



RAIPUR MUNICIPAL CORPORATION

Near Jai Stambh Chowk, Malviya Road, Raipur – 492 001 (C.G.)

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S.No. : 155-7/ Dy. Comm./NURM/ 08

Raipur dated 12.03.2008

**Expression of interest for hiring Professional Services as HUMAN RESOURCE
DEVELOPMENT OFFICER in Programme Implementation Unit of JNNURM
for Raipur City**

Sealed proposals are invited from experienced and qualified Professionals / Personnel having relevant qualification and experiences in assisting Government/Semi Government offices for improvement or up-gradation of their information technique and deliverables as required by the concerned office. Professionals having experience for reform implementation of JNNURM will be considered as an additional qualification.

The proposals along with an Earnest Money Deposit (EMD) of **Rs.20,000/- (Rupees Twenty Thousand only)** in the form of crossed Bank Draft drawn in favour of the Commissioner, Municipal Corporation Raipur, payable at Raipur, should be submitted in three envelope marked "A", "B" and "C". The envelope "A" should contain the Bank Draft, envelope "B" should contain the Technical Qualification and Experience and envelope "C" should contain the Financial Proposal on monthly basis. The Technical Qualification of only those consultants shall be opened who have submitted the earnest money. Professionals will be short listed on the basis of their work experience, technical capacity, qualification etc. Financial proposal of only short-listed professionals shall be opened and considered. Negotiation if required, shall be done and the lowest financial proposal of competent and qualified personnel may be approved for hiring the services.

The Expression of Interest (EOI) documents can be obtained from the Executive Engineer, Municipal Corporation Raipur on cash payment of Rs. 2000/- (Two Thousand only) or can be downloaded from the website www.cg.giv.in and shall be submitted along with prescribed bank draft of Rs. 2000/- drawn in favour of Commissioner, Municipal Corporation Raipur, payable at Raipur in the envelope "A".

The completed E.O.I. application should reach the office of the Commissioner, Municipal Corporation, Raipur, Chhattisgarh not later than 1500 Hours on **03 April 2008** by speed post or registered post of Indian Postal and Telegraph Department no other means for submission of the proposal will be entertained. The envelope "A" and "B" shall be opened on the next day on 1100 Hours **04 April 2008** in the presence of the Professional / representatives, who wish to remain present. the envelope "C" of only short listed consultants shall be opened at a later date, after due intimation. The right to reject whole or part of the Proposal, all or any proposal and to modify the terms and conditions are reserved.

**Commissioner
Municipal Corporation,
Raipur (C.G.)**

MUNICIPAL CORPORATION RAIPUR (C.G.)

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1. INTRODUCTION

1.1 City profile

- a) Raipur, the present capital city of the State of Chhattisgarh, is a fast developing important, Industrial, Commercial and Administrative centre. The population of the city is 7.58 Lacs (As per census 2001). The new Capital Town is being development in the neighborhood of the present Raipur City. A PURA Scheme is also being taken up in the neighborhood of the new Capital town.
- b) Raipur is located on National Highway No.-6 and National Highway No.-43. The Mumbai Howrah Railway Line, one of the busiest railway line in term of goods and passengers, passes through the city.
- c) Rajnandgaon, Durg, Bhilai, Charoda and Kumhari Towns are also located on National Highway No.-6 between Rajnandgoan and Raipur and Mumbai Howrah Railway Line, in close proximity . These towns along with Raipur city, and Naya Raipur Special Area are emerging as a fast growing urban agglomeration.
- d) Raipur traditionally, has been a centre of trade and commerce catering to the needs of Chhattisgarh, Orissa, a part of Jharkhand and Andhra Pradesh.
- e) Raipur has been selected under Jawahar Lal Nehru National Urban Renewal Mission for implementation of project under its two sub-missions, namely (a) urban Infrastructure and Governance and (b) Basic services for Urban poor.
- f) A City Development Plan, (CDP), as required by the JNNURM, has been Prepared for the Town of Raipur, Development Plan and Draft Naya Rajdhani Development Plan, under the C.G. Town and Country Planning Act, 1973 have also been published.

1.2 Institutional set up at city level :

1.3 Profile of ULB :

(i) Organization Structure of the ULB :-

- a) Commissioner -

01 No

b)	Deputy Commissioner	03 Nos
c)	Superintending Engineer	02 Nos
d)	Executive Engineer	10 Nos
e)	Health Officer	01 No
f)	Deputy Director, Horticulture	01 No

AND 3041 nos others Class-II, Class-III, Class-IV regular officers and employees headed by **Commissioner, Municipal Corporation, Raipur.**

(ii) Class-wise staffing pattern :-

Municipal Corporation comprises of 18 Nos Class-I officers, 63 nos Class-II officers, 1009 nos Class-III and 1969 nos Class-IV employees as per Government Order No. F-4-192/2003/18 Raipur dated 21 August 2006. Municipal Corporation Raipur. Total no. of officers and employees of Municipal Corporation Raipur sanctioned as per above order are **3059.**

2. STATUS OF JNNURM :

2.1 Capital Investment Plan of the city as recorded in the CDP :

Capital Investment Plan as recorded in the City Development Plan is described as under :-

Sector	Investment required (Rs. in Crores)	% to total
Water Supply	374.83	30.89
Sewerage and Sanitation	132.07	10.88
Storm Water Drainage	110.37	9.09
Solid Waste Management	60.66	5.00
Roads and Transport	275.00	22.66
Others (Shifting of Dairies from Inner areas to Outer Areas)	28.69	2.36
Slum Rehabilitation	232.00	19.12
Total :	1213.62	100.00

2.2 Programme Status – JNNURM Projects and Reforms :

A. JNNURM Projects :

i. Water Supply : - Work is executed by Public Health Engineering Department and the Technical Bid of the Tenders are likely to receive on 04th & 5th October 2007.

ii. Slum Rehabilitation :- Tripartite Agreement among SLNA -SUDA, Executing Agency - M/s Hindustan Prefeb Limited and Implementing Agency- Nagar Nigam Raipur. 17 working sites are handed over to Implementing Agency for commencement of the work.

iii. Road and Transport :- Request for Proposal for preparation of Long Term Traffic and Transport Plan has been published. Offers from interested consultants are likely to receive on 09th October 2007.

B. JNNURM Reforms :

2.3 Projects planned to be implemented by the ULB:-

	<u>Cost</u>
i. Storm Water Drainage :-	Rs.110.37 Crores
ii. Solid Waste Management :	Rs.60.66 Crores
iii- Road and Transport :	Rs.275.00 Crores
iv. Others :	Rs.28.69 Crores

(Shifting of Dairies from Inner area to Outer area)

Water Supply project is implemented by Public Health Engineering Department as per the policy framed by State Government and Slum Rehabilitation (BSUP) is implemented by M/s Hindustan Prefeb Limited as Project Management Consultant as per decision taken by the Government.

3. PROJECT IMPLEMENTATION UNIT :-

3.1 Need for Establishing PIU :-

The post formation of Municipal Corporation Raipur is such that no expertise in the Municipal Corporation Raipur who is appointed as HUMAN RESOURCE DEVELOPMENT OFFICER to meet out the expertise demand for the work included in the scope of said post.

3.2 Role of PIU :

The purpose of EOI is to procure professional services as HUMAN RESOURCE DEVELOPMENT OFFICER till completion of JNNURM to enable the implementation of reform agenda with respect to the time frame as agreed. The PIU is meant to an operations unit supplementing and enhancing the existing skill mix of the ULB, rather than supervisory body. It is expected to work in tandem with the existing staff to strengthen the implementation of JNNURM. The focus of PIU is to enhance the pace and quality of implementation of the mission activities.

The PIU are only suggestive the RMC will assess their requirement and composition of staffing pattern and the work load. The professional will be hired from the open market on the contractual basis. The PIU will be headed by Commissioner, Municipal Corporation Raipur and work as close team in co-ordination with the RMC staff, sharing work programs, implementation issues, outcomes, area of attention etc.

4.. SCOPE OF WORK :

The TOR is not limited to the services indicated below; the incumbent shall incorporate more activities in the related field that are relevant to the job as required from time to time.

a. Personnel Management :

Recruit staff, as necessary, from the open market including developing job descriptions, preparing advertisements, checking application forms, short listing, organizing interviews and processing placement of selected candidates.

b. Capacity Building :

- Assess ULB/Parastatal institutions' specific training needs & organize training programs as per the HRD Plan. On the basis of the assessment, work with sector heads to develop HR planning strategies, which consider immediate and long-term staff requirements in terms of numbers and skill levels.
- Develop annual training and development programmes that assist in implementation of JNNURM projects and reforms;
- Develop and continually implement as necessary an effective induction programmes, including orientation on the JNNURM.
- Establish HR information system in coordination with the IT Officer and use it for planning and monitoring, updating information continually. Assess manpower requirement periodically, using the database.

5. Qualification and Experience :

- Ideally she/he shall possess a post graduate qualification in Personnel Management / HR from a reputed academic institution.
- About 5 years of experience in the above-mentioned areas.
- Ability to work in a team with other professionals to gain insights to training needs on a continuous and sustained basis. Encourage staff to be open and willing to discuss individual problems and needs and assist in addressing day to day human resource management issues.
- Implementation support, facilitation and coordination skills
- Dealing with other Govt. bodies / agencies, communities / local bodies/NGOs.
- Experience in usage of computers and internet will be preferred. If not computer literate, the incumbent shall upgrade the skills within three months of joining.
- Preferably functional in English and local language.

6. DELIVERABLES AND REPORTING:

The following are some of the expected deliverables:

- i. Comprehensive database of personnel information, within three months of joining
- ii. Annual/six monthly/ quarterly training calendars
- iii. Monthly report on human resource issues and suggestions for enhancing productivity and effectiveness

The Officer shall report directly to the Commissioner and discuss the progress issues proactively with her/his designated supervisor.

7. COMPOSITION OF PIU :-

In general a project Implementation unit shall consist of following professionals :-

- A. Information Technology Officer
- B. Municipal Finance Officer
- C. Public Health Engineer
- D. Social and Community Development Officer
- E. Urban Planning Officer
- F. Procurement Officer I
- G. Environment Officer
- H. Human Resource Development Officer

The PIU will be headed by Commissioner, Municipal Corporation Raipur and work as a close team, in coordination with the RMC staff, sharing work programs, implementation issues, outcomes, areas of attention etc.

8. PROCUREMENT PROCESS :-

PIU will be procured on the basis of applications received against the advertisement published for selection of expertise professionals having the desired qualification and experience in their respective fields. It is the sole discretion of Commissioner Municipal Corporation Raipur to select the professionals and his decision will be fully binding to all the applicants.

9. ESTIMATED COST OF ESTABLISHING PIU :-

The proposed remuneration of each member of PIU will be Rs.15,000/- per month (Rupees Fifteen Thousand) on satisfactory performance of his role as mentioned in the ToR. The said amount may be negotiable for the highly qualified and efficient professional the decision will be on the sole discretion of Commissioner, Municipal Corporation, Raipur and his decision will be unchallengeable and final.

10. DETAILS OF OFFICE INFRASTRUCTURE FOR PIU TO BE PROVIDED BY THE RMC :-

Raipur Municipal Corporation has its head office in front of GPO and near to Jai Stambh Chowk on Malviya Road Raipur (C.G.). Each member of PIU will have independence sitting space along with basic office infrastructure facilities including furniture, PC, Stationary etc.

**Commissioner
Municipal Corporation, Raipur**