

GOVERNMENT OF TELANGANA  
TELANGANA URBAN FINANCE & INFRASTRUCTURE DEVELOPMENT CORPORATION  
LIMITED.

A C GUARDS, HYDERABAD - 500004

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**EXPRESSION OF INTEREST (EoI)**

**EoI:No: 742/B5/AMRUT-Reforms/2015 dt:30.08.2016**

**Notice Inviting Expression of Interest (EoI) from individuals for various positions in State Mission Management Units (SMMUs) at State level and City Mission Management Units (CMMUs) at City Level for Atal Mission for Rejuvenation and Urban Transformation (AMRUT) for**

**Telangana Urban Finance and Infrastructure Development Corporation Limited (TUFIDC)**

Telangana Urban Finance & Infrastructure Development Corporation Limited (TUFIDC), the Mission Directorate for AMRUT intends to set up State Mission Management Unit (SMMU) at State Level (1) and City Mission Management Units (CMMUs) at City Level for AMRUT cities (for 12 ULBs). The objective is to enhance the institutional capacity of ULBs by providing human resources on ground. The SMMU and CMMUs will provide technical support, handholding support and co-ordination to the ULBs and State Mission Directorate. The AMRUT is expected to operate between 2015-2020.

TUFIDC invites Expression of Interest (EoI) from individuals who are having requisite experience and expertise in this field as detailed in the EoI document along with ToR uploaded on the following websites ([www.tufidc.cgg.gov.in](http://www.tufidc.cgg.gov.in) & [www.cdma.telangana.gov.in](http://www.cdma.telangana.gov.in)).

The EOI may be submitted in a sealed envelope through Speed Post/Registered Post or delivered by hand superscribing "AMRUT – State Mission Management Unit (SMMU) and City Mission Management Units (CMMUs) - EoI proposal (Name of the Applicant and Post applied for)" on top of the envelope to the following address. The last date and time for submission of the EoIs is up to 5:00 PM on 10.09.2016.

Sd/-  
Mission Director, AMRUT  
& MD, TUFIDC

**Address:**

**Managing Director,  
TELANGANA URBAN FINANCE INFRASTRUCTURE DEVELOPMENT CORPORATION  
TUFIDC & DTCP Building, 3<sup>rd</sup> & 4<sup>th</sup> floors, New Office Building,  
A.C. Guards, Hyderabad-4, Phone No: 040-23435519/08/15/03;  
Fax: 040-23301025; E-mail: tufidcrecruitment@gmail.com.**



**State Mission Management Unit (SMMU)  
and  
City Mission Management Unit (CMMU)**

# **Expression of Interest Document along with Terms of Reference**

**Telangana Urban Finance and Infrastructure Development  
Corporation Limited**

640, 3<sup>rd</sup> & 4<sup>th</sup> Floors, New office Building, Kashana Buildings, A.C. Guards, Hyderabad-4,  
Phone No: 040-23435500/23435505/23435506/23435507; Fax: 040-23301025;  
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**TELANGANA URBAN FINANCE INFRASTRUCTURE DEVELOPMENT  
CORPORATION LIMITED.**

**EXPRESSION OF INTEREST (EoI)**

Expression of Interest (EoI) for various positions of State Mission Management Unit (SMMUs) State Level and City Mission Management Units (CMMUs) at City Level for AMRUT

**Introduction**

The Govt. of India launched 3 flagship programmes viz., Smart City Mission, Atal Mission for Rejuvenation and Urban Transformation (AMRUT) and Housing for all for improving quality of life and attracting people and investment to the cities.

**Objective of AMRUT**

Providing basic services (e.g. water supply, sewerage, urban transport) to households and build amenities in cities that will directly improve the quality of life, as a priority. Achieving universal coverage for water supply and sewerage is a National & First priority. The Focus shall be on infrastructure creation that has a direct link to provide better services to people by providing taps and toilet connections to all households. All the outcomes are valued against the indicators and standards as per Service Level Benchmarks (SLBs) fixed by GoI.

**Institutional arrangements for Capacity Building.**

A sound institutional structure is the foundation to make the mission successful in achieving the goals. AMRUT guidelines enable States to undertake extensive capacity building activities for their ULBs to achieve reforms and implement projects in mission mode. The Govt .of India re-aligned the existing Comprehensive Capacity Building Programme (CCBP) towards priorities of the new missions. One component of institutional development of ULBs and States is to have human resources

on the ground. Govt. of India will enhance the capacity of ULBs by supporting SMMU at State level and CMMUs at City Level.

The EoI invited for the positions of SMMU and CMMU will be as below:

**At State Level - State Mission Management Unit (SMMU)**

| Sl.No. | Type of Human Resource                | Human Resources Nos |
|--------|---------------------------------------|---------------------|
| 1      | IT cum Monitoring & Evaluation Expert | 1                   |

**At City Level. – CMMU**

| Sl.No. | Type of Human Resource      | Human Resources Nos |
|--------|-----------------------------|---------------------|
| 1      | Urban Planner               | 8                   |
| 2      | Urban Infrastructure Expert | 12                  |

The TUFIDC has been designated as the State Mission Directorate for AMRUT in the State. The objective is to efficiently and effectively manage, coordinate and monitor the implementation of AMRUT.

TUFIDC has proposed to setup SMMU at State Level and CMMUs at city level in 12 ULBs.

**The human resource requirement (21 experts) is indicated in Annexure -I. The EoI invited for these 21 positions only.**

**2.0 SCOPE OF SERVICES**

TUFIDC will hire the services of individuals who will perform the role of the SMMU at State level and CMMUs at ULB level.

The selected personnel under SMMU will be housed in State Mission Directorate i.e., TUFIDC which is located in Hyderabad.

The selected personnel in CMMUs will be housed in respective ULBs.

The technical experts selected for SMMUs and CMMUs will be dedicated

full time staff and will be stationed at TUFIDC, Hyderabad and respective ULBs as the case maybe.

The day to day work of the technical experts in SMMU will be assigned by the Managing Director, TUFIDC and State Mission Director, AMRUT or any other officer designated by him for this purpose.

The day to day work of the technical experts in CMMU will be assigned by the Commissioner of the ULB or any other officer designated by him for this purpose.

All the monitoring and reporting aspects of the technical experts will be under the control and supervision of TUFIDC or Commissioner of the ULB as the case may be.

Terms of Reference (ToR) for each technical expert position at SMMU and CMMUs including qualification and experience is provided in Annexure-II. However, the job description provided is only indicative and not exhaustive. The nature of work may change as per the requirement of the State Mission Directorate (TUFIDC)/ULB or as assigned by Managing Director, TUFIDC from time to time.

### 3.0 PAYMENT AND WORKING ARRANGEMENTS

| <b>Component</b>  | <b>Unit Cost in Rs.</b>   |
|---|---|
| For City Mission Management Unit (CMMUs)                |   |
| 1. Staff Salary   | Rs.55,000/- per person/month  |
| 2. Supporting cost includes local travel and stationery | *Rs.55,000/- per month for each CMMU i.e., 2 persons<br>*Rs.1,10,000/-per month for CMMU of 4 persons |
| <b>Component</b>  | <b>Unit Cost in Rs.</b>   |
| For State Mission Management Unit (SMMU)                |   |
| 1. Staff Salary   | Rs.55,000/- per person/month  |
| 2. Supporting cost includes local travel and stationery | *Rs.1,65,000/- per month for SMMU for 6 persons   |

\* Local travel and stationery will be reimbursed as per actuals.

### **3.1 Working time**

Working hours (6 days a week, 10:30 hrs – 5:00 hrs) with lunch break 30 min (1:30 –2:00 hrs). In case of exigencies of work, they will be required to make their services available during other periods and holidays.

## **4.0 DELIVERABLES**

### **4.1 SMMUs**

Provide technical/handholding support and coordinate to the state UD Department /SLNA and carry out the following functions:

- Preparation of State Annual Action Plan (SAAP) including CB Plan.
- Coordinate and monitor City MMUs/Cities in the preparation of SLIPs and implementation of reforms and monitoring the milestones of reforms to be implemented by ULBs and State (All organizations of the state such as DTCP, Commissioner and Director of Municipal Administration , Engineer -in - Chief (PH) etc.,).
- Support in selection of handholding agencies/consulting firms for preparation of Smart City proposals for Smart Cities competition
- Support in selection of handholding agencies/consulting firms for end-to-end assistance (planning, design, supervision and project management) in AMRUT.
- Support in selection of training institutions for conducting Individual Capacity Building programmes for municipal functionaries and elected representatives.
- Plan and assist the training institutions for individual Capacity Building programmes focusing on the four departments in ULBs.
- Develop Urban Database Repository, Viz., i) data on service level benchmarks (SLBs) of ULBs/State and Thrust Areas of AMRUT, ii) data on components of Smart Cities, iii) Other data requirements of urban Sector, iv) data bank on best practices on thrust areas/reforms, resource institutions/experts, programmes/schemes, etc.
- Monitoring, for example, IRMA reports (quarterly), RARs by IRMA (Half yearly), quarterly Score card by States/Cities for HPSC (AMRUT/SCM)
- Revision of State Laws & Rules for implementing AMRUT Reforms Agenda.

## 4.2 CMMUs

Provide technical/handholding support and coordination to the ULB and carry out the following functions:

- Preparation of Service Level Improvement Plan (SLIP)
- Assist in preparation of Smart City Proposal (SCP) for Smart Cities selection competition.
- Implementation of Reforms agenda focusing on outcomes.
- Enabling coaching and mentoring as set out in AMRUT guidelines.
- Coordination for individual Capacity Building programmes of the ULB conducted by training institutions.
- Undertaking ULB level data collection, checking for its reliability and validity, and documentation of ULB level practices.
- Monitoring, for example, external monitoring report by IRMA (quarterly), reform implementation appraisal report by IRMA (half yearly), Quarterly Score Card by Cities for HPSC (for AMRUT/SCM).
- Preparation of ULB level IEC materials, viz., e-newsletters, brochures etc.
- Maintenance and up-gradation of multi-layer GIS maps.
- Revision of ULB policies for implementing AMRUT Reform Agenda and monitoring the mile stones of reforms to be implemented by ULB.
- Promote the use of online instructional programmes for ULB functionaries.

## 5.0 ELIGIBILITY CRITERIA

As specified in the Annexure – II for the respective positions.

## 6.0 EVALUATION CRITERIA

Scrutiny and evaluation of EoI will be as per criteria fixed by the **Selection Committee** to be constituted for the purpose by TUFIDC. Selection will be made based on the recommendations of the Committee. The selected candidates shall work in SMMU or CMMU of the AMRUT cities of Telangana allotted by TUFIDC as the case may be.

## 7.0 DOCUMENTS TO BE SUBMITTED AS PART OF EOI

- 1 Covering letter
- 2 Curriculum Vitae (CV)
- 3 Supporting documents demonstrating qualification, experience and expertise of the individual.



## **8.0 TERMS AND CONDITIONS**

### **8.1 Amendments to the EoI**

TUFIDC may amend the EoI documents at any time prior to the deadline for submission of EoI, by issuing suitable corrigendum. Any corrigendum issued in this regard shall be uploaded on the following websites: [www.tufidc.cgg.gov.in](http://www.tufidc.cgg.gov.in) & [www.cdma.telangana.gov.in](http://www.cdma.telangana.gov.in).

### **8.2 Language of EoI**

The EoI, and all correspondence and documents related to EoI exchanged by the individual should be in English.

### **8.3 TUFIDC reserves the right to the following**

- i. Accept or reject any or all the proposals received in response to the EoI without assigning any reason whatsoever.
- ii. Extend the time for submission of EoI.
- iii .Modify the EoI document, by an amendment that would be published on the website.
- iv. The experience criteria for different positions will be reviewed in case of non availability of candidates with prescribed experience.

## **9.0 SUBMISSION OF EOI**

The EOI may be submitted in a sealed envelope through Speed Post/Registered Post or delivered by hand superscribing “AMRUT – State Mission Management Unit (SMMU) and City Mission Management Units (CMMUs) - EoI proposal” on top of the envelope to the following address. The last date & time for submission is up to 5:00PM on 10.09.2016.

**Address:**

**Managing Director,  
TELANGANA URBAN FINANCE INFRASTRUCTURE DEVELOPMENT CORPORATION  
TUFIDC & DTCP Building, 3<sup>rd</sup> & 4<sup>th</sup> floors, New Office Building,  
A.C. Guards, Hyderabad-4,  
Phone No: 040-23435519/08/15/03;  
Fax: 040-23301025; E-mail: [tufidcrecruitment@gmail.com](mailto:tufidcrecruitment@gmail.com).**

### Annexure - I

| Sl.No  | AMRUT City | Types of Human Resources               | Human Resources Nos. |
|--|------------|--|----------------------|
| <b>State Mission Management Unit (SMMU) at</b> |            |  |                      |
| 1  | Hyderabad  | IT cum Monitoring & Evaluation Expert. | 1                    |
| <b>SMMU Sub-total</b>                          |            |  | <b>1</b>             |

| <b>City Mission Management Unit (CMMU) at</b> |                  |                          |                             |
|---|------------------|--------------------------|-----------------------------|
| Sl.No   | AMRUT City       | Types of Human Resources |                             |
|   |                  | Urban Planner            | Urban Infrastructure Expert |
| 1   | Hyderabad (GHMC) | 8                        | 12                          |
| 2   | Warangal (GWMC)  |                          |                             |
| 3   | Karimanagar      |                          |                             |
| 4   | Khammam          |                          |                             |
| 5   | Ramagundam       |                          |                             |
| 6   | Siddipet         |                          |                             |
| 7   | Miryalaguda      |                          |                             |
| 8   | Nalgonda         |                          |                             |
| 9   | Suryapet         |                          |                             |
| 10  | Nizamabad        |                          |                             |
| 11  | Adilabad         |                          |                             |
| 12  | Mahabubnagar     |                          |                             |
| <b>CMMU sub- total</b>                        |                  |                          | <b>20</b>                   |
| <b>Grand Total (SMMU + CMMU)</b>              |                  |                          | <b>21</b>                   |

Note: i. The above ULB wise human resources requirement is only indicative.

## ANNEXURE - II

### DETAILED TERMS OF REFERENCE FOR PERSONNEL

#### **I. For SMMU**

##### **1. IT cum Monitoring and evaluation Specialist**

###### **a. Qualifications & Experience**

- The expert will have a management background and at least 7-10 yrs. experience in monitoring and evaluating large projects and programs, preferably in the urban sector.
- Develop and strengthening M E system for projects, reforms and capacity building activities at State level.
- Monitor the status of implementation of JNNURM-funded project investments vis-à-vis approved timelines and key deliverables
- Monitoring and evaluation and reporting to SLNA
- Assist the team leader in refining benchmarks and/or indicators against which progress of JnNURM can be measured.
- Assist in conducting survey to assess the conditions of important reforms at each level of government, as well as the status of the full-range basic services and systems expected to be covered through JNNURM in the 63 eligible cities and states.
- Update, refine and expand the database at the city level
- Set up systems for measuring and monitoring and reporting on service level benchmarks set up by MOUD.

###### **b. Role and responsibilities:** The Specialist may support the State UD department to:

- IT related support for the above components of e-governance reforms
- Reporting to MoUD and SLNA on progress of e-governance reforms
- Coordination of data entry and file uploads into systems used by the ULB on a regular basis,
- Coordinate management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data.
- Assist ULB officials in operating IT systems on a daily basis; provide handholding support when required.
- Quarterly Progress Reports related to status of e-governance reforms
- Any other related activities as decided by the State Steering Committee and the Secretary, UD department.

## II . For CMMU

### 1. Urban Planner

#### a. Qualifications & Experience

- Graduate/Post Graduate Degree in Planning or equivalent (Post Graduate preferred) from recognized University.
- Urban Planner/Management Expert having strong background in project management with 1-2 yrs for Post graduate and 2-3 yrs for Graduate in a managerial position.
- Senior engineers with at least 2-3 years urban sector experience in a managerial position can also be considered.
- Experience in working with large scale urban development projects/programmes.
- Experience in urban reforms and capacity building programmes for ULBs

#### b. Role and responsibilities: The Specialist may support the ULB to:

- Co-ordinate and support the implementation of AMRUT reforms, projects and capacity building activities.
- Prepare integrated City Plans and Capacity Building (CB) plan, business cum financial plan.
- Prepare reports (including QPRs and Utilization Certificates) for State and MoUD on the progress of implementation of CB programmes as well as other related programmes.
- Coordinate the engagement of service providers and external experts for implementation of CB activities.
- Assist in increasing sources of municipal finance of all AMRUT cities and assist in identifying avenues for leveraging funds for infrastructure.
- Any other related activities as decided by the administrative / technical head to the ULB.
- Improve the capacity of ULB planners in related activities.

### 2. Urban Infrastructure Expert

#### a. Qualifications & Expérience.

- Graduate in civil engineering or equivalent (Post Graduate in Civil Engineering preferred) from recognized university.
- Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation;
- Urban Infrastructure Expert having strong background in project management with 1-2 yrs for Post graduate and 2-3 yrs for

Graduate in a managerial position in designing and managing municipal infrastructure projects, preferably projects funded by aid agencies; and

- Be very familiar with the laws and procedures of the Indian municipal environment.

**b. Role and responsibilities: The Specialist may support the ULB to:**

- Asses the status of infrastructure development in the city on a regular basis and provide independent feedback to the Municipal Commissioner
- Ensure adequate provision for operation and maintenance, value for money urban infrastructure creation, and overall sustainability.
- Provide knowledge support – including presentation of regional best practices – relating to project management, monitoring quality of construction, good procurement practices, PPPs, use of information systems, among others.
- Provide technical support to ULB to prepare city development plan and economically viable DPRs on projects.
- Any other related activities as decided by the administrative/technical head of the ULB.
- Improve capacity of ULB engineers in related activities.

**APPENDIX-I: COVERING LETTER SAMPLE**

Date -----

To

**The Managing Director,  
TELANGANA URBAN FINANCE  
INFRASTRUCTURE DEVELOPMENT CORPORATION,  
TUFIDC & DTCP Building, 3<sup>rd</sup> & 4<sup>th</sup> floors, New Office Building,  
A.C. Guards, Hyderabad-4**

**Subject:** AMRUT – State Mission Management Units (SMMU)/City Mission  
Management Units (CMMUs) - EOI proposal

Dear Sir,

Having examined the EOI, the undersigned, offer to be short listed for 'AMRUT- SMMU/AMRUT - CMMU' in full conformity with the said EOI. I have read the provisions of EOI and confirm that these are acceptable to me.

I hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of short listing and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the short listing process may be terminated without assigning any reason and without any liability to individuals, whatsoever, it may be.

Signature

Date:

Place:

Postal Address:

Telephone Number:

Mobile:

Email Id:

**APPENDIX -II -STANDARD FORMATS OF CURRICULUM VITAE (CV)**

- i. Name:
- ii. Position for which EoI is submitted: (SMMU/CMMU to be indicated)
- iii. Membership in Professional Societies:
- iv. Professional Experience: [Reverse order every employment held. List all Positions held giving dates, names of employing organizations, titles of Positions held, and locations of assignments.] Projects handled
- v. Educational Qualifications: [Summarize college / university and other Specialized education of staff member, giving names of schools, dates Attended, degrees obtained and percentage/grade/ class.
- vi. Languages: [For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]
- vii. Date of Birth:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of Individual]

Date:  
Day/Month/Year

Full name of Individual: \_\_\_\_\_

\*\*\*

Affix your latest photo here

**APPENDIX-III: TUFIDC - AMRUT**

Post applied for SMMU/CMMU (Clearly specify the name of the post).....

.....

1. Name:.....

2. Father's/Husband's Name:.....

3. Correspondence Address:.....

.....

4. Mobile No:.....Phone No:..... E- Mail .....

5. Educational Qualifications (please clearly indicate of the course that is incomplete or result is awaited):

| S.No. | Course | University | Institute | Year | Marks (%) | Rank, if any |
|-------|--------|------------|-----------|------|-----------|--------------|
| 1.    |        |            |           |      |           |              |
| 2.    |        |            |           |      |           |              |
| 3.    |        |            |           |      |           |              |
| 4.    |        |            |           |      |           |              |
| 5.    |        |            |           |      |           |              |

6. Experience:

| S.No | Employer | Position | From | To |
|------|----------|----------|------|----|
|      |          |          |      |    |
|      |          |          |      |    |
|      |          |          |      |    |
|      |          |          |      |    |

7. Professional Membership:.....

8. Co-curricular activities:.....

9. Any other relevant information:.....

Signature of the candidate with date