Terms of Reference (ToR)

For

Engagement of Geographic Information System (GIS) Specialist and Programme Executive (Planner) for Rurban Cell (Planning) under National Rurban Mission (NRuM), Panchayati Raj and Drinking Water Department.

Government of Odisha
Panchayati Raj and Drinking Water Department,
Bhubaneswar- 751001
Term of Reference and Scope of Service for engagement of Geographic Information System (GIS) Specialist and Programme Executive (Planner) for Rurban Cell (Planning) under National Rurban Mission (NRuM).

1. Background:

The Government of India have launched a new Scheme namely Shyama Prasad Mukherji Rurban Mission (SPMRM) referred as National Rurban Mission (NRuM). The Mission aims at development of rural growth cluster of villages which have hidden potential of growth and preserve and nurture the essence of the rural community life with focus on equity and inclusiveness without compromising with the facilities perceived essentially urban in nature, thus creating a cluster of “Rurban villages”.

The main objective of the National Rurban Mission (NRuM) is to stimulate local economic development, enhance basic services and create well planned Rurban clusters.

Under this Mission, every Rurban cluster will be developed as a project comprising components covering training linked to economic activities, developing skills and local entrepreneurship and will provide necessary infrastructure amenities.

2. Objective of Rurban Mission:

The objective of the National Rurban Mission (NRuM) is to stimulate local economic development, enhance basic services, and create well planned Rurban clusters.

The outcomes under this Mission are

(i) Bridging the rural-urban divide-viz: economic, technological and those related to facilities and services.

(ii) Stimulating local economic development with emphasis on reduction of poverty and unemployment in rural areas.

(iii) Spreading development in the region.

(iv) Attracting investment in rural areas.
Out of 300 Rurban clusters to be developed over the next five Years in the country, 40 Rurban Clusters will be developed in Odisha for overall development of their region taking in a phased manner in Tribal and Non-tribal district.

A 'Rurban cluster', would be a cluster of geographically contiguous villages with a population of about 25000 to 50000 in plain and coastal areas and a population of 5000 to 15000 in desert, hilly or tribal areas. The State Government has to identify Gram Panchayat(s) that are potential growth centers with resources available in the area and could lead to the economic transformation of the region. As far as practicable, clusters of village would follow administrative convergence units of Gram Panchayats and shall be within a single block/ tehsil for administrative convenience. These clusters would be developed by provisioning of economic activities, developing skills & local entrepreneurship and providing infrastructure amenities. There are two types of clusters as Non-tribal and Tribal.

2.1 Selection of Non-Tribal Clusters

For selection of the Non Tribal clusters and Tribal Clusters, Government of India has identify the Ministry would provide a list of sub districts to each State, within which the clusters could be identified, based on performance parameters such as:

i. Decadal growth in Rural Population.
ii. Rise in Land Values.
iii. Decadal growth in Non- Farm Work force participation.
iv. Percentage Enrollment of girls in secondary schools.
v. Percentage Households with Bank accounts under Pradhan Mantri Jan Dhan Yojana.
vi. Performance in Swacch Bharat Mission (Grameen).
vii. Good Governance Initiatives by Gram Panchayats.

2.2 Selection of Tribal clusters.

Basing on the Schedule Tribe population, Government of India would select Tribal block within the selected 100 district with the following parameters.

i. Decadal growth in Tribal Population.
ii. Growth in Tribal Literacy rates.

iii. Decadal growth in Non-farm work force participation.

3. Scope of Work

Under the National Rurban Mission (NRuM), the State Government shall identify existing Centrally Sponsored, Central Sector or State Government schemes relevant for the development of the cluster and converge their implementation in an integrated and time bound manner. Fourteen components have been suggested as desirable for inclusion in the development of the Rurban cluster.

   i. Skill development training linked to economic activities.
   ii. Agro Processing, Agri Services, Storage and Warehousing.
   iii. Fully equipped mobile health unit.
   iv. Upgrading school/higher education facilities.
   v. Sanitation
   vi. Provision of piped water supply.
   vii. Solid and liquid waste management.
   viii. Village streets and drains.
   ix. Street lights
   x. Inter-village road connectivity.
   xi. Public transport.
   xii. LPG gas connections
   xiii. Digital Literacy.

4. Expected Deliverables:

   • Oversee all spatial planning activities-viz. delineation of planning area, formation of planning committee, preparation of Masterplan for the cluster.
   • Support to STSA and DPMU/SPMU in ICAP/DPR preparation and finalization.
   • Support to Training and Capacity Building – in close co-ordination with STSA and DPMU/SPMU.
• Support to DPMU/DC for all mission related/day-to-day functions at the cluster level.
• Stakeholder consultations with PRIs, CSOs and mentor organizations.
• Facilitating Gram Sabha resolutions for undertaking of National Rural Mission (NRuM). Liaising closely with District Collector, Planning Committee and SPMU.
• Ensuring smooth convergence and achievement of all desirable components as per ICAP/DPR.
• Regular reporting of mission progress via web based monitoring system.

5. Proposed Team composition

To implement NRuM, Panchayati Raj & Drinking Water Department has been declared as State Nodal Agency (SNA).

a) Under State Nodal Agency, State Project Management Unit (SPMU) shall be framed to provide overall support to State Nodal Agency (NDA).

i. Overall Strategic support.
ii. Facilitate SNA in Cluster Selection process.
iii. Operational Support
iv. Monitoring and Reporting support.
v. Capacity Building support.

The SPMU at state level shall be set up with following professionals as per the institutional frame work.

i. Engineering Specialist,
ii. Planning Specialist,
iii. Convergence Specialist.
iv. IT-MIS Officer
v. Support Executive /Programme Executive

b) Similarly, at district level District Project management (DPMU) shall be set up to implement this project with three professionals.

i. Regional Planning Specialist;
ii. Convergence Specialist
iii. Rural Development and Management Specialist.

Further, at the Cluster level, a **Cluster Development and Management Unit (CDMU)** will be set up for each Rurban cluster comprising at-least two professionals,

(i) Spatial planning professional and

(ii) Rural management/development professional.

This unit will closely monitor the spatial planning aspects and the ICAP preparation for the cluster and will also closely monitor the progress of the activities in the cluster and provide regular updates to the DPMU/SPMU. One Convergence Consultant, one Rural Development Specialist and one Support Executive (MIS) have been engaged for setting up a State Project management Unit (SPMU) and 17 nos. of Young Professionals have been engaged at the DPMU/CDMU level for successful implementation of the NRuM Scheme as per the OGFR procurement procedure. One Programme Executive (Planner) has been engaged in the Rurban Cell (planning) under NRuM of PR&DW Department for providing technical support for delineation and notification as planning areas and preparation of spatial land use planning for economic and social development of the Rurban Clusters.

There is a requirement of Geographic Information System (GIS) Specialist and two more Programme Executive (Planner) in the Rurban Cell (planning) under NRuM of PR&DW Department who will carry out further mapping work using Geographic Information System (GIS) methods and techniques based on computer supported Geographic Information System (GIS) system for timely completion of the task of Master Plan. Geographic Information System (GIS) Specialist shall quickly generate maps on different themes like land use pattern, land suitability analysis, transportation and environment map using digital data base. The Geographic Information System (GIS) Specialist shall also make network analysis, catchment area analysis, combination, comparison and other statistical analysis of spatial data with respect to various Rurban activities which would be reflected in Master Plan. Data linking, map joining, overlaying, generation of new maps etc. shall be easily done for any analysis and assessment by Geographic Information System (GIS) Specialist.
The Programme Executive (Planner) shall prepare Planning, Designing, Implementing, Monitoring and Evaluation of basic, innovative, cost effective, community owned, sustainable and alternative urban infrastructure, facilities, amenities and services in identified Clusters and Assisting SNA/SPMU/State Technical Support Agency (STSA) in the preparation and technical assessment of Integrated Cluster Action Plan (ICAP) & Detail Project Report (DPR). The details of job description of the above two category of posts are mentioned at point No.6 in the table below.

Now 14 Rurban Clusters under NRuM are functioning in the State. All the Rurban Clusters have already been delineated and notified under Section-1 and 80 of the Odisha Town Planning and Improvement Trust Act, 1956 (Odisha Act 10 of 1957).

In view of the above, one Geographic Information System (GIS) Specialist and two Programme Executive (Planner) is required to be engaged in the Rurban Cell (planning) under NRUM of PR&DW Department with a consolidated remuneration @ Rs.50,000/- and Rs.40,000/- per month as per the following educational qualification and experience.

6. Qualification, Experience and Age Limit:

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<th>Sl. No.</th>
<th>Name of the Post</th>
<th>Qualification, Experience and age limit</th>
<th>Job Responsibility</th>
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| 1      | Geographic Information System (GIS) Specialist | a. Master’s degree in Urban & Regional Planning with Degree or Certificate course in GIS & Remote Sensing and related discipline from a recognised institute. Or Master in Geography with Certificate Course in GIS & Remote Sensing from a recognised institute | a. She/he will carry out mapping work using GIS methods and techniques based on computer supported GIS system for timely completion task of Master Plan.  
b. Generate maps on different themes like land use pattern, land suitability analysis, transportation and environment map using digital data base.  
c. Make network analysis, | Rs.50,000/- |
institute.
Or
Master in Geo-Informatics from a recognised institute
b. At least 2 years working experience in GIS and Remote sensing in the field of Urban and Regional Planning in preparation of Development plans.
c. Maximum age 40 Yrs age as on 01.01.2019.
d. Should be a citizen of India
e. Able to visit district office.
catchment area analysis, combination, comparison and other statistical analysis of spatial data with respect to various Rural activities which would be reflected in Master Plan.
d. Linkage of Data, map joining, over laying, generation of new maps for analysis and assessment.
e. Submission of Weekly/ Monthly Status report
f. Support to SNA/SPMU/STSA for all Mission related day to day functions.
g. Coordination with all stakeholders to facilitate smooth implementation of the Mission. This will involve support to SNA/SPMU/DPMU/CDMU/STSA and coordination with Ministry of Rural Development.
h. Timely Preparation of necessary Document/ Reports as and when required.
i. Regular reporting of mission progress to SNA/SPMU of NRuM of PR&DW Department.
j. Any other work assigned by authority from time to time.
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<th>Programme</th>
<th>Executive (Planner)</th>
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a. Bachelor's Degree in planning or Post-Graduate Degree in Planning from a recognized University and having basic Computer knowledge. Be an Associate Member of Institute of Town Planners India

b. Minimum 3 years of Experience in Town Planning or similar nature of works.

c. Maximum age 40 Yrs age as on 01.01.2019

d. Should be a citizen of India

e. Able to visit district office.

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a. Planning, Designing, Implementing, Monitoring and Evaluation of basic, innovative, cost effective, community owned, sustainable and alternative urban infrastructure, facilities, amenities and services in identified Clusters of Rural & Semi Urban Areas especially in the area of Mechanization, Warehousing, Food Processing and Marketing of Agriculture Product, Safe Water Supply and Sanitation, Environment protection, Clean and Green Energy, Alternative Power Sources, Environment protection, All weather connectivity, ICT applications as e-gram connectivity, e-Governance, Women & Child protected Planning of infrastructure and services etc.

b. Assisting SNA/SPMU/STSA in the preparation and technical assessment of Integrated Cluster Action Plan (ICAP) and Detail Project Report (DPR)

c. Development of DPR for

Rs.40,000/-
| the identified cluster in consultation with State/District/Block & PRIs. |
|---|---|
| d. Assisting SNA (State Nodal Agency) in receiving approval from State Level Empowered Committee for ICAP. |
| e. Developing Training Manual and Module for all levels of Stakeholders as per the Goals and Objective of the Mission. |
| f. Capacity building of all the stakeholders on the planning, designing and implementation of DPR. |
| g. Coordination with State Nodal Agency, District Project Management Unit and Cluster Development Management Unit. |
| h. Ensuring Intra and Inter departmental and Stakeholder convergence for the Planning, Designing, Implementation and Monitoring of ICAP & DPR. |
| i. Identification of Resource Agencies and Partnership building for the Planning, Designing, Implementation and Technical assessment of the ICAP & DPR. |
| j. Documentation, Reporting |
and Representation on regular basis and as and when required.
k. Any other tasks assigned by authority from time to time.

7. Duration of the Contract:

The duration of the contract will be initially for a period of one year which may be extended further one year on the requirement of the project subject to satisfactory performance. The engagement may be terminated at any time without assigning any reason thereof. Prior to engagement the selected applicant shall make an agreement with the Joint Secretary to Govt., (Rurban), Panchayati Raj and Drinking Water Department as in Annexure- 'A'.


8. Remuneration:

Remuneration will be made on monthly basis. TA/DA will be provided as admissible to the contractual personnel as per the circular issued by the Finance Department from time to time.

Joint Secretary to Govt.
Panchayati Raj and Drinking Water Department

Memo No. 20786/PR&DW, Date. 14.11.19
PR-NRUM-ESTT-0007-2018

Copy along with the Terms of Reference (ToR) forwarded to the e-Governance Section with a request to upload the ToR in PR&DW, Department Website www.odishapanchayat.gov.in.

Joint Secretary to Govt.
AGREEMENT

This agreement is made on this -------day of------, 2019, BETWEEN the Governor of Odisha represented through Joint Secretary to Government (Rurban), Panchayati Raj and Drinking Water Department, Lok Seva Bhawan, Bhubaneswar hereinafter called the "First Party", in one part;
AND
Sri ______________, aged about __________years, Son of __________ of Village-__________, P.O.-__________, Dist-__________, hereinafter called the "Second Party", in the other part;
WHEREAS, the First Party required support of a ____________________________ to deal with works under National Rurban Mission (NRuM) Scheme in Panchayati Raj and Drinking Water Department, Government of Odisha and invited application from the eligible and interested candidates from open market for engagement as ____________________________ in the said Planning Cell under NRuM, PR&DW Department purely on contract basis;
AND WHEREAS, the Second Party applied for engagement as a ____________________________ purely on contract basis in the Planning Cell under National Rurban Mission (NRuM), Panchayati Raj and Drinking Water Department, Lok Seva Bhawan, Bhubaneswar and, being selected by a Selection Committee, is offered such engagement;
AND WHEREAS, the First Party has agreed to engage the Second Party on professional contract on the terms and conditions specified hereunder and the Second Party has agreed to enter into this contract and abide by the specified terms and conditions of the agreement.

NOW, THIS AGREEMENT WITNESSES and parties hereto, hereby agree as follows:

1. The First Party hereby engage the Second Party purely on contract basis with a consolidated fee to render his services, as ____________________________ Planning Cell under NRuM for a period of one year from the date herein above, written i.e. from ________, 2019.
2. The engagement of the Second Party has been made on a clear understanding that he has supplied correct information with his application to enable the First Party to judge his fitness for the job. Suppression of correct information or furnishing of false information in the application shall render the Second Party liable for disengagement from service in addition to other legal action to which he may be liable under law.

3. The Second Party shall report to Director, NRLM, Panchayati Raj and Drinking Water Department, Lok Seva Bhawan, Bhubaneswar or any other officer as designated by him in discharging his day-to-day job responsibilities.

4. The Second Party shall perform his duties as assigned to him by the First Party.

5. This engagement is purely contractual in nature and the Second Party shall not take up any other Full-time/Part-time engagement or assignments elsewhere or do any business during the period of this agreement with the First Party.

6. The Second Party shall be entitled for a consolidated monthly fees of Rs.________ only for his services commencing from __________, 2019.

7. The monthly fees shall be paid to the Second Party by crediting the amount to his Bank Account for which the Second Party has to open an account in the scheduled Bank.

8. The Second Party shall be eligible for TA/DA in case of performing any tour as per the requirement of the project.

9. The Second Party shall be entitled for 10 days casual leave during the Calendar Year in addition to one day weekly off day on Sundays. The Second Party shall be entitled for National Holidays and Festival Holidays as declared by Government of Odisha from time to time.

10. This agreement may be renewed by the First Party for a further period of one year subject to requirement of Planning Cell under NRuM, Panchayati Raj and Drinking Water Department, Lok Seva Bhawan, Bhubaneswar and satisfactory performance of the Second Party.
11. While in contract with the First Party or at any time thereafter, the Second Party shall not divulge any information or knowledge gained and acquired by him to any person/organization which could be detrimental to the interest of the First Party.

12. During the period of contract, the Second Party shall neither participate in any political activity nor contest in any election to any local or legislative body.

13. The Second Party shall discharge his duties in a professional and honest manner for accomplishment of tasks of First Party and to abide by law of the land. The Second Party is expected to behave in such a way that it shall not discredit First Party in any manner.

14. The Second Party shall not demand or accept any bribe, gift, payment etc. from anybody in connection with his duty for giving any undue favour to him/her and in the event of its violation, the Second Party shall be liable for disciplinary/civil/criminal actions as deemed proper in the circumstances.

15. This agreement may be terminated by either party without assigning any reason thereof by giving one month notice in writing or payment of one month’s fees by Second Party in lieu thereof other than disciplinary grounds.

16. The First Party reserves the right to rescind the contract, if the Second Party violates any of the conditions specified in this agreement, during the period of contract by giving due opportunities to the Second Party.

17. This contract agreement shall be terminated automatically without any notice, if the Second Party remains unauthorized absent for more than 10 consecutive working days.

18. Any duty rendered under this agreement by the Second Party shall not confer him any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on regular basis or permanent absorption in the Panchayati Raj and Drinking Water Department or in any other State Government Organisation in future.

19. The Terms of Reference (Annexure-A) and the Expression of Interest (Annexure-B) are part and parcel of this agreement.
IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed in their respective names on the day and year first above written.

FIRST PARTY

FULL SIGNATURE
JOINT SECRETARY TO GOVERNMENT (RURBAN)
PANCHAYATI RAJ AND DRINKING WATER DEPARTMENT
WITNESS:

1. Signature
   Name........................................................................
   Address......................................................................
   ........................................................................

2. Signature
   Name........................................................................
   Address......................................................................
   ........................................................................

SECOND PARTY

FULL SIGNATURE

1. Signature
   Name........................................................................
   Address......................................................................
   ........................................................................

2. Signature
   Name........................................................................
   Address......................................................................
   ........................................................................