

The Ministry of Drinking Water and Sanitation has hired the services of outside experts/retired Government servants as Senior Consultants/Consultants, for the National Resource Centre. This Centre is located at 6th Floor, Block 11, CGO Complex, Lodhi Road, New Delhi.

**Terms of Reference for Senior Consultants/Consultants in National Resource Centre (NRC) of the
M/o Drinking Water and Sanitation**

I. Senior Consultant and Team Leader (Water Supply)

Outline of the Tasks to be carried out:

Analyzing on a continuing basis the National Rural Drinking Water Programme, Jalmani and other drinking water programmes and components using sector knowledge and performance data from secondary sources and through focused discussions with eminent experts. Based on these preparing quarterly reports on the performance of the sector;

Advising and guiding MDWS and States on assessing the performance of the sector in the following areas

- a) Status of demand and supply of drinking water in rural areas and their associated habitations/and identifying gaps in service levels, quality, coverage and access (specially to weaker sections/BPL/ SC/ST);
- b) Household level security of drinking water based on existing sources; drinking water supply in schools and anganwadis, public places;
- c) Preparation of inventories, mapping and coding of all drinking water sources and schemes;
- d) Identification of schemes performing below design level, evolving and implanting remedial measures to bring them to efficient level;
- e) Visiting States for review and technical guidance and providing reports;
- t) O&M aspects of RWSS;

g) Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and Sanitation

1 The supports or inputs to be provided by Ministry of Drinking Water and sanitation The Sr.

Consultant will report to the Joint Secretary, Drinking Water Supply;

4. Deliverables:

- Provide State wise reports on performance of states;

Based on available data and information on different programmes/schemes, prepare quarterly analysis and report on-line to Ministry of Drinking Water and Sanitation, Ministry of Rural Development on the following aspects :

Sector Performance:

Gaps/weakness;

Causes thereof;

- Sector governance issues at various levels;

Sector policies (National/State)

- Extent of adoption of National Policies and implementation by states;
- State policies, if different from National Policies;
- Constraints/problems faced by them and causes thereof;
- Modifications/changes in National Policies required, if any.
- Assisting MDWS in appraising District/State Plans.
- Any other as per requirement of DDW S.

II. Senior Consultant and Team Leader (Sanitation)

Outline of the Tasks to be carried out:

- a) Status of demand and supply of sanitation in rural areas and their associated Gram Panchayats and identify gaps in service level, quality, coverage and access (specially to

weaker sections/BPL/SC/ST);

- b) Assessment of sustainability of households toilets constructed based on existing sources;
- c) Assessment of usage of toilets;
- d) Quality of construction of toilets in schools and Anganwadis;
- e) Status of usage of toilets in schools and Anganwadis;
- f) Availability of systems of Solid and Liquid Waste management;
- g) Sustainability status of NGP villages;
- h) Improvement in health status of the Gram Panchayats linked to improved sanitation facilities;
-) Generating data on improved economic conditions in rural areas linked to improved sanitation facilities;
- j) Visiting States for review and technical guidance and providing reports:
- k) Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and Sanitation

3. The supports or inputs to be provided by Ministry of Drinking Water and sanitation The Sr.

Consultant will report to the Joint Secretary, Sanitation

4. Deliverables:

Provide State wise reports on performance of states;

Based on available data and information on different programmes/schemes, prepare quarterly analysis and report on-line to Ministry of Drinking Water Sanitation, Ministry of Rural Development on the following aspects :

Sector Performance:

Gaps/weakness;

Causes thereof;

Sector governance issues at various levels;

Sector policies (National/State)

- Extent of adoption of National Policies and implementation by states:
- State policies, if different from National Policies;
- Constraints/problems faced by them and causes thereof:
- Modifications/changes in National Policies required, if any. Assisting
- MDWS in appraising District/State Plans.
- Any other as per requirement of MDWS.

III. Consultant in Hydrogeology and Water Resource Management

1. Outline of the Tasks to be carried out:

- ✓ Monitor Sustainability Action Plans of all states;
- ✓ Assist in design of sustainability structures;
- ✓ Assisting MDWS in matters relating to Ground Water prospect maps and Geophysical investigation;
- ✓ Visiting States for review and technical guidance and providing reports;
- ✓ Analyzing ground water quality and quantity in the country from ground water sources, CGWB data etc.;
- ✓ Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Ministry of Drinking Water and sanitation r The Consultant will report to the Director, Drinking Water Supply;

4. Deliverables:

- ✓ Prepare training modules for geo-physical investigation, Ground Water prospect Maps;
- ✓ Providing inputs to states regarding use of Ground water prospect maps and locating correct bore well locations;
- ✓ Analyzing reports of Review Missions and reporting to MDWS;

- ✓ Reports on key activities being carried out by the states;
- ✓ Guidance notes on periodically assessing the performance of the sector;
- ✓ Any other as per requirement of MDWS.

IV. Consultant in Public Health Engineering

1. Outline of the Tasks to be carried out:

Analyzing on a continuing basis the National Rural Drinking Water Programme. TSC and other drinking water programmes and components using sector knowledge and performance data from secondary sources and through focused discussions with eminent experts. Based on these preparing quarterly reports on the performance of the sector;

Advising and guiding MDWS and States on technical aspect of the sector in the following areas :

- (a) Technical assistance to states in planning and design of water supply projects and sanitation options taking into consideration techno-economic viability and also the geo-hydrological environment ;
- (b) Disseminating updated water treatment technologies particularly the chemical treatment technologies keeping in view the management aspect of the technology;
- (c) Documentation of best water supply schemes/techniques, sanitation practices and disseminating the same;
- (d) Assist the states in setting up water testing facilities and develop water testing modules depending on the institutional set up;
- (e) O&M aspects of RWSS particularly management of rural water supply scheme, community sanitary complexes by PRIs;
- (f) Visiting States for review and technical guidance and providing reports;
- (g) Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and sanitation;

3. The supports or inputs to be provided by Ministry of Drinking Water and sanitation The

Consultant will report to the Director, Drinking Water Supply/Director, Sanitation;

4. Deliverables:

- Providing inputs to Ministry and to states regarding use of technology and scaling it up
- Visiting States, analyzing reports of Review Missions and reporting to MDWS;
 - Reports on key activities being carried out by the states;
 - Any other as per requirement of MDWS.

V. **Consultant in Sanitation & Waste Management Consultant**

Outline of the Tasks to be carried out:

- 1) Assist in preparation/modification of various guidelines on sanitation & waste management in rural area of the country.
 - ii) Preparation of various reports as & when necessary
 - iii) Monitor progress of National programme
 - iv) Evaluation study of the programme
 - v) Visiting States for review and technical guidance and providing reports;
- Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Ministry of Drinking Water and sanitation The Consultant will report to the Director, Sanitation;

4. Deliverables:

- i) Preparation/revision of guidelines of National programme.
- ii) Develop training modules for implementing agency
- iii) Report on impact evaluation study
- iv) Preparation of report/presentation;
- v) Any other as per requirement of MDWS.

VI. **Consultant in Documentation and IEC**

Outline of the Tasks to be carried out:

- ✓ Compiling and evaluating technical, institutional, financial & regulatory information and best practices at state, national and international level pertinent to the sector and assisting MDWS in disseminating that which is most relevant;
- ✓ Assisting in preparations of manuals, documents, etc.
- ✓ Advise MDWS in preparation of Tool Box of best practices,
- ✓ Advise MDWS in providing technical assistance to States by drawing on resources of technical experts and by mobilizing suitable agencies with necessary skills;
- ✓ Identification and reporting relevant R&D advances in the sector by research organizations. Universities within and outside in the country to MDWS;
- ✓ Visiting States for review and technical guidance and providing reports;
- ✓ Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Ministry of Drinking Water and sanitation

The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

4. Deliverables:

Report on identification and evaluation of technical, institutional, financial & regulatory information and best practices at state, national and international level pertinent to the sector and assisting MDWS in disseminating that which is most relevant;

- Prepare draft Tool Box of best practices;
- Advise MDWS in providing technical assistance to States, organizations
- Identification of R&D advances in the sector by Research organizations, Universities within and outside the country;
 - Any other as per requirement of MDWS.

VII. Consultant in Capacity Building (Social) and Institutional Development

1. Outline of the Tasks to be carried out:

Identifying capacity gaps;

Guiding the design of training modules and capacity building plans for the States utilizing a network of institutions/organization for engineers, Block Resource Centres (BRC), District Water and Sanitation Mission (DWSM) for PRI and VWSC members and grassroots level workers like masons, pump operators, etc. to improve their effectiveness in

- a) Implementing the sector programs in a decentralized and participatory manner with full involvement of Panchayats and local communities;
- b) Incorporating sustainability measures in planning and implementation of water supply schemes & sanitation systems;
- c) Planning for water security;
- d) Planning for proper disposal of solid and liquid waste etc.
- e) Periodically modifying training modules based on the feedback and changing requirements;
- f) Providing advice in preparation of media plans, awareness generation campaigns, media material and messages;
- g) Assist and advice in working out system and design of distance learning and online course for engineers;
- h) Visiting States for review and technical guidance and providing reports;
- i) Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Ministry of Drinking Water and sanitation

The Consultant will report to the Director, Drinking Water Supply/Director, Sanitation and Director, Water Quality in respect of their subjects.

4. Deliverables:

- Reports on identified gaps;
- Draft designs of training modules;
- Guide States in preparation of training modules and capacity building plans;
- Submitting modified training modules based on feedback and changing requirements;
 - Any other as per requirement of MDWS.

VIII . Consultant in Monitoring, Evaluation & Statistics

1. Outline of the Tasks to be carried out:

- Assisting MDWS in improving monitoring, evaluation and statistical reporting. IMIS regarding Drinking Water and Sanitation programmes;
- Visiting States for review and technical guidance and providing reports;
- Analyzing key activities being carried out by the states based on secondary data including IMIS, state documents, national and state level surveys, Annual reports and reports submitted to MDWS;
- Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and Sanitation;

3. The supports or inputs to be provided by Ministry of Drinking Water and sanitation The Consultant will report to the Director, Drinking Water Supply/Director. Sanitation and Director, Water Quality in respect of their subjects.

4. Deliverables:

- Prepare draft training modules for States in consolidating and utilizing the 11\41S;
- Providing inputs to MDWS in improving IMIS, monitoring and evaluation
- Analyzing reports of Review Missions and reporting to MDWS;
- Reports on key activities being carried out by the states;
- Guidance notes on periodically assessing the performance of the sector;
- Any other as per requirement of MDWS.

IX. Consultant in Economics, Finance & Accounting

Outline of the Tasks to be carried out:

- Economic analysis of rural drinking water supply and sanitation projects, their implementation and impact;
- Analysis of financial and plan expenditures by the Ministry;
- Drawing up accounting guidelines/framework for VWSCs;

- Developing training modules for financial management for state and district level officers;
- Visiting States for review and technical guidance and providing reports;
- Any other task entrusted by the Ministry.

2. Schedule for Completion of tasks

On a regular basis as per requirement of Ministry of Drinking Water and Sanitation

3. The supports or inputs to be provided by Ministry of Drinking Water and sanitation

The Consultant will report to the Director, Drinking Water/ Director, Sanitation

4. Deliverables:

- Reports as per requirement of the Ministry:
- Any other as per requirement of DD WS,