

TERMS OF REFERENCE

Selection of experts and supporting staff for the Project Implementation Unit, Chennai Metropolitan Development Authority under the Tamil Nadu Housing and Habitat Development Project

I. Introduction

Tamil Nadu (TN) is the leading urbanizing State in India with its capital, Chennai being the sixth most populous city in India. As per Census 2011, TN is about 48.5% urbanized. About 35 million people reside in urban areas and account for 9.6% of India's urban population. TN is in the third position in the number of urban inhabitants after Maharashtra (>50 million) and Uttar Pradesh (> 40 million). The urban growth rate, at 27% from 2001 to 2011, outpaced the rural growth rate of 6% during the same period. Urban growth combines net in-migration into urban areas, expansion of city boundaries to accommodate peri-urban growth, and natural growth of the existing urban population. Urbanization in TN is widely dispersed and encompasses 21 municipal corporations, 139 municipalities, and 490 town panchayats. In addition, 374 "census towns" are identified as areas with urban characteristics but have not formally been notified as urban.

About CMDA

Chennai Metropolitan Development Authority (CMDA) was constituted as an ad-hoc body in 1972 and became a statutory body in 1974 via the Tamil Nadu Town and Country Planning Act 1971. It is in charge of planning and development of the capital region of Tamil Nadu, the Chennai Metropolitan Area (CMA). The CMA comprises The Greater Chennai Corporation, Corporations of Tambaram and Avadi, 5 Municipalities, 3 Town Panchayats, and 179 Village Panchayats in 10 Panchayat Unions and falls within three districts and covers an area of 1,189 Sq.km with a population of nearly 8.65 million in 2011.

It is the fourth largest urban agglomeration in India after Mumbai, Delhi, and Kolkata metropolitan regions. The metropolitan area covers the entire Chennai district and parts of the Tiruvallur and Kanchipuram districts. The Chennai district is completely urban. Chennai Metropolitan Development Authority (CMDA) is the nodal planning agency of Chennai which administers the Chennai Metropolitan Region. As per CMDA's Second Master plan, CMA's population is expected to increase to 14.8 million by 2035.

The CMA region comprises Chennai city and the rest of CMA. Chennai city alone shared 74% of the total population of CMA in 1971. In 2021, It is estimated to share 46% of the CMA. The Chennai city registered a growth rate of 1.23% in 1991 -2021 to 0.68% during the period 2001-2011, ranked the second least decadal change among the districts. The Chennai City Corporation with an area of 176 sq. km. witnessed a population of nearly 4.65 million in 2011. In October 2011, the City area was revised to 426 Sq.km, with a population of about 6.6 million (2011). The workforce participation rate was 43.3%, indicating that nearly 3.68 million people are employed in CMA. Chennai is a major transportation hub for road, rail, air, and sea transport connecting major cities inland and abroad.

About TNHHDP and PIU

The Housing and Urban Development Department (HUDD), Government of Tamil Nadu is implementing the World Bank-assisted Tamil Nadu Housing and Habitat Development Project (TNHHDP). The objective of the project is to strengthen the housing sector institutions of Tamil Nadu for increased and sustainable access to affordable housing. The project will support innovations in housing sector institutions in Tamil Nadu to expand access to affordable housing and improve the sustainability of housing institutions and programs. Under this project, finance for technical assistance to strengthen CMDA, analytical, and coordination capacities for the preparation of a new master plan for Chennai is allotted. For the Overall

Implementation of the Project within CMDA, a separate unit called the Project Implementation Unit (PIU) was formed.

The CMDA intends to procure the following experts and supporting staff for the Project Implementation Unit (PIU), which is already functional in CMDA, to support various technical assistance studies under TNHHDP.

1. Procurement Expert - 1 No.
2. Climate and Environmental Expert - 1 No.
3. Financial Management Expert - 1 No.
4. Urban Economist - 1 No.
5. Communication Expert - 1 No.
6. Heritage Conservation Expert - 1 No.
7. Sociologist and Gender Expert - 1 No.
8. Procurement Analyst - 1 No.
9. Climate and Environmental Analyst - 1 No.
10. Financial Associate - 1 No.
11. GIS Analyst - 1 No.
12. Planning Analyst - 6 No's.
13. Administrative Assistant - 1 No.

II. Qualification and Experience of experts and supporting staff to be procured

The table below presents the desired qualifications and experience of the 15 (fifteen) candidates to be procured in the CMDA PIU under the TNHHDP.

S. No	Designation / No. of position	Minimum Qualification and Experience
1.	Procurement Expert 1 No.	<ul style="list-style-type: none"> • Education background: B.E./B.Tech in civil engineering or any other discipline or Master's in Procurement/Supply Chain Management/Law/Business Administration or other relevant subjects like Economics/Accounting/Finance. Candidates having advanced academic/professional qualifications in procurement will be an added advantage. • General Experience: A minimum of 5 years of general experience in Public Procurement and/or project management; • Prior experience working in donor-financed projects and familiarity with the World Bank's or other Multilateral Development Banks' Procurement Guidelines would be a plus.
2.	Climate and Environmental Expert 1 No.	<ul style="list-style-type: none"> • Master in Environmental Engineering, Urban/Regional/Environmental Planning, or a related field from an accredited institution. • At least 7 years of experience working preferably in the field related to urban development and environmental management projects • Past project experience in a city of size and complexity comparable to Chennai, and with

		<p>environment and climate challenges similar to Chennai and/or other coastal cities in India</p> <ul style="list-style-type: none"> • Past project experience participating in the preparation and implementation of Climate Change Action Plans, environmental planning, urban ecological system planning, and/or Disaster Risk Management tasks in the domains of Urban Planning would be a plus. • Past experience working on a donor-funded development project and familiarity with the World Bank's or other Multi-lateral Development Bank's environmental safeguards policies and framework would be preferable.
3.	Financial Management Expert 1 No.	<ul style="list-style-type: none"> • C.A. or ICWA or MBA (Finance) • 8 years of experience preferably in World Bank / international projects in a city of size and complexity comparable to Chennai • Good working level familiarity with working of modern financial management systems, including IT-based accounting systems and budgeting systems. • Mandatory proficiency in operating Tally accounting software, Microsoft Office-related applications in computer for financial management.
4.	Urban Economist 1 No.	<ul style="list-style-type: none"> • At least a Master's degree in Urban Economics, Regional Economics, Development Economics, Applied Economics, Public Policy (with Economics training), or other relevant backgrounds. • At least 10 years of experience working in one of the fields of training/education mentioned above. • Candidate needs to be familiar with data sets and surveys published by the governments on demographics, socioeconomic indicators, fiscal data and budgets, labor and employment statistics, housing demand and supply, as well as businesses and industries, etc. • Participated in the process of development of a strategic/land use plan for a large urban area in the last ten years with responsibility similar to that of this task. • Experience working with a government agency and/or familiarity with the context of Tamil Nadu would be a plus. • Strong skills in statistical analysis, data visualization, and professional writing/presentation. • Strong communications and interpersonal skills with evidence of ability to productively interact with a wide range and different levels of organizations and stakeholders.

<p>5.</p>	<p>Communication Expert 1 No.</p>	<ul style="list-style-type: none"> • Graduate/Post graduate degree in Communication, Journalism, Public Relations, or related disciplines. • At least 5 years of work experience in any public/private sector entity in the field of communications or journalism, brand building experience with website architecture and graphic design is an added asset. • Proven experience of 5 years as a communication specialist. • Proficient in MS Office; photography and video-editing software, photoshop, Adobe Illustrator, etc. • Good communication, planning, and project management skills; • Excellent writing skills; • Respect for cultural diversity and human rights; • Willingness and availability to travel • Excellent command of English and Tamil. • Age as of the closing date of application - Maximum of 45 Years.
<p>6.</p>	<p>Heritage Conservation Expert 1 No.</p>	<ul style="list-style-type: none"> • An architecture or planning degree at graduate level along with post-graduation in a subject related to heritage conservation (preferably as a major/thesis topic) from an accredited University • Minimum 8 years of professional experience after graduation, of which minimum 3 years in preparation of heritage management and revitalization plans/studies or experience of undertaking conservation of at least two protected/culturally important monuments and/or listed buildings focusing on restoration and neighborhood economic regeneration ideally as the team leader/project manager or similar senior position. • Excellent verbal, written, and communication skills. • Fair knowledge of GIS and working knowledge of MS Office • Age as of the closing date of application - Maximum of 45 Years.
<p>7.</p>	<p>Sociologist and Gender Expert 1 No.</p>	<ul style="list-style-type: none"> • Master's degree in social sciences or related subjects/Master's degree in Gender and Development would be an advantage. • At least 7 years of experience working on social development, poverty, and gender mainstreaming projects. • In-depth knowledge of gender and social inclusion issues; • S/he should possess an understanding and knowledge of basic computer systems such as MS Word, Excel, and PowerPoint. • Good communication, planning, and project

		<p>management skills;</p> <ul style="list-style-type: none"> • Excellent writing skills; • Respect for cultural diversity and human rights; • Willingness and availability to travel • Excellent command of English and Tamil. • Age as of the closing date of application - Maximum of 45 Years.
8.	Procurement Analyst 1 No.	<ul style="list-style-type: none"> • Bachelor's degree in Civil engineering or equivalent course in a recognized university. • Candidates having undertaken courses supported by international financing institutions (IFIs) such as The World Bank, ADB, etc. in procurement/MCIPS. • Procurement experience of at least two years in handling IFI-financed projects will be preferred. For candidates without IFI-financed project experience, a minimum experience of 4 years in the procurement of goods and services in large development projects would be preferred. Additional experience in procurement of works will be beneficial to have.
9.	Climate and Environmental Analyst 1 No.	<ul style="list-style-type: none"> • Graduate in Environmental Sciences/ Civil Engineering/ Urban Planning / Environment Planning / Natural Resources Management / Development studies/ Disaster Risk Management • Minimum three years' experience in climate change adaptation and mitigation work, preferably in urban context, with atleast two years of experience on operations/projects needs to be demonstrated. • Candidates with only academic research/project experience will need to demonstrate minimum five years' experience in climate change adaption and mitigation, preferably research/academic exercises undertaken in urban settings. • Knowledge of GIS & Remote sensing for flood modelling and flood mapping would be preferred. • Experience of conducting/contributing to environmental audits is desirable. • Proficiency in MS-Office and basic IT tools mandatory. • Experience of working on projects financed by IFIs in areas of building climate resilience and/or environment assessment would be preferred.
10.	Financial Associate 1 No.	<ul style="list-style-type: none"> • Graduate in commerce with postgraduation in commerce/equivalent • Minimum of 3 years' experience in accounting, budgeting, use of accounting software like Tally. • Experience working in projects financed by IFIs is desirable
11.	GIS Analyst 1 No.	<ul style="list-style-type: none"> • Master's degree in Geography / Urban Planning / Geology / Remote Sensing. • At least Five years of experience in conducting geospatial analysis using GIS (ArcGIS / QGIS /

		Map Info etc.)
12.	Planning Analyst 6 No's	<ul style="list-style-type: none"> • Postgraduate in Urban Planning from a recognized University with experience on GIS in spatial analysis (3 No's) • Postgraduate in Transport planning from a recognized University (1 No.) • Postgraduate in Housing from a recognized University (1 No.) • Postgraduate in Economics/Geography/Sociology from a recognized University (1 No.) • For candidates with postgraduate in planning, a minimum of one year experience working on development projects in the urban setting. • For other candidates (postgraduate in economics/geography/sociology), a minimum of three years of experience working on development projects, with at least one year of experience working on development projects in the urban setting. • Experience working on land use plans/zonal plans or similar activities would be preferred. • Ability to demonstrate know-how of Tamil Nadu's metropolitan planning systems would be preferred.
13.	Administrative Assistant 1 No.	<ul style="list-style-type: none"> • Bachelor's degree from a recognized University with computer skills in MS Word/Excel/Powerpoint • Minimum three years' experience in office administration, ministerial/clerical work. • Typing skills in higher grade is desirable.

III. Responsibilities of the experts and supporting staff to be procured

1. Procurement Expert

The Procurement Expert is expected to:

1. Spearhead the design, planning and implementation of all project procurement;
2. Provide procurement support during project preparation/ implementation (including prior and post reviews of all procurement documents and decisions);
3. Manage procurements through the e-procurement system of the World Bank;
4. Assist all implementing entities and staff in procurement capacity-building activities including support during the procurement development process which will include preparation of various manuals, bids and other documents etc.;
5. Work on procurement matters across sectors in the performance of the project's fiduciary functions, seeking guidance on complex projects/issues from senior staff;
6. Review and handle the technical, commercial and legal aspects of procurement (in consultation with Legal and Policy teams as necessary) at all stages of the project cycle;
7. Provide operational advice to all staff of the Project Implementation Unit (PIU) on concepts, policies and procedures for procurement;
8. Assess procurement implications of project design, evaluate institutional capacity of implementing entities at district and sub-district level and develop suitable procurement plans; conduct prior and post reviews of contracts;

9. Assist the Project Implementation Unit (PIU) with the preparation of the Project Procurement Strategy for Development [PPSD].
10. Obtain "clearance" of the World Bank through Systematic Tracking of Exchanges in Procurement (STEP), where applicable for the Procurement Plan; TOR, etc. and for all prior review cases;
11. Design & conduct workshops to educate procurement professionals of CMDA on the approach to procurement, as well as on specialized procurement topics;
12. Prepare a range of procurement-related documents and reports, and provide guidance and training to other procurement staff of the PIU;
13. Document regularly all procurement processes undertaken, ensuring systematic maintenance of the procurement-related records and documentation for procurement audit/ review by the World Bank;
14. Provide procurement-related reports/updates, and contract details to the World Bank as and when required;
15. Prepare/Update the procurement plan through STEP and schedule for the project by taking care to ensure optimum competition, economy, efficiency and priority of items;
16. Spearhead the procurement of goods and works, non-consulting and consulting services including:
 - i) Supervision and providing guidance to project / PIU staff members concerned regarding finalization of technical specifications / Bill of Quantities (BOQ) / drawings for goods and works and the Terms of Reference (TOR) for services;
 - ii) Invitation of Expressions of interest (EOI) for services through advertisements, their evaluation, and finalization of the Shortlist of eligible consultants;
 - iii) Preparation of the Invitation for Bid (IFB) document/Request for Proposals (RFP) for various packages based on the standard bidding/proposal documents of the World Bank, issuing the advertisement in newspapers or sending Request for Quote (RFQ) to identify eligible suppliers/contractors;
 - iv) Issue the RFP document to the shortlisted consultants, coordinate the pre-bid/proposal conference, prepare the minutes of the conference along with addendum/clarifications and circulate the same to all the bidders/consultants;
 - v) Receive, open and undertake the technical and commercial evaluation of the bids/technical and financial proposals as per the World Bank procedure;
 - vi) In case of consultancy services, conduct limited negotiations as per World Bank procedures, prepare draft negotiated contract and minutes of negotiations;
 - vii) Prepare and sign the contract document to the winning bidder/consultant and provide feedback to unsuccessful suppliers/consultants;
 - viii) Publish the contract award notice; and
 - ix) Monitor the contract management, issuing contract amendments, etc.
17. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

2. Climate and Environmental Expert

The Climate and Environmental Specialists expected to:

- i. Serve as the Environmental Safeguards focal person from the CMDA PIU, including:
 - a. Familiarize with the World Bank's Environmental Safeguards Framework and the project-level safeguards framework of TNHHDP.
 - b. Coordinate with other PIUs and PMUs on addressing project-level environmental issues under TNHHDP.
 - c. Ensure that environment impacts and safeguards considerations are well addressed and integrated in all the analytical work, planning assessments and recommendations of CMDA
 - d. Review the sections/chapters on environmental impacts assessment of each planning document prepared by consultants and provide comments for quality assurance
- ii. Provide technical inputs and supervise the work of the consultants for various studies to lead the process of including climate resilience considerations across all CMDA plans, strategies, rules, regulations and processes, including but not limited to:
 - a. Coordinate, provide relevant inputs and supervise the conduct of all climate-related studies/analytics that are relevant and would inform the Third Master Plan, and ensure the integration of climate inputs with the Third Master Plan itself. This will necessarily include (i) considerations from existing spatial mapping and modelling already done, being planned and proposed for the future; (ii) climate considerations across all CMDA rules, procedures and processes.
 - b. Coordinate with other Government departments and agencies, private sector, NGOs, academic institutions, international institutions, and civil society organisations in order to channelize these climate inputs.
 - c. Review, analyze and synthesize information and analytical studies to ensure that low carbon, climate resilience and climate finance are suitably reflected in the Third Master Plan and other planning documents being prepared by CMDA under TNHHDP.
 - d. Support the PIU in coordinating and communicating with key stakeholders on technical work related to environmental and climate aspects under both TNHHDP, including:
 - e. Coordinate, provide relevant inputs & feedbacks and support the consultants engaged on environment related studies, in terms of assisting them with meetings with other Government agencies (particularly Tamil Nadu Housing and Habitat Development Board, Department of Environment, Revenue Department's Disaster Risk Reduction Authority and SDMA, Tamil Nadu Pollution Control Board and Greater Chennai Corporation), private sector developers, non-government organisations and other civil society organisations.
 - f. Conduct periodic workshops / seminars / conferences with stakeholders to collect their inputs / feedback on environmental issues that are relevant to the various studies and analytics conducted under the project.
- iii. Monitor progress and prepare quarterly reports on environmental aspects for submission to the Government of Tamil Nadu and the World Bank.
- iv. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

3. Financial Management Expert

The Financial Management Expert is expected to:

- i. Be responsible for all finance and accounting functions of the TNHHDP in the CMDA PIU.
- ii. Improve the quality and timeliness of financial requests and overall documentation to assure that reporting is in accordance with the WB financial reporting and audit requirements of CMDA.
- iii. Review, update and provide training on various topics regarding financial management, e.g., procedures for monitoring the approved budgets against the actual expenditures within an integrated financial management system and, procedures for fixed asset management.
- iv. Liaise effectively (including working level interaction) with agencies of the Government of Tamil Nadu (Finance Department, TNUHDB, etc.,) and Finance/Accounts wing of CMDA, consultants, Auditors, and other stakeholders on financial aspects.
- v. Develop and implement various fiscal procedures and policies and ensure achievement of all objectives, which are
- vi. Ensure adherence to financial and accounting policies and procedures for the project.
- vii. Prepare annual work programs and budgets for the CMDA activities under the project.
- viii. Ensure and take action for the creation of an appropriate project-specific 'Head of Accounts' in the CMDA's TALLY Accounting System to record project expenditures.
- ix. Ensure an effective system of internal controls for approval of project activities, procurement and payments controls.
- x. Ensure timely preparation of financial management reports for the CMDA component and its submission to TNUHDB on a monthly /quarterly basis or as and when required by CMDA and annual project financial statements.
- xi. Coordinate effectively with auditors to ensure timely completion and submission of project audit reports and financial statements.
- xii. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

4. Urban Economist

The Urban Economist is expected to:

- i. Serve as the PIU's nodal person and subject expert on economic analysis and economic planning for conducting various planning studies commissioned by the CMDA, including the preparation of the Regional Strategy, the Third Master Plan, the Spatial Distribution of Employment and Jobs, the Housing Demand and Supply study, among others. Specifically, he/she is expected to work as a core team member in these studies and provide expert advice and knowledge to feed into the scenario planning and recommendation of planning schemes. Her/his core responsibilities include the following:
- ii. Review previous planning practices in Tamil Nadu and international best practices in preparation of master plans and strategic plans for a growing metropolitan area, with a particular focus on population projection, economic sector analysis, and economic growth strategies of CMA.
- iii. Familiarize himself/herself with the previous works/ studies done on urban economy, labor market/employment, enterprises, land value, etc., specifically for Chennai and generally for the State of Tamil Nadu.
- iv. Supervise a team of analysts to do population projection and collect socio-economic and demographic data on the growth trend of the CMA, including but not limited to population structure, natural growth and migration, economic output by sector, jobs creation and

unemployment, fiscal health and public finance, productivity, and competitiveness in doing business environment, research urban economy trends, etc. Propose methodology and lead/supervise a team of analysts to conduct analyses on demographic trends (projection of trends in population growth, demographic structure, household size, and immigration/migration),

- v. Coordinate within CMDA's consultants towards understanding trends and impact of urban agglomeration in the CMA over the next 5-10 years. Work with Senior Planner or higher-level official, and/or with CMDA's consultants towards development of a framework for undertaking real-time agglomeration modeling that can feed into the Master Plan and Zonal Plan preparation process.
- vi. Review the work of the consultants and consultant firms (working on various planning studies commissioned by CMDA) on topics related to urban economics and economic planning, including economic sector analysis (using location quotient and other measures to depict the sectors with the highest potential to contribute to economic growth and jobs creation), municipal finance performance (robustness of revenue structure and municipal revenue sources, budget and expenditure on capital investments and operational costs, debt services and credit worthiness, execution of the budget, financial reporting and auditing, etc.), productivity (economic output vs. land and other natural resources consumed), economic analysis of investment planning and prioritization, as well as doing business environment, etc..
- vii. Coordinate closely and liaise effectively (including working level interaction) with other team members within the CDMA and other various government agencies and private sector entities working throughout the process of the elaboration of various plans to ensure synergy and consistency in scenario planning and recommendations.
- viii. Support the CMDA and provide technical input to conceptualize, create and maintain a database to monitor land values, rents, household income, land use changes, building permits issued, size of developments, building prices, etc., linking the database to indicators for diagnosis and action to normalize the indicators in collaboration with the GIS experts in the PIU and CMDA's consultants working on these subjects. Also, coordinate with the Digital Chennai Platform team to ensure that an integrated urban planning database/system can be developed and maintained for Chennai with real time access for CMDA.
- ix. Provide knowledge transfer to the staff of CMDA through everyday work and give technical training to the team of analysts and perform quality assurance and quality control of their work and deliverables.
- x. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

5. Communication Expert

The Communications Expert is expected to:

- i. Contribute to integrated awareness of CMDA's work particularly focusing on its Third Master Plan preparation process including, but not limited to, the following:
 - Draft media brief, press release, and website content;
 - Write up on human interest stories concerning land use planning and regulations;
 - Content creation and regular media engagement (including social media);
 - Organize workshops and events to create better awareness of CMDA's work as well its efforts being undertaken in prepraiaon of the Third Master Plan.

- ii. To coordinate all branding, communication, and public relations management-related functions on behalf of CMDA.
- iii. To coordinate development of effective strategies for public consultation meetings
- iv. Foster relationships with key experts identified by CMDA and CMDA's knowledge partners.
- v. Coordinate various government/non-government agencies for soliciting information required for fulfilling all the functions related to communication/outreach, and ensuring that communication to the public via multiple government channels is harmonized.
- vi. Participate and work in close coordination with consultants (for studies taken up by the PIU) for all the stakeholder consultation meetings.
- vii. Provide support to consultants to develop communication strategies (traditional, digital activations, presentations, social media posts, website articles) for specific program interventions and events.
- viii. Coordinate with Consultants to provide digital support including developing content for digital activation and social media campaigns.
- ix. To assess the effectiveness of the outreach and engagement among the target audience in different Channels and develop appropriate strategies based on insights on limitations and opportunities.
- x. Track the latest developments in the media landscape and digital marketing trends and provide analysis of best practices, opportunities and trends, and innovation.
- xi. To perform all such duties as assigned for the position.
- xii. To possess a keen eye for editorial accuracy, and presentation of complex ideas and data for a general and non- Technical Audience.
- xiii. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

6. Heritage Conservation Expert

The Heritage Conservation Expert is expected to:

- i. Lead collection of information from relevant GoTN and other agencies towards identification, valuation assessment and existing cultural heritage protection/conservation plans and efforts within the CMA boundary.
- ii. Liaise with relevant GoTN and other agencies on aspects of promoting conservation of natural and manmade heritage as one of the expected outcomes of the Third Master Plan.
- iii. Conduct desk review of the existing list of tangible and intangible cultural heritage within the planning areas of CMDA ensuring these meet the World Bank benchmarks for the same.
- iv. Coordinate with consultants (individual or firms) hired by CMDA towards documenting status updates and field observations based on assessments through site visits to the identified planning areas for ground truthing and update an inventory of heritage sites of concern, including the below. In case CMDA does not hire consultants to undertake the following activities, the Expert may be asked to coordinate with relevant GoTN agencies/independent experts to solicit procurement of the following :
 - Basic cadastral and current use and other information related to the sites;
 - Documentation of site/building history, wherever possible;
 - Assessing the state of the building, describing and documenting the pathology, and proposing priority conservation measures (with an estimated budget);

- Making presentations and reports
- v. Serve as the focal person of the CMDA to supervise and monitor the planning tasks and studies on tangible heritage conservation, heritage asset management, and heritage impact assessment perspectives, including:
 - Reviewing TORs and procurement documents of these planning studies that consider direct, indirect and cumulative impacts on tangible and intangible cultural heritage and preparation of cultural heritage management plan.
 - Reviewing technical reports, presentations and other deliverables submitted by the consultants and ensure that issues related to heritage asset management, heritage conservation and revitalization, as well as heritage impact assessment are adequately addressed.
 - Review the plans to ensure that it is in compliance with local, national, regional or international cultural heritage regulations and the protected area management plans and that it promotes and enhance the conservation aims of the protected area .
 - Coordinate meaningful consultations with stakeholders in order to identify cultural heritage and opportunities to enhance the value through the planning process. Ensure consultations with the protected area sponsors and managers, including individuals and communities and other interested parties for the plans
 - Providing support and technical advice to the CMDA PIU in obtaining necessary approval of various planning documents from the heritage perspective.
 - vi. Support preparation of reports, presentations and organize workshops to integrate the cultural heritage requirements in the preparation of the plans.
 - vii. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

7. Sociologist and Gender Expert

The Social and Gender Expert is expected to:

- i. Assess approaches and develops processes that improve social inclusion.
- ii. Support the consultants to develop guidelines to improve voice, agency of women beneficiaries as laid down in the Stakeholder Consultation Plan of CMDA.
- iii. Ensure social inclusion and gender aspects are effectively mainstreamed in all activities being undertaken by CMDA towards preparation of its Third Master Plan. This will include coordinating with CMDA's various consultant teams to ensure that social inclusion and gender mainstreaming is incorporated in their work and outputs produced.
- iv. Set-up (if not existing) and/or strengthen the grievance redressal system for preparation and approval of the Third Master Plan. This system should ensure that it is able to capture grievances from all stakeholders and should be integrated with existing CMDA's and GoTN's grievance redress mechanisms.
- v. Shall work in coordination with the Communication Expert and participate in/host public consultation meetings
- vi. Review the reports/ deliverables from social inclusion and gender perspective lens
- vii. Based on qualitative data collated during the training, assess and analyse emerging issues specifically related to urban planning from social inclusion and gender lens.
- viii. Perform any other duties assigned by the Chief/Senior Planner, CMDA, as per business needs.

- ix. Support strengthening of social and gender dimensions in the ways of working within CMDA for which purpose the candidate may be required to make presentations to the Member Secretary and other senior management of CMDA.

8. Procurement Analyst

The Procurement Analyst is expected to assist the Procurement Expert of PIU through the following tasks, among others:

- i. monitoring the progress of work and preparing quarterly reports;
- ii. creating procurement plan/activity in the Systematic Tracking of Exchanges in Procurement (STEP) portal of the World Bank for the TNHHDP;
- iii. preparing notification, request for expression of interest (REOI), request for proposal (RFP), request for bid documents (RFB), etc. for procurement of activities approved by World Bank;
- iv. shortlisting of REOIs received for Evaluation and Award Committee set up by the CMDA for the specific purpose;
- v. uploading documents as required on the STEP portal;
- vi. preparing a reply matrix for pre-bid queries;
- vii. preparing minutes of technical and financial bid/proposal opening. in preparing technical and financial evaluation reports;
- viii. preparing minutes of negotiation meetings;
- ix. preparing a draft contract document; and
- x. procurement of Goods (GIS-based software/hardware, computers for PIU, etc.).
- xi. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

9. Climate and Environment Analyst

The Climate and Environment Analyst is expected to support the Climate and Environmental Expert of PIU in undertaking of the following tasks, among others:

- i. Support in data collection (from various stakeholders including line departments, academic institutions, and NGOs.) and synthesis.
- ii. Integrate climate change adaptation and mitigation considerations in different urban planning initiatives/analytics.
- iii. Support and coordinate undertaking of environment, energy, waste and water audits as relevant to urban planning.
- iv. Assist and support the analysis of Hazard, Vulnerability, and Risk Assessment (HVRA) studies ensuring these meet internationally accepted standards.
- v. Support in initiatives related to spatial mapping of micro and macro drainage systems.
- vi. Provide inputs to climate and disaster resilient studies/initiatives from housing policies and regulations.
- vii. Render support in organizing stakeholder meetings and related communication activities
- viii. Monitor, document and report the progress of all activities related to climate and environmental resilience/planning.
- ix. Any other work as allocated by the Climate and Environmental Expert of PIU, relevant to environment planning/resilience components of the project

- x. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

10. Financial Associate

The Financial Associate will assist the Financial Management Expert of PIU in the following activities, among others:

- i. budgeting and accounting of PIU.
- ii. maintain books of accounts and registers for receipts and expenditures.
- iii. prepare monthly and quarterly expenditure reports.
- iv. prepare Interim Unaudited financial reports.
- v. prepare bank reconciliation statements and updating of accounts in suitable templates/software.
- vi. prepare vouchers and files for payment of bills to consulting firms, goods, services, and contingencies / claiming reimbursement of incurred expenditure.
- vii. prepare bills for payments, proceedings & remuneration for experts.
- viii. prepare bills for payments, proceedings & remuneration for supporting staff.
- ix. assist in the audit of receipts and expenditures.
- x. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

11. GIS Analyst

Assist to develop necessary GIS data base for Third Master Plan

- i. Preparation of Base map using high resolution satellite imagery (Worldview 3 or 4) on GIS platform after the process of orthorectification of satellite data using GCP (Ground control points) obtained by DGPS survey
- ii. The cadastral survey drawings / Town survey drawings (if available for various municipalities) shall be superimposed by geo-referencing them with reference to the satellite data and vectorizing the drawings to maps.
- iii. Updation of water bodies present within the CMA region by verifying the patta details of the survey numbers of the water bodies.
- iv. Overlaying the different layers pertaining to various studies related to the preparation of Third Master Plan (TMP).
- v. Preparing thematic database, and the attribute information content for relevant layers.
- vi. Incorporation of Water supply and Sewerage collection line feature data.
- vii. Incorporation of TNEB and other utility data.
- viii. Preparation of land use / Landcover maps for the years 2001, 2010 and 2011.
- ix. Update the existing land use map by incorporating the approved layout plans, regularized layout plans and reclassified areas.
- x. Inclusion of Coastal Regulation Zone (CRZ), Forest Area, Restricted Development Zone (ARA), Special and Hazardous Areas, Flood information as additional layers.

- xi. Preparation of Land use map for entire CMA based on Survey numbers (Cadastral maps) and TSM (For cities and municipalities where TSM is available)
- xii. Preparation of administration layers.
- xiii. To assist in integrating all informative suggestions in a single GIS platform during the preparation of the Third Master Plan (TMP).
- xiv. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

12. Planning Analyst (06 Nos')

The Planning Analyst is expected to support the PIU team through undertaking the following, among others:

- i. Undertaking desk review in subjects that would feed into the preparation of the Third Master Plan as well as other associated planning instruments (Zonal Plan, Regional Strategy, etc.).
- ii. Assisting senior members of the PIU in scoping out various preparatory/analytical exercises required for drafting of the Third Master Plan – these will include, but not be limited to:
 - drafting terms of reference for consultants (individuals and firms);
 - reviewing technical documents and studies and other deliverables developed by consultants on various planning studies such as regional strategy, master plan, housing demand and supply study, land value and employment studies, etc.;
 - ensuring that the consultants are undertaking their tasks within the agreed timelines (as per their contracts);
- iii. Identifying global and national good practices in various areas in context of the Third Master Plan preparation and undertaking documentation of such practices for purpose of informing the CMDA Master Plan Unit (MPU) as well as presenting to the senior officials of the PIU;
- iv. Engaging with the World Bank and other development partners (such as NIUA, UNEP, JICA, C40, etc.) under supervision/guidance of senior members of the PIU on various technical aspects;
- v. Identify opportunities for training/capacity building of MPU and PIU team members towards capacitating the team for drafting of the Third Master Plan in coordination with Chief Planner as well as World Bank and other development partners of CMDA;
- vi. Tracking Status updates of projects.
- vii. Coordination with the World Bank and other development partner teams as advised by senior officials of the PIU.
- viii. Collect and analyse data from various GoTN departments and other agencies as advised by senior officials of the PIU.
- ix. Undertake preliminary review of reports that senior officials of the PIU may ask for.
- x. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

13. Administrative Assistant

The Administrative Assistance is expected to assist the PIU team in, inter-alia, the following:

- i. Creating and maintaining files of the PIU.

- ii. Undertaking e-mail correspondence, typing reports, drafts, office notes, etc.
- iii. Collecting revenue data from various stakeholder's departments / local bodies.
- iv. Collecting relevant data from various stakeholder's departments / local bodies.
- v. Preparing statements like evaluation sheets as per world bank templates.
- vi. Preparing PowerPoint presentations for various meetings.
- vii. Undertaking administrative tasks related to PIU as advised by senior members of the PIU.
- viii. Coordinating and arrangements of meetings.
- ix. Any other official responsibilities in respect of procurement management as assigned by the Member Secretary, CMDA/ Head of the PIU, TNHHDP, CMDA.

IV. Time Duration

Appointment to the position will be on a contract basis for a period of 18 months and is likely to be extended for another six months based on performance.

V. Reporting Arrangements

The experts and supporting staff will be reporting to the Chief Planner, MPU, CMDA and Member Secretary, CMDA or any other official delegated with this responsibility by the Member Secretary, CMDA.