

**Job Description
For
Manager-HR**

Uttarakhand Disaster Preparedness & Resilience Project, U-PREPARE

Job Title:	Manager-HR U-PREPARE, Uttarakhand, Dehradun
Location:	U-PREPARE, Uttarakhand, Dehradun
Number of Post:	1
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	Program Director, Program Manager, Reporting Officer
Responsible for:	Overseeing and Managing HR policies and functions of 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 Manager HR will be responsible to manage HR functions and their development, implementation, and maintaining the HR Policies within the U-PREPARE project. He/She will ensure the effective utilization of Manpower and the HRMS System.

Person Specification:

- Masters' degree in a relevant field such as HR Management, HRD and related fields; MSC/MBA degree in HR or relevant certification is preferred
- At least
- managing people directly would be desirable
- In-depth knowledge of human resources principles, practices, and employment laws.
- Strong understanding of talent acquisition, Performance management, employee engagement, and training and development
- Experience and ability to work in intercultural environments
- Excellent communication and interpersonal skills with the ability to build relationships and collaborate with individuals at all levels of the organization.
- High integrity, discretion, and flexibility, Facilitation and conflict resolution skills.
- Experience with setting up HR policies would be an asset.
- Proficiency in English.

Scope of Work:

- Advising all employees alike on HR related matters, Policies and procedures.
- Developing and ensuring the implementation of various HR policies for the U-PREPARE staff.
- Overseeing and coordinating all HR matters, ensuring smooth compliance of the HR policy
- Will be responsible for the proper processing of recruitment processes.
- Incorporating innovations and changes and makes them available as a working basis for decision-making of the Management Committee.
- Ensuring implementation and compliance of the HR policy.
- Ensuring and Managing implementation of performance reviews, capacity development of staff and other HR management tools. Ensuring knowledge management.
- Developing solutions to questions and fundamental problems.
- Formulating decision-making bases, unifying procedures, and instruments.
- Any other relevant work as and when required.

Job Description
For
Documentation Specialist

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

Job Title:	Documentation Specialist U-PREPARE, Uttarakhand, Dehradun
Location:	PMU, 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:	Systematic Documentation of all U-Prepare activities.

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 Documentation Specialist will be responsible for document control procedures, looking after the precious documents of the project, cataloging them, and retrieving them when needed, among other things, and will create templates for project documents.

Person Specification:

- The minimum qualification should be **Master's Degree in any field.**
- Experience- At least **05 years** of related experience in note/ presentation preparation, documentation, record management, data analysis with Central Government/ State Government/ Public Sector Organizations/ Externally aided Project (EAP)/ Multilateral Organizations/ International 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.
- 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) Day to day management, upkeep and maintenance of office files, documents, and reports etc.
- b) Develop a long-term strategy for effective storage and retrieval of Project Documents as and when necessary.
- c) Protect sensitive information, make teams more efficient and improve accessibility to Project Documents for authorized personnel.
- d) Ensure preparation of Project Reports / Filing etc. as per World Bank guidelines.
- e) Edit the reports, research articles, thesis, and other documents as and when required by the PMU.
- f) Assist PIUs in getting approval of various reports from various authorities like PMU/ High Power Committee and the World Bank etc.
- g) Participate in the meeting related to preparation of various reports and work packages and provide necessary technical inputs.
- h) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PMU/PIU, for the WB etc.
- i) Participate in periodic training of the PMU/PIU staff on Communication and Documentation.
- 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
of
Social Expert**

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

Job Title:	Social 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:	Overall management, oversight, and monitoring of implementation of social measures 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 Social Expert will oversee and manage the social safeguard responsibilities 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 Development studies/ Gender studies/ sociology/ Social Work/ Anthropology/ social science or any related field.
- Experience- At least **05 years** of related experience in implementation of social development programs and handling gender equality issues 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.
- 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) Prepare Resettlement documentation such as Social Impact Assessment including Socio-Economic surveys and Resettlement Action Plans, as required/indicated by social assessment.
- b) Ensure that the Project activities follow Project ESMF.
- c) Provide guidance and support during the process of land acquisition, voluntary land donation and transfer of public land, if any.
- d) Providing conceptual and operational leadership on the core social and gender development themes under U-PREPARE.
- e) Serving as a lead person on social issues including stakeholder engagement, grievance management, vulnerable and marginalized groups who may be affected by U-PREPARE activities.
- f) Work closely with other PIU's to address any challenges. Advising and/or providing quality operational leadership on major or sensitive matters relating to Gender and social impacts.
- g) Supporting the set-up and operationalization of Project's Grievance Redressal Mechanism.
- h) Review Gender Action plan, Strategy action plan, capacity building plan, labor plan and livelihood restoration plans.
- i) Prepare and implement plan for social safeguard training/orientations, and train/orient the project PIU staff.
- j) Conduct social screening of Project's activities.
- k) Ensure that social safeguard standards are translated, disclosed, and disseminated to PIU's.
- l) Conduct consultative meetings with relevant stakeholders to discuss site specific social and gender issues of sub-project and get feedback from the participants to address it in a systematic manner.
- m) Prepare periodic (monthly, quarterly, and annual) reports and document good practices and lessons learnt for dissemination within the PIU, for the World Bank etc.
- n) Participate in periodic training of the PIU staff on relevant topics.
- o) Ensure compliance with the WB safeguards/guidelines.
- p) Any other relevant work as and when required.

**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.

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, 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
Junior Assistant**

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

Job Title:	Junior Assistant 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:	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 Reference (ToR) for Deployment of Labour Management Specialist (IC)

1. Background

Uttarakhand, a Himalayan state in Northern India, is characterized by its diverse landscape, including towering peaks, extensive river systems and dense forests. This region is prone to natural disasters such as flash floods, landslides, earthquakes, wildfires, and cloudbursts, which have intensified in recent decades, often linked to climate change. The State's geographical vulnerability is compounded by its classification in Seismic Zones IV and V, the highest risk zones in the country, making it susceptible to significant seismic activity. Disasters, such as the 2013 floods and the 2016 wildfires, have severely impacted Uttarakhand's economy and reversed developmental gains, particularly in sectors like tourism, infrastructure and healthcare.

The Government of Uttarakhand (GoUK) is implementing the Uttarakhand Disaster Preparedness and Resilience Project U-PREPARE funded by the World Bank. The Project seeks to enhance the resilience of critical public infrastructure in Uttarakhand and strengthen the preparedness and emergency response capacity in the State. At its core, the Project will support a system approach to resilience and the institutionalization of proactive disaster and climate risk management in the State. This will include mainstreaming disaster and climate risk management in road and health infrastructure planning and investments to enable these lifelines to cope with and provide uninterrupted services during and after disasters of a specific magnitude. The project focuses on building capacity and strengthening systems to ensure long-term sustainability of the project investments. The project will be implemented with a strong focus on environmental and social sustainability, ensuring compliance with the Project's ESMF, RPF, LMP and SEP.

This project is labour intensive and involves various issues related to compliance with labour laws. There are critical issues in the context of workplace safety, labour welfare and accidents and follow up remedial and legal actions. To that end, the PMU/PIU/FPIU requires enhanced support in dealing specifically with these kind of labour issues. Accordingly, the project proposes to recruit a Labour Management Specialist to support the project team to plan, implement, monitor and take corrective actions on these labour issues.

2. Objectives of the Assignment

The Department of Disaster Management under U-PREPARE-PMU seeks the services of a Labour Management Specialist (the "Individual Consultant") to implement a Labour Management Procedure (LMP) for the U- PREPARE. Implementation of LMP is to ensure that labour-related risks are managed in accordance with national/state laws and Project's safeguard instruments. The Consultant will work closely with project stakeholders to identify labour risks, develop mitigation measures and ensure compliance with relevant legal and regulatory frameworks.

3. Scope of Services

The Consultant will be responsible for the following tasks:

- a) Supervise and monitor compliance of labour laws and regulations by the staff, contractors and consultant regarding their terms and conditions of employment, non-discrimination and equal opportunity, worker's organizations and occupational health and safety aspects.
- b) Support adoption and implementation of ICT tools to track compliance of labour welfare laws during civil works as per the contracts and report.
- c) Review the site-specific Labour Management Procedures and other relevant instruments prepared by the ESA consultant/s and subsequently, monitor and report on its implementation throughout the project life cycle.
- d) Review and ensure that all relevant clauses related to labour standard compliance are integrated in the bid documents and contracts, along with the Environmental and Social Management Plan and Labour Management Procedures.
- e) Ensure contractors, including the PIUs and field PIU staff are providing monthly monitoring reports on labour standard compliance in accordance with the metrics specified in the respective bidding documents and contracts. Based on this data, prepare quarterly progress report on the status of labour standard compliance in all project sites.
- f) Coordinate with Gender specialist and Social Safeguard Specialist at the PMU to implement the project.
- g) Assess and manage specific risks and impacts to the community arising from construction activities, including, inter alia, behaviour of construction workers, risks of labour influx, response to emergency situations.
- h) Develop a 'code of conduct' [which incorporates zero tolerance to sexual harassment, workplace discrimination, etc.] for the staff, consultants and contractors including its personnel to abide by. The code of conduct must also include sanctions for non-compliance.
- i) Ensure the contractors have established and are operating a grievance mechanism for all construction workers, including those engaged by the sub-contractors.
- j) Prepare training plan and deliver labour compliance-specific trainings for staff and implementing partners (contractors, consulting firms, etc) throughout the project cycle.
- k) Report any incident such as sexual exploitation/harassment or accident that result in death, serious or multiple injuries at the construction sites. Provide sufficient detail regarding the scope, severity, and possible causes of the incident or accident, indicating immediate measures taken or that are planned to be taken to address it, and any information provided by any contractor and/or supervision consultant, as appropriate. Subsequently, at the World Bank's request, prepare a report on the incident or accident and propose any measures to address it and prevent its recurrence.

Monitoring Indicators

- Labour Management data base systems – ICT & MIS Portal
- Verification of reports and data
- Ensuring of daily updating of the data base
- Built Communication Channel for dissemination of reports

3.1. Labour and Working Conditions Assessment

- Personal Protection Equipment (PPE) – safety helmet and shoes, secured harness when working at heights, electrical gloves, eye protection for welding etc., for all workers without which entry to the construction site shall not be allowed.
- Steps necessary to prevent SEA/SH and any discrimination based on religious, political and/or sexual orientation.
- Facilities to be provided at the labor camp:
 - Hygienic living conditions and safe drinking water
 - Segregated toilets for male and female workers
 - Creche facilities
 - Use of fireproof wiring and good quality electricals
 - Cooking gas and/or electric/induction plate for each labor household
 - Monthly/weekly health checkup to be organized at the camp for all labors/family.
 - Awareness campaign for social distancing and general health and hygiene.
 - Posters and signages

3.2. Capacity Building and Training

- **Capacity Building Plan:** Develop and implement a capacity-building plan to enhance the understanding of labour management among project stakeholders. This plan should align with the LMP and other relevant environmental and social aspects.
- **Training Sessions:** Conduct training sessions for project staff, contractors, and other relevant stakeholders to ensure they are familiar with the LMP and national labour laws labour management. The training should also cover topics such as grievance mechanisms, labours code of conduct, SEA/SH prevention, and occupational health and safety.

3.3. Monitoring and Reporting

- **Monitoring Mechanism:** Develop a monitoring mechanism to ensure compliance with the LMP. This should include regular site visits, worker interviews and consultations with local communities to assess the implementation of labour management practices.
- **Reporting:** Prepare monthly reports on the status of labour management including any issues identified, actions taken and progress towards compliance with LMP. Reports should be submitted to the Department of Disaster Management and the World Bank as required.

4. Outputs /Deliverables

The Consultant will be responsible for delivering the following:

1. **Capacity Building Plan:** A tentative schedule for capacity building of PIU/FPIU and other stakeholders

with a focus on labour management plan and national labour laws, occupational health and safety

2. Submit monthly reports through the ICT system
3. Prepare and Finalize the Checklists for field supervision FPIUs.
4. **Training Materials:** Prepare training material for project staff and stakeholders on the LMP, occupational health and safety, labour law compliance, contractual obligations.
5. **Periodic Reports:** Regular reports on the status of labour management including monitoring results, stakeholder feedback and any issues or risks identified.
6. **Preparation of the Action Plan:** Preparation of actions required to be undertaken by the contractor in the event of an accident whether resulting in death or injury or whether involving employees or others etc.), according to applicable labour laws and contractual provisions.
7. Any other issue /material for labour law compliance which may be necessitated in the course of project implementation.

5. Consultant Qualifications/Experience

- **Educational Qualifications**

Bachelor's degree in law or postgraduate degree in industrial / employment / labour relations or MBA in HR with specialization in industrial relations/labour laws.

- **General experience**

At least 5 years experience in the legal field including practice of labour laws. Alternatively, 5 years experience in the field of labour relations, industrial relations and related fields. Legal background would be given preference.

- **Preferred experience and skills**

- Strong legal knowledge on labour issues
- Knowledge on the insurance provisions and policy claims
- Knowledge of project planning, monitoring and management techniques
- Experience of providing technical support to and capacity building of organizations
- Experience working with a range of stakeholders, NGOs, international organizations, development partners and/or with the government of India will be an advantage
- Excellent communication skills and report writing in English;
- Knowledge of local language will be considered as an added advantage;
- Proficient in using Word, Excel and Power Point;
- Strong analytical skills with conceptual understanding;
- Knowledge and experience of domestic government procedures and local legal procedures
- Physical ability and readiness to travel to rural areas.
- Proficiency with working in advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications

The Consultant must meet the following Proficiency:

- **Expertise in Labour Management:** At least 5 years extensive experience in at least one World Bank/ADB funded project. Experience in designing and implementing labour management plans, particularly in the context of World Bank-funded projects.
- **Expertise in Local and National Laws:** knowledge of local and national laws of labour is mandatory.
- **Familiarity with International Standards:** Thorough understanding of at least one International or World Bank funded project on policies and standards on labour particularly ESS-2.
- **Experience in Similar Geographical Contexts (Desirable):** Prior experience working in regions with similar environmental and social challenges as Uttarakhand. Familiarity with the local language and culture will be an advantage.

6. Duration and Location of the Assignment

The assignment is expected to last for 3 years. The initial contract will be for 1 year which will be extended on satisfactory performance of the Individual Consultant. The Individual Consultant will be based in PMU U-PREPARE office, Dehradun and frequent travel to project sites in Uttarakhand. The Individual Consultant will report to the Department of Disaster Management, Government of Uttarakhand and collaborate closely with the World Bank and other project stakeholders.

Cost estimates and duration of the assignment

- The estimated amount of INR 33 Lakh.
- Monthly Rate will be INR 90,000/-
- Expected duration of services will be 36 Months.
- The Consultant is entitled to TA/DA as per the approved norms of U-PREPARE.

7. Reporting Requirements

The Individual Consultant shall be under the immediate supervision of and will report to the Project Director/Program Manager/Additional Project Director. The Individual Consultant shall work closely with the social team and Environment teams of PMU and PIUs. The Individual Consultant shall also be expected to liaise with the FPIUs and Contractor. They would be expected to provide work updates to the PMU on a regular basis.

Payment Schedule:

The consultant's payment will be released on monthly basis based on the following conditions:

1. Review of the monthly report by PMU.
2. Incorporation of observations and comments, as required.
3. Approval of the finalized report by the competent authority.

**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
Data Entry Operator**

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

Job Title:	Data Entry Operator U-PREPARE, Uttarakhand, Dehradun
Location:	PMU/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 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 Data Entry Operator will be responsible for all the data feeding work and data maintaining work as in daily basis work. making sure everything related to data entry work runs smoothly within the U-PREPARE project. He will also help with important paperwork 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
- Can demonstrate 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
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.