDATE:

FIRST NAME: \_\_\_\_\_

MIDDLE NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

2. FATHER'S NAME:

3. MOTHER'S NAME

4) GENDER: MALE FEMALE

5) DATE OF BIRTH (DD/MM/YYYY)

6) AGE (ason 01-01-2021) Years Months Days

7) PERMANENT ADDRESS:

City: \_\_\_\_\_

District. \_\_\_\_\_

State. \_\_\_\_\_

Pincode: \_\_\_\_\_

8) ADDRESS FOR CORRESPONDENCE:

City: \_\_\_\_\_

District. \_\_\_\_\_

State. \_\_\_\_\_

Pincode \_\_\_\_\_



13) TRAINING AND OTHER COURSES ATTENDED:

SL	NAME OF THE TRAINING/OTHER COURSES ATTENDED	NAME OF THE INSTITUTE	DURATION		
			FROM	TO	TOTAL

14) WRITE A BRIEF NOTE DESCRIBING AS WHY WOULD YOU LIKE TO BE ASSOCIATED WITH US:

15) LANGUAGES KNOWN: (PLEASE TICK /)

SL	LANGUAGE	READ	WRITE	SPEAK

16) NAME AND ADDRESS OF TWO PERSONS FROM WHOM WE MAY SEEK REFERENCE ABOUT YOU.

(The Two persons must not be related to you and must have interacted with you in a Professional and / or academic capacity for more than 2 years)

SL	NAME OF THE PERSON & DESIGNATION (IF ANY)	ADDRESS	PHONE NO	E-MAIL ID

Declaration:

I hereby declare that all the statements made by me in the application form and information sheet are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statements is found untrue during any stage of recruitment and thereafter, I shall be disqualified from the post applied for and I shall be liable for any penal action as deem fit.

**Date:**  
Pbce:

Signature of the Candidate