

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(IC/UNDP/INDIA/2017/099)**

Individual Consultant – Block Project Assistant – Rural Housing – Odisha, INDIA

Job ID/Title :	Individual Consultant – Block Project Assistant – Rural Housing. (314 Posts) - (For Indian Nationals Only)
Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Category (eligible applicants) :	External
External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.	
Brand :	UNDP
Application Deadline :	14-December-17
Type of Contract :	Individual Contract
Post Type and Level :	National Consultant
Duty Station :	Block Development Office (One position in each of the 314 blocks of the State) Odisha, INDIA
Languages Required :	English, Odia
Starting Date : (date when the selected candidate is expected to start)	02-January-2018
Duration of Initial Contract :	One Year (extendable)
Background:	
<p>The Government of Odisha has committed itself to the people of Odisha that permanent houses would be provided to all the rural poor (people below poverty line) by 2019 under different housing schemes like Pradhan Mantri Awas Yojana-Gramin (PMAY-G), Mo Kudia(my house) / Biju Pucca Ghar programme. The current Technical Support project to the Department of Panchayati Raj, Government of Odisha is conceived to fast-track construction of Rural Houses with support from UNDP to strengthen a) Policy and Planning procedures including institutional mechanism for delivery, b) Improve Designs and introduce new technology to house construction and c) Build Capacities of stakeholders for construction and support Monitoring of the housing construction. The project thus conceived would focus on the following:</p> <ul style="list-style-type: none"> • Initiating the process of setting up Project Management Unit (PMU) at the State, District and Block Levels. • Develop a communication strategy as well as IEC materials (in local language and illustrative form) for making government functionaries and the beneficiaries and the public aware of their roles and responsibilities under rural housing schemes. • Create a cadre of trained construction fraternity (engineers, masons, bar-benders and carpenters) and supervisors/community mobilisers to support green and disaster resilient housing supply & maintenance. <p>In order to operationalize the Project, UNDP is currently in the process of recruiting Block Project</p>	

Assistant-Rural Housing to support the nodal agency (State Government). The Block Project Assistant would be placed within the Block Development Office.

The Block Project Assistant will work under the guidance of the Block Development Officer and the Block Project Coordinator who will provide overall project implementation guidance.

Description of Responsibilities :

Summary of Key Functions: The key results have an impact on the success of country programme within specific areas of cooperation. In particular, the key results will have an impact on poor and marginalized sections of the community and help in reducing poverty.

- Online data entry at Block level in the centralized housing software i.e. AWASSOFT and the web portal of the Government of Odisha;
- Synchronizing the reports and photographs of houses at various stages captured through Awass App and other Apps developed by the state with concerned software databases;
- Assistance in maintaining the electronic database for storage, retrieval and access of housing data, along with policies guidelines, manuals on rural housing;
- Assist Block Development Office in data entry and data management regarding housing schemes of the block;
- Data Analysis and Reporting;
- Any other tasks that may be assigned from time to time by Block Development Officer, the Block and District Project Coordinators.

Competencies :

Functional Competencies:

Knowledge Management and Learning

- A proven record in computer operation and data entry

Development and Operational Effectiveness

- Strong analytical and planning skills.

Management and Leadership

- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Ability to prioritize assignments and requirements, and multitask as needed
- Demonstrates openness to change and ability to manage complexities

Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity and ethical standards.

Qualifications :

Education:

- Intermediate with at least 6 months' Diploma/Course in computer applications.

Experience:

- Minimum 1 years of relevant working experience.

Language:

- Excellent knowledge of written and spoken English and Odia.

Duration of the Work:

- The contract will be awarded for one year initially. Working days will be as per the State Government policy.

Travel:

- Travel within the state and districts would be required.

Schedule of Payments:

- Consolidated Annual Consultancy Fee (Remuneration) of Rs. 91,920/- (@ Rs. 7,660/- per month) payable in equal monthly instalments, upon submission of monthly progress report certified by the reporting officer.

Institutional Arrangement:

- Contract will be administered by UNDP on behalf of the State Government of Odisha;
- The consultant would report to Block Development Officer, State Government of Odisha and Block and District Project Coordinator-Rural Housing and;
- All the logistic support related official travel will be borne by the Government of Odisha as per their prevailing rules;
- Consultant will be entitled for 2 days leave per month (non-encashable).

Documentation required:

- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

Evaluation Method and Criteria:

Preliminary shortlisting would be done based on the following criteria:

- Educational Qualification 20 Marks;
- Relevant Experience 35 Marks;
- Suitability for the assignment 15 Marks.

Those who obtain a minimum of 70% of total 70 marks above will be eligible to appear for the skill test.

Skill test carry a weightage of 30 marks and will be based around the competencies (skills) required as per the ToR. Skill test would be conducted at identified regional centres. Travel costs for attending the skill test will be borne by the shortlisted Consultants. The contract shall be awarded on a merit basis.

For any clarifications, please write to: ic.india@undp.org. Telephonic enquiries will not be entertained.

To apply: <http://block.undp.org.in>