

**Terms of References
For
Stenographer**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Stenographer
Location:	PMU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager, Reporting Officer
Responsible for:	Provide administrative, Document drafting, and clerical support.
Responsible for:	To provide administrative and clerical support to the PMU/PIU team, for the smooth and efficient running of the U-PREPARE.

BACKGROUND:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Stenographer will be responsible to transcribe the spoken word into coded language in PMU, making sure we have clear written records. They help keep important information organized and easy to understand.

Person Specification:

1. At least **03 years** of related experience with Central Govt./State Govt./Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations
2. Graduate in any discipline (Knowledge of MS Office Tools, Shorthand 80 to 100 WPM in English, 80 WPM in Hindi. Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi). Use of computer, fax machine, photocopier.
3. Experience in computer and Office related work preferred.
4. Languages-fluent good working knowledge of written and spoken English and Hindi.
5. Email and Internet skills.
6. Excel or other spreadsheet skills.

Scope of Work:

1. Taking dictation, Drafting, and typing letters and other office documents.
2. Data entry of the progress and other datasheets as prescribed.
3. Reception duties meeting visitors, answering the telephone.
4. Photocopy and fax documents as required.
5. Assist in the preparations of minutes for events such as workshops, conferences, meeting etc.
6. Other duties as required.

**Terms of References
of
Senior Manager (Civil)**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Terms of References for Senior Manager Civil

Job Title:	Senior Manager Civil, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	2
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager/ Reporting Officer
Responsible for:	Overall management, oversight, monitoring Provide Engineering Support for Civil Works in U-PREPARE project.

BACKGROUND:

The Government of Uttarakhand is extremely proactive in mitigation and management of disasters. For enhancing technical capacity of the state in prevention and mitigation of different hazards, the Government of Uttarakhand is receiving financial assistance from the World Bank for “Uttarakhand Disaster Recovery Project (Additional Financing)”. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The designee will oversee and manage the civil engineering work responsibilities under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies

Job Specification

- Engineering Graduate in Civil engineering OR Equivalent
- Min 5 Years of relevant work experience with Central Govt/State Govt/Public sector Organizations /EAP (Externally Aided Projects) Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations in bridge/ Slope protection work
- Management and Execution of Civil work as per drawing & Project Schedule.
- Monitor Quality & related documentation.
- Cost Estimation & Budget Planning for civil work.
- Prepare & Submit report on daily/weekly basis.

Scope of Work:

1. Project Execution of heavy engineering civil work in industrial, Process plants.
2. Well conversant with codes and standard for Civil engineering practices & familiar with stringent safety norms
3. Quality Control and Quality Assurance
4. Review & Analysis of civil-Structural drawings, Quantity Survey, Cost Estimation.
5. In-depth knowledge of Geotechnical Investigation, Civil & Structural works including study & analysis of drawings & specifications, preparation of bar bending schedule, measurement of civil structural works, effective resource planning and utilization, Preparation of Method Statements.
6. Competent in liaising with contractors & consultants for accomplishing activities like design clarification, project closeout issues etc.
7. In-depth knowledge of concrete mix design
8. Computer Skills: MS word, MS Excel, MS Project, Power point
9. Experience in construction, quality control and quantity survey.

Job Description
For
“Procurement and Contract Management Expert”

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Procurement and Contract Management Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PIU-RWD, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Finance Controller/ Reporting Officer
Responsible for:	Lead and support the entire procurement life cycle for all goods and services that the PIU procures.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

Procurement and Contracts management Expert will understand, develop, manage, and control all facets of contract formation, negotiation, and management and provide technical guidance and oversight of the procurement function to all levels of staff and management.

Person Specification:

- The minimum qualification should be **Bachelor's in Engineering/ Technology or Master's in any discipline.**
- Experience- At least **05 years** of related experience in contract management and procurement of works, goods and services with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The World Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

- a) Provide day-to-day contract administration support and manage and administer the full life cycle of the procurement and contract processes.
- b) Draft complex legally binding contracts, agreements, or instruments such as non-disclosure, teaming and lease agreements, purchase orders, contracts and subcontracts utilizing both custom and standard terms and conditions.
- c) Assist PMU in negotiating contract terms and conditions ensuring that they are as favourable to Projects interests as possible, minimize risk and follow applicable laws, regulations, policies and procedures.
- d) Developing and maintaining procedures for the effective control of project execution and establishing project accounting procedures to ensure cost control.
- e) Giving all necessary instructions to the contractor including variation orders, provided, however, that he shall not without the prior consent of the senior management of PMU give any approval/instruction which may substantially increase the cost of the project.
- f) Supervising the commissioning of the project and recommending the issuance of provisional or final acceptance certificates after compliance of all contractual obligations by the contractors.
- g) To keep progress of contract activities against contract schedules, highlight variations in progress, record reasons and identify remedial actions, if any.
- h) To collect data on contracts from different project implementing agencies and contribute to periodic progress reports to be submitted to Program Director/ Program Manager/World Bank.
- i) Ensure that technical staff verifies that procured products comply with defined standards and coordinates timely delivery of goods and services.
- j) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
- k) Participate in periodic training of the PIU staff on Communication and Documentation.
- l) Ensure compliance with the WB safeguards/guidelines.
- m) Any other relevant work as and when required.

Terms of References
For
Multi-Purpose Worker

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World
Bank**

Job Title:	Multi-Purpose Worker
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager, Reporting Officer, Manager Office Management.
Responsible for:	Carrying out day to day works required in the offices of PIU

BACKGROUND:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Multi-Purpose worker will be responsible to efficiently manage and execute a variety of daily based tasks and operations essential for the smooth functioning of PIU within the U-PREPARE project.

Person Specification:

Intermediate (10+2) with at least 01-year work experience in related field.

Scope of Work:

- Opening and closing of PIU.
- Assisting in daily based and routine PIU operations in the premise
- Maintenance of cleanliness and hygienic conditions in the PIU premises.
- Arrangement for drinking water in the PIU
- Distribution of files/documents in the required departments
- Any other PIU related miscellaneous activities as assigned by seniors.

Terms of References
For
Monitoring & Evaluation Expert

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Monitoring & Evaluation Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PMU/PIU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager/ Reporting Officer
Responsible for:	Providing overall technical support and quality assurance for monitoring and evaluation of U-PREPARE project.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Monitoring & Evaluation Expert will be responsible to oversee the effective monitoring, evaluation, and impact assessment of the activities within the U-PREPARE project. The expert will ensure the project's goals and objectives are met properly.

Person Specification:

- The minimum qualification should be **Master's in Science or Engineering or Technology or Management or equivalent.**
- Experience- At least **07 years** of related experience in monitoring of project/program, impact assessments with Central Govt./State Govt./Public Sector Organizations/Externally Aided Project (EAP)/Multilateral Organizations/International NGOs/Reputed Corporate Organizations.
- Experience/familiarity with The World Bank guidelines will be an advantage.
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

- a) Develop and strengthen monitoring, inspection, and evaluation procedures.
- b) Draft/prepare monitoring and evaluation (M&E) plans and associated M&E templates.
- c) Provide technical support to regional M&E unit and sector initiatives.
- d) Follow-up and analyze U-PREPARE processes and implications.
- e) Develop M&E mechanisms at PMU level, as well as relevant field-friendly tools, modes and systems for data collection, and subsequent analysis.
- f) Create, implement, and provide training on necessary monitoring and evaluation templates and databases.
- g) Install sound monitoring and evaluation systems to ensure proper implementation of PMU.
- h) Guide the documentation processes for the best practices and lessons learnt based on project approaches pertinent to implementation of sector interventions.
- i) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU, for the WB etc.
- j) Participate in periodic trainings organized for the PMU staff on related topics.
- k) Provide guidance and support in establishing efficient and flawless M&E mechanism.
- l) Any other relevant work as and when required.

**Terms of References
of
Junior Manager (Civil)**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Junior Manager Civil, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	2
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager/ Reporting Officer
Responsible for:	Overall Implementation supervision, oversight, monitoring, Provide Engineering Support for Civil Works in U-PREPARE project.

BACKGROUND:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The designee will implement and oversee the civil engineering work responsibilities under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies

Job Specification

- Diploma in Civil engineering OR Equivalent
- Min 5 Years of relevant work experience with Central Govt/State Govt/Public sector Organizations /EAP (Externally Aided Projects) Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations in bridge/ Slope protection work
- Management and Execution of Civil work as per drawing & Project Schedule.
- Monitor Quality & related documentation.
- Implementation of civil work as per Cost Estimation & Budget Planning.
- Prepare & Submit report on daily/weekly basis.

Scope of Work:

1. Project Execution of heavy engineering civil work in industrial, Process plants.
2. Well conversant with codes and standard for Civil engineering practices & familiar with stringent safety norms
3. Implementing civil works within Quality Control and Quality Assurance parameters
4. Review & Analysis of civil-Structural drawings, Quantity Survey, Cost Estimation.
5. In-depth knowledge of Geotechnical Investigation, Civil & Structural works including study & analysis of drawings & specifications, preparation of bar bending schedule, measurement of civil structural works, effective resource planning and utilization, Preparation of Method Statements.
6. Competent in liaising with contractors & consultants for accomplishing activities like design clarification, project closeout issues etc.
7. In-depth knowledge of concrete mix design
8. Computer Skills: MS word, MS Excel, MS Project, Power point
9. Experience in construction, quality control and quantity survey.

**Terms of References
For
Junior Assistant**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Junior Assistant U-PREPARE, Uttarakhand, Dehradun
Location:	PMU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager/ Reporting Officer
Responsible for:	To provide crucial administrative support and smooth operations of PMU

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Junior Assistant will be responsible for helping the leadership by organizing things, scheduling, and making sure everything runs smoothly within the U-PREPARE project. He will also help with important paperwork and communication to keep everything on track.

Person Specification:

- The minimum qualification should be **Bachelor's in any discipline (knowledge of MS Office Tools, Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi)**
- Experience- At least **02 years** of related experience with Central Govt./State Govt./Public Sector Organizations
- IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

- a) Support senior managers and executives with daily clerical tasks, including meetings and documenting meeting minutes
- b) Manage communications by answering phone calls, providing information, and connecting callers to the right individuals, as well as composing and typing correspondence.
- c) Coordinate travel arrangements and reservations for senior managers, ensuring efficient planning of their trips and appointments.
- d) Organize and maintain office records and files, including creating spreadsheets and presentations, and producing statistical and budget reports.
- e) Enhance office efficiency by welcoming visitors, implementing, and improving office policies and procedures, contributing to a smooth workflow within the organization.
- f) Participate in periodic training scheduled for the PMU staff.
- g) Any other relevant work as and when required.

**Terms of References
of
IRS Expert**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	IRS Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director
Responsible for:	Provide support to enhance SDMA's disaster management capacity through mock exercises and IRS implementation in U-PREPARE project.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The IRS Expert will ensure effective and efficient implementation and management of IRS processes, including developing and implementing Incident Response framework/ plans with required transparency and accountability of internal control mechanism under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies

Person Specification:

- Minimum qualification should be Masters or PG in Science/ Technology/ Engineering/ Earth Science/ Atmospheric Science/ Environment Science/ Disaster Climate Risk or related field.
- Experience- At least **07 years** of related experience in IT based Incident Response Management (IRS) with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

Scope of Work:

- a) Organize mock exercise for natural and man-made disasters to enhance capacity building and preparedness efforts.
- b) Conduct mock exercise for various types of disasters based on the project's calendar.
- c) Develop a strategy to institutionalize capacity building, preparedness, and response in disaster-prone states and district.
- d) Sensitize and enhance the capacity of disaster response teams at both the SDMA and DDMA. Ensure understanding and incorporation of Incident Response System (IRS) principles by stakeholders.
- e) Conduct awareness programs in leading training institutions within the state, focusing on disaster management upon request.
- f) Examine disaster response plans prepared by the ministry, state, and district administrations submitted to the project to verify the incorporation of IRS principles and provide recommendations as necessary.
- g) Conduct research and document the adherence to IRS principles during disasters, ensuring that they were followed effectively.
- h) Create case studies that document the implementation of IRS and distribute them among stakeholders for future reference and learning.
- i) Provide technical support in the development of IRS training modules and ensure the incorporation of IRS principles into these modules.
- j) Verify the implementation of the summary of Action Plan based on IRS guidelines by state and district administrations and offer necessary support.
- k) Coordinate and organize mass awareness campaigns and sensitization programs on IRS principles among various stakeholders, including NGOs, CBOs, NCC, NSS, NYKS, volunteers, and the corporate sector.
- l) Draft periodic progress reports as per required to document the advancements and outcomes of IRS implementation.
- m) Perform any other duties as directed by the Program Manager to support the project's overall objectives and operations.

**Terms of References
of
Hazard Analyst (Civil)**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Hazard Analyst (Civil) U-PREPARE, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director
Responsible for:	Ensuring disaster safety practices are followed in the infrastructure projects of the USDMA.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

Hazard Analyst (Civil) will be a part of the PIU-Uttarakhand State Disaster Management of the U-Prepare Project. His primary work will be to suggest disaster safe practices to the USDMA and ensure that the civil projects under PIU-USDMA are disaster resilient.

Person Specification:

- Minimum qualification should be Bachelor's in Technology/ Engineering in Civil Engineering or equivalent.
- Experience- At least **03 years** of related experience in civil aspect of hazard identification, analysis, mitigation and prevention with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

Scope of Work:

- a) Assist in building infrastructure projects under USDMA and review building plans and logs for amendments.
- b) Offer recommendations for disaster-safe practices to USDMA.
- c) Contribute to the promotion of earthquake and disaster-safe technology.
- d) Coordinate with departments such as PWD, RWD, and others to incorporate disaster and safety resilience.
- e) Provide training to engineers and contractors regarding safety.
- f) Make recommendation for building permits related to buildings and infrastructure to departments like housing and urban development.
- g) Collaborate with national and International agencies.
- h) Follow the directives of the Program Manager.

**Terms of References
of
Forest Resource Management Expert**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Forest Resource Management Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director
Responsible for:	Maintaining and enhancing forest resources.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (UPREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Forest Resource Management Expert will safeguard, maintain and enhance forest ecosystem, while promoting community engagement and ensuring the preservation of vital natural resources under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

Person Specification:

- Minimum qualification should be Masters in Science or Engineering or Technology in Natural Resource Management/ Forestry/ Environment Science/ Climate Change or Equivalent.
- Experience- At least **05 years** of related experience in Forest Resource Management with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Proficiency /experience/familiarity with The World Bank safeguards/guidelines.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

Scope of Work:

- a) To monitor and supervise fire-cruse stations established within forest area, involving inspections, maintenance, and ensuring the proper functioning of critical fire prevention facilities.
- b) To conduct comprehensive forest-resource mapping, involving systematic cataloging and evaluating forest resources.
- c) **Make plan and track the carbon credit finance mechanism in the state.**
- d) **Prepare ToR for consultancies in forest department.**
- e) To organize awareness programs targeted at local communities living in or around forested regions.
- f) Facilitating Van Panchayat and other core community with focus on forest regeneration.
- g) Development and implementation of early warning system, ensuring timely alerts and responses to potential forest fire incidents.
- h) Active liaison with organizations such as FSI, FRI and ISRO.
- i) Coordinating with International and national agencies for the effective management of forest resources.
- j) Perform tasks as directed by the Program Manager.

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**Terms of References
For
“Environment Expert”**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Environment Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager, Reporting Officer
Responsible for:	Ensure environment compliances of the Project and providing efficient resettlement strategies.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Environment expert, designated as an integral part of the Uttarakhand Disaster Preparedness & Resilience Project supported by the World Bank (WB), will play a pivotal role in managing environmental concerns associated with the WB-assisted project. The primary responsibilities will revolve around overseeing environmental matters and maintaining accurate documentation in alignment with WB guidelines and Environment plans. The role necessitates frequent travel to project sites to conduct environmental screenings and various related tasks.

Person Specification:

- Minimum qualification should be **Master's degree in Environmental Science/ Climate Change and Energy/ Earth Systems/ Forestry or Equivalent.**
- Experience- At least **05 years** of related experience in Environment Protection and Conservation with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The World Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

Scope of Work:

- a) Preparation of the Environmental Assessments for the project and finalization in close coordination with the World Bank.
- b) Ensure the implementation of project design and specification adequately reflect the World Bank plans for environment conservation.
- c) Review and approve the contractor's Implementation plan with the Supervision Consultant for the environmental measures, as per the environment plan.
- d) Liaise with the various central and state government agencies on environmental and other regulatory matters.
- e) Continuously interact with the NGOs and community groups to be involved in the project (for the maintenance of additional plantations, if any, suggested for the project).
- f) Assist the Supervision consultants in establishing dialogue with the affected communities and ensure that the environmental concerns and suggestions from such interactions are incorporated and implemented in the project.
- g) Provide support and assistance to the Government Agencies and the WB to supervise the implementation of the Environment plans during the construction as well as operation stage of the project.
- h) Report to the Project Manager on the Environmental aspects pertaining to the project.
- i) Prepare Social Impact assessment in accordance with World Banks safeguards.
- j) Liaise with World Banks quality representative, to ensure that all potential and actual environmental and settlement issues are resolved.
- k) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
- l) Participate in periodic training of the PIU staff on related topics.
- m) Ensure compliance with the WB safeguards/guidelines.
- n) Provide guidance and support in establishing efficient grievances redressal mechanism.
- o) Any other relevant work as and when required.

Terms of References
For
Data Entry Operator

**Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-
World Bank**

Job Title:	Data Entry Operator U-PREPARE, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	01
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager/ Reporting Officer
Responsible for:	To provide crucial administrative support and smooth operations of PIU

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Data Entry Operator will be responsible for daily office work, File maintenance organizing files, making sure everything runs smoothly within the U-PREPARE project. He will also help with important paperwork and data entry work to keep everything on track.

Person Specification:

- The minimum qualification should be **Graduate in any discipline (knowledge of MS Office Tools, Typing speed minimum 5000 KDPH in English and 4000 KDPH in Hindi)**
- Experience- At least **02 years** of related experience with Central Govt./State Govt./Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations
- Willingness to work in remote and hilly areas in difficult conditions.
- Entry level IT skills including experience of MS Word, MS Excel, MS PowerPoint.

Scope of Work:

- a) Support senior managers and executives with data feeding and data entry tasks.
- b) Providing information based on data entry function to the right individuals, as well as composing and typing correspondence.
- c) Organize and maintain data entry records and files, including creating reports.
- d) Efficiency in Computer operating, Data entry, Data record keeping and Data entry operation
- e) Any other relevant work as and when required.

**Terms of References
of
Climate Change Adaptation Expert**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Climate Change Adaptation Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director
Responsible for:	Developing and implementing climate change adaptation strategies in U-PREPARE project.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

The Climate Change Adaptation Expert will develop and implement strategies to mitigate and adapt to the impact of climate change under the U-PREPARE in accordance with the Government of India and World Bank safeguard guidelines and policies.

Person Specification:

- The minimum qualification should be Masters in Climate Science/ Environment Science or Equivalent.
- Experience- At least **07 years (05 years for PhD Candidate)** of related experience in climate change, carbon mitigation, climate modeling, carbon sequestration, green Technology, or related field with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International NGOs/ Reputed Corporate Organizations.
- Familiarity with The World Bank safeguards/guidelines. Will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.

Scope of Work:

- a) Develop TOR for the climate studies and research to be conducted under the project.
- b) Documentation of Climate studies conducted under the project.
- c) Correlating the inputs of SEOC regarding Weather and climate change.
- d) Document past and ongoing projects related to climate change adaptation, highlighting their objectives, methodologies, outcome, and lessons learned.
- e) Liaise, communicate, and execute effectively with hired consultants, ensuring collaboration and coordination to achieve U-PREPARE goals.
- f) Plan and coordinate activities in collaboration with national, international, and state agencies, focusing on climate change adaptation efforts. Develop necessary documents for these activities.
- g) Provide expertise in analyzing weather and climate data to help stakeholders make informed decisions and formulate strategies for climate change adaptation.
- h) Provide recommendations and input on environmentally friendly and sustainable technologies that can aid in climate change adaptation efforts.
- i) Propose and advocate for nature-based solutions to climate change impacts, emphasizing the importance of integrating natural systems and approaches in adaptation strategies.
- j) Edit the reports, research articles, thesis, and other documents as and when required by the PIU.
- k) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
- l) Participate in periodic training of the PIU staff.
- m) Ensure compliance with the WB safeguards/guidelines.
- n) Provide guidance and support in establishing efficient grievances redressal mechanism.
- o) Any other relevant work as and when required.

**Terms of References
of
Bio Engineering Expert**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Bio Engineering Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PMU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Program Manager/ Reporting Officer
Responsible for:	Formulation and implementation of use of vegetative measures and small civil engineering structures to ensure the success of Project activities (civil works).

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

Bio-engineering expert will provide strategic and technical expertise to civil works of the project through the use of vegetative measures and small civil engineering that effectively enhance the quality of the project.

Person Specification:

- Minimum qualification should be **Master's Degree in Environmental Science, Forestry, and Bachelor's in Civil Engineering or related field.**
- Experience- At least **07 years** of related experience in nature-based solution development with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Experience/familiarity with the World Bank guidelines will be an advantage.
- Able to demonstrate IT skills including experience of MS Word, Excel, Power Point.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

- a) Development of Bio-engineering suitability checklist covering land, slope, soil, hydro-geology parameters for guiding and decision-making process to stabilize prone slopes.
- b) Assist in documenting best practices from the sector to de-stabilize erosion-prone slopes; landslides, debris disposal sites along the RoW (Right Of Way) boundaries especially from fragile/Himalayan region.
- c) Assessment and design of slope failure treatments (for natural as well as man-induced failures) for such sites.
- d) Development of guidelines for minimizing man-induced instabilities.
- e) Oversee the preparation of Bio-Engineering Solution Manual for the project.
- f) Review Quality control and quality assurance measures frequently for ongoing and completed bio-engineering works.
- g) Edit the reports, research articles, thesis, and other documents as and when required by the PMU.
- h) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU for the WB etc.
- i) Participate in periodic training organized for the PMU
- j) Ensure compliance with the WB safeguards/guidelines.
- k) Provide guidance and support in establishing efficient grievances redressal mechanism.
- l) Any other relevant work as and when required.

**Terms of References
For
Account Expert**

Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE)-World Bank

Job Title:	Account Expert U-PREPARE, Uttarakhand, Dehradun
Location:	PIU, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Additional Program Director, Finance Controller/ Reporting Officer
Responsible for:	Monitoring and analyzing accounting data and producing financial reports or statements.

Background:

The Uttarakhand Disaster Preparedness & Resilience Project (U-PREPARE) is a critical initiative aimed at bolstering disaster resilience and preparedness in the state of Uttarakhand, typically supported by the World Bank. Project focuses on assessing and mitigating the unique risks posed by natural disasters, which are prevalent in the region, including floods, landslides, earthquakes, and more. The project typically involves a multi-faceted approach, including a thorough risk assessment to identify vulnerabilities and hazards specific to the region. One significant aspect is the development of resilient infrastructure, capable of withstanding the forces of nature or minimizing their adverse effects. Additionally, the implementation and improvement of early warning systems are crucial components, aiding in timely alerts and coordinated responses during emergencies. Capacity building and policy advocacy form integral parts of the project, empowering local authorities, and communities to effectively manage disasters and advocate for policies that prioritize disaster resilience and preparedness at various levels. The project will support the recovery in terms of River protection works, Road Protection works (Slopes), Reconstruction of Bridges and strengthening State Disaster Response Force.

Purpose of the Job:

Establish financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information, and managing accounting staff.

Person Specification:

- Minimum qualification should be **Bachelor's in Commerce/ Accounts/ Finance or equivalent field.**
- Experience- At least **05 years** of related experience of computerized accounting with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International Organizations/ International NGOs/ Reputed Corporate Organizations.
- Experience/familiarity with The World Bank safeguards/guidelines will be an advantage.
- Willingness to work in remote and hilly areas in difficult conditions.
- Can demonstrate IT skills including experience of MS Word, MS Excel, MS PowerPoint.
- Proficient in English and Hindi and able to write reports in both languages.
- Superior networking capability, paired with strong interpersonal and diplomatic skills; substantive ability and presence to represent U-PREPARE, as well as to interact effectively with senior management and with other units around results.

Scope of Work:

- a) Prepare IUFRR as per WB guidelines for submission to CAAA
- b) Create, Monitor, and execute financial systems in the Project.
- c) Collect, analyze, verify, and report financial information to document firms' financial performance.
- d) Execution of accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews.
- e) Preparing and execute action plans; implementing production, productivity, quality, and customer-service standards, completing audits; identifying trends; determining system improvements; and implementing change.
- f) Forecasting requirements, draft annual budgets, and project expenditures to prepare periodic statements and meet financial regulatory requirements.
- g) Analyze general ledger variances and suggest corrective action for management's approval to meet annual accounting financial objectives.
- h) Develop action plans, audit operations, and propose efficiency improvements.
- i) Confirm financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; and prepare special reports.
- j) Maintain financial security by establishing internal control.
- k) Avoid legal challenges by understanding current and proposed legislation, enforcing accounting regulations and recommending new procedures.
- l) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the WB etc.
- m) Participate in periodic training of the PIU staff on financial terms.
- n) Any other relevant work as and when required.

