

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(IC/UNDP/INDIA/2017/082)

Individual Consultant – Block Project Coordinator – Rural Housing – Odisha, INDIA

Job Title:	Individual Consultant – Block Project Coordinator– Rural Housing. (314 Posts) - (For Indian Nationals Only)
Brand:	UNDP
Application Deadline:	10-November-17
Type of Contract:	Individual Contract
Post Type :	National Consultant
Duty Station:	Block Development Office (One position in each of the 314 blocks of the State) Odisha, INDIA
Languages Required:	English, Odia
Starting Date: (date when the selected candidate is expected to start)	15 December, 2017
Duration of Initial Contract:	One Year (extendable)

Background:

The Government of Odisha has committed itself to the people of Odisha that permanent houses would be provided to all the rural poor (people below poverty line) by 2019 under different housing schemes like Pradhan Mantri Awas Yojana-Gramin (PMAY-G), Mo Kudia(my house) / Biju Pucca Ghar programme. The current Technical Support project to the Department of Panchayati Raj and Drinking Water, Government of Odisha is conceived to fast-track construction of Rural Houses with support from UNDP to strengthen a) Policy and Planning procedures including institutional mechanism for delivery, b) Improve Designs and introduce new technology to house construction and c) Build Capacities of stakeholders for construction and support Monitoring of the housing construction. The project thus conceived would focus on the following:

- Initiating the process of setting up Project Management Unit (PMU) at the State, District and Block Levels.
- Develop a communication strategy as well as IEC materials (in local language and illustrative form) for making government functionaries and the beneficiaries and the public aware of their roles and responsibilities under rural housing schemes.
- Create a cadre of trained construction fraternity (engineers, masons, bar-benders and carpenters) and supervisors/community mobilisers to support green and disaster resilient housing supply & maintenance.

In order to operationalize the Project, UNDP is currently in the process of recruiting Block Project Coordinators - Rural Housing to support the nodal agency (State Government). The Block Project Coordinator would be placed within the Block Development Office.

The Block Project Coordinator will work under the guidance of the Block Development Officer and the District Project Coordinator who will provide overall project implementation guidance.

Description of Responsibilities :

Summary of Key Functions: The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results will have an impact on poor and marginalized sections of the community and help in reducing poverty.

- Ensure online entry of beneficiary profiles in AwaasSoft and Rural Housing portal
- Tracking the Gram Panchayat/Village-wise progress through field visits
- Maintain online Case Records of the beneficiaries of Rural Housing, toilets and other housing related benefits like wages under NREGA
- Organize and support conduct of mason training programmes. Assist the technical team in the conduct of training to local work teams/groups for construction of houses and community infrastructure on construction quality standards measures and practices.
- Monitor tagging of beneficiaries with Block officials and CBOs/NGOs
- Establish systems and procedures that support the Block Authorities to manage and monitor community mobilization and capacity development activities;
- Assist communities in integration of other schemes like MGNREGA and Swachh Bharat Abhiyan along with housing.
- Any other housing related tasks assigned by the Block Development officer and District Project Coordinator

Competencies :

Functional Competencies:

Knowledge Management and Learning

- A proven record in supporting implementation of development programmes
- Familiarity with government programmes will be preferred

Development and Operational Effectiveness

- Strong analytical and planning skills.

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Ability to prioritize assignments and requirements, and multitask as needed
- Demonstrates openness to change and ability to manage complexities

Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity and ethical standards.

Qualifications :

Education:

- University degree with PGDCA

Experience:

- Minimum 2 years of relevant working experience

Language:

- Knowledge of written and spoken English and Odia.

Duration of the Work:

- The contract will be awarded for one year initially. Working days will be as per the State Government policy.

Travel: Travel within the state and districts would be required.

Schedule of Payments:

- Consolidated Annual Consultancy Fee (Remuneration) of Rs. 172,344/- (@ Rs. 14,362/- per month) payable in equal monthly instalments, upon submission of monthly progress report certified by the reporting officer.

Institutional Arrangement:

- Contract will be administered by UNDP on behalf of the State Government of Odisha;
- The consultant would report to **Block Development Officer and District Project Coordinator**;
- All the logistic support related to official travel will be borne by the Government of Odisha as per their prevailing rules;
- Consultant will be entitled for 2 days leave per month (non-encashable).

Documentation required:

- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

Evaluation Method and Criteria:

Preliminary shortlisting would be done based on the following criteria:

- Educational Qualification 20 Marks;
- Relevant Experience 35 Marks;
- Suitability for the assignment 15 Marks.

Those who obtain a minimum of 70% of total 70 marks above will be eligible to appear for the interview. Interview carry a weightage of 30 marks and will be based around the competencies (skills) required as per the ToR and would be either conducted face to face in identified regional centres or by telephone / over skype. If face to face interviews are conducted, travel costs will be borne by the shortlisted Consultants. The contract shall be awarded on a merit basis.

For any clarifications, please write to: RH.Odisha@undp.org

To apply for this post, please download the attached application form. Kindly note that ONLY application submitted on the UNDP standard application form will be considered. Please email completed application form and your updated resume (optional) to: **RH.Odisha@undp.org** with a mandatory subject line "APPLICATION FOR THE POST OF BLOCK PROJECT COORDINATOR".