

**Integrated Coastal Zone Management Society**  
**State Project Management Unit**  
Ecology and Environment Department  
Department of Forest, Ecology and Environment  
Government of Karnataka

No: P.D. V.S D/2020

ದಿನಾಂಕ: 21-09-2020

**Notification**

World Bank funded Integrated Coastal Zone Management Project is being implemented by Ecology and Environment Department. To work under this project on contract basis, following posts need to be filled.

| SL. No. | Post Details  | Number of Posts |
|---------|---|-----------------|
| 1.      | Procurement Officer   | 1               |
| 2       | Accounts Officer  | 1               |
| 3       | Programme Manager<br>(Ecologist- Marine /<br>Coastal Ecology) | 1               |
| 4       | Programme Manager<br>(GIS/Remote sensing)                     | 1               |

The tenure of the post is for one year, subject to sanction of project by MoEF & CC, Government of India and release of funds. The Term may be further extended to 3 years depending on the requirement of Project and performance of the selected candidate. The additional details regarding posts, qualification and Application formats etc; available on the website <https://karunadu.karnataka.gov.in/ksczma> and <https://forest.karnataka.gov.in/>. Interested and eligible candidates can apply with required information, qualification, experience etc; with relevant documents to the following address to reach on or before 30-10- 2020 before 5.30 PM.

Project Director  
Room No. 709-710,  
2<sup>nd</sup> Stage, 7<sup>th</sup> Floor  
M.S. Building,

Bangalore 560001

In continuation to the above, because of Covid -19 restrictions, it has been decided to interview the candidates through online mode. The details of the interview will be sent to the mobile number and e-mail address given by the candidate. Therefore, eligible candidates are required to give the details of their mobile number and e-mail address while filling the application form without fail. Shortlisted candidates as per that will be intimated through e-mail. The schedule for participating in the online interview. For more information kindly log on to the website <https://karunadu.karnataka.gov.in/ksczma> and <https://forest.karnataka.gov.in/>.

Sd/-  
Project Director  
Integrated Coastal Zone Management Society  
State Project Management Unit  
Department of Forest, Ecology and Environment  
Government of Karnataka

## APPLICATION FORMAT

(To be furnished in 2 copies. If space is insufficient against any item, please attach extra papers / sheets)

### Name of the Post :

- 1 Name in full:  
(IN CAPITAL LETTERS)
- 2 Date of Birth:  
(DD/MM/YY)
- 3 Age  
(as on closing date of  
applications):(YY/MM/DD)
- 4 Nationality:
- 5 Address for  
Correspondence  
(including e-mail id):
- 6 Permanent Address:
- 7 Telephone Nos:  
(Off./Resi./Mobile)
8. Educational Qualifications:

Self Attested  
Colour Passport Size  
Photo

| Sl. No | Name of the University / Board / Institution | Degree/ Equivalent Examination | Percentage of Marks / Distinction obtained | Year of Passing | Subject including topic of Ph.D |
|--------|--|--------------------------------|--|-----------------|---------------------------------|
|        |  |                                |  |                 |                                 |
|        |  |                                |  |                 |                                 |
|        |  |                                |  |                 |                                 |

9. Experience:

| Sl. No | Name & Address of Employer | Designation, Scale of pay regular/ Deputation | Period of Service |    | Nature of Work |
|--------|----------------------------|---|-------------------|----|----------------|
|        |                            |   | From              | To |                |
|        |                            |   |                   |    |                |
|        |                            |   |                   |    |                |
|        |                            |   |                   |    |                |

10. Publications, if any, in journals of National/International repute, with citation, index and peer review details:

11. Information related to special Knowledge and practical experience acquired in respect of desired post including length of experience in such Institutions and relevant Information:

12. Any other relevant Information

DECLARATION

I certify the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed / distorted. If at any time, I am found to have concealed/ distorted any material information: my appointment shall be liable to be terminated summarily without assignment of any reason or notice.

(Signature of the Candidate)

Date:

Place:

**TERMS OF REFERENCE**  
**FOR**  
**PROCUREMENT OFFICER**

**1. BACKGROUND**

Ministry of Environment, Forest and Climate Change is extending the World Bank assisted ICZM Phase-II/ ENCORE project to all 13 Coastal States/UTs (Gujarat, Goa, Odisha, West Bengal, Andhra Pradesh, Tamil Nadu, Goa, Puducherry, Kerala, Karnataka, Daman and Diu, Andaman and Nicobar, Lakshadweep and Maharashtra) and preparatory activities for the Phase-II is in progress. **Karnataka SPMU** is the State Agency and State project management unit (SPMU) for implementing the Phase-II of the ICZM /ENCORE project.

**2. OBJECTIVE OF THE ENGAGING PROCUREMENT OFFICER-ENCORE PROJECT**

Procurement officer at the State Project Management (SPMU) would: -

2.1 . Oversee the Procurement of Goods, Services and Civil works of the project in accordance with the World Bank Guidelines. He/she will provide procurement management support to SPMU for implementation of ICZMP/ENCORE Project.

**3. SPECIFIC TASK OF PROCUREMENT SPECIALIST: -**

3.1 The scope of Procurement officer shall be as detailed below but not limited thereto: -

- To provide support on Procurement and Contract Management activities (pre and post procurement related activities)
- To provide support in E-procurement, STEP and other procurement related requirements as per the World Bank and Government of India guidelines.
- To provide support to SPMU to prepare, review, updating, monitor and implementation of procurement Plans.
- Reviewing the operations of the procurement management system and dissemination of procurement related information.
- Looks after the day-to-day procurement activities of the project as per the approved procurement manual of the World Bank.
- Conducts a need-based survey to prepare an inventory of items required to be procured and later to be used by the technical and monitoring and evaluation units.

- Attend various meetings in connection with pre-bid, bid-evaluation and other necessary meetings for implementation of effective procurement system within the defined timeframe.
- Guide the implementing agencies for procurement of goods, works and services as per World Bank procedures.
- Maintain stores related activities of SPMU.
- To coordinate & provide necessary reports to Controller-F&A-SICOM
- Any other work assigned by Project director/Additional project director

**4. COMMUNICATION SKILLS: -**

- Good communications and organizational & interpersonal skills;
- Ability to work effectively with project stakeholders.
- Good knowledge of the results-based management of the activities/initiatives;
- Good working Knowledge of Computers, MS Office etc.

**5. QUALIFICATIONS: -**

Post-graduation degree in Procurement, civil engineering having experience of procurement

**6. EXPERIENCE: -**

- i. The officer must have at least 7 years of working experience in the field of Procurement related activities with Government of India/State Government/ multilateral funding agencies like World Bank, ADB etc.

**7. REMUNERATION:**

Approximately Rs.75,000/- per month

**8. DUTY HEADQUARTER**

The duty headquarters of the Procurement officer will be at Karnataka Project Management Unit, Mangalore. The officer will be required to travel frequently within and outside the State for project purposes.

**9. CONTRACT PERIOD:**

Initially for 1 year and further extension based on requirement & performance and need in the project.

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**TERMS OF REFERENCE**  
**FOR**  
**FINANCE / ACCOUNTS OFFICER**

**1. BACKGROUND**

Ministry of Environment , Forest and Climate Change is extending the World Bank assisted ICZM Phase-II/ ENCORE project to all 13 Coastal States/UTs ( Gujarat, Goa, Odisha, West Bengal, Andhra Pradesh, Tamil Nadu, Goa, Puducherry, Kerala, Karnataka, Daman and Diu, Andaman and Nicobar, Lakshadweep and Maharashtra) and preparatory activities for the Phase-II is in progress **Karnataka SPMU** is the State Agency and State project management unit (SPMU) for implementing the Phase-II of the ICZM /ENCORE project.

**2. OBJECTIVE OF ENGAGING FINANCE OFFICER -ENCORE PROJECT**

Finance Officer at the State Project Management (SPMU) would: -

manage the day to day accounts and finance which include accountancy entry tally, preparation of monthly IUFRR, annual finance statement, other reports required by SPMU.

**3. SPECIFIC TASK OF FINANCE OFFICER:**

3.1 Scope of Finance Officer shall be as detailed below but not limited thereto: -

- Timely submission of monthly/half-yearly reports, yearly financial reports and other information as required by NPMU
- To assist in preparation of Budget estimates and Annual Action Plan for the Project.
- Preparation of Accounts in Tally software
- To ensure adherence of statutory compliances in respect to TDS, PF, Income tax, GST, etc.
- Monitor the expenditure to be incurred by the concerned departments on this project and preparation of expenditure statements.
- Implement the financial policies and procedures as per World Bank Guidelines.
- Maintenance of accounts
- Preparation of Annual Financial Statements & Balance Sheet
- Preparation of Salary of Staff & TDS compliance
- Handle all tax matters
- Treasury management for the project fund
- Prepare annual budget plan of the project activities
- Monitor the financial activities of the project components
- Assist in various Audits i.e. Internal Audit, CAG Audit, World Bank Audit, statutory etc.
- Compliance of DBT & PFMS
- To coordinate & provide necessary reports to Controller-F&A-SICOM
- Any other work assigned from time to time by project director

**4. COMMUNICATION SKILLS:**

- Good communications and organizational & interpersonal skills;
- Ability to work effectively with project stakeholders.

- Good knowledge of the results-based management of the activities/initiatives;
- Good working Knowledge of Computers, MS Office, Tally, etc.
- Self-starter and able to work with minimum supervision

## **5. QUALIFICATIONS:**

Chartered Accountant

## **6. EXPERIENCE:**

3+ years post qualification experience in the field of Finance, Accounts and Taxation of similar projects.

## **7. REMUNERATION:**

Approximately Rs.60,000/- per month

## **8. DUTY HEADQUARTER:**

The duty headquarters of the Finance officer will be at Karnataka Project Management Unit, Mangalore. The officer will be required to travel frequently within and outside the State for project purposes.

## **9. CONTRACT PERIOD:**

Initially for one year and further extension based on requirement & performance and need in the project.

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## **TERMS OF REFERENCE**

### **FOR**

### **ENVIRONMENT SPECIALIST / ECOLOGIST**

## **1. BACKGROUND**

Ministry of Environment , Forest and Climate Change is extending the World Bank assisted ICZM Phase-II/ ENCORE project to all 13 Coastal States/UTs ( Gujarat, Goa, Odisha, West Bengal, Andhra Pradesh, Tamil Nadu, Goa, Puducherry, Kerala, Karnataka, Daman and Diu, Andaman and Nicobar, Lakshadweep and Maharashtra) and preparatory activities for the Phase-II is in progress. **Karnataka SPMU** is the State Agency and State project management unit (SPMU) for implementing the Phase-II of the ICZM /ENCORE project.

## **2. OBJECTIVE OF THE ASSIGNMENT**



- a. Environmental Specialist at the State Project Management Unit would manage all the environmental aspects associated with all sub projects in the State under the program; during all stages right from project Planning, Designing, Implementation, Operation and Monitoring. All requisite inputs on environmental safeguards and good practices will be provided during planning and design stages. Inputs to environmental screening of projects, environmental categorization of subprojects, provide guidance to consultants and Project executing agencies / Project Management Consultants on preparing Environmental Impact assessment (EIAs) / Environmental Management Plans (EMPs), and review of the same will be conducted following the ESMF. The environmental expert will also supervise implementation of ESMF / EIAs during implementation, O&M and work close out stages as per guidance in the ESMF / EIAs. Adequate training on environmental aspects and ESMF will be provided by the Environmental expert. Roles and responsibilities of Environmental expert are detailed below:

### 3. SPECIFIC TASK OF ENVIRONMENT SPECIALIST:

- a. Scope of the Environment Specialist services shall be as detailed below but not limited thereto: -

- ✚ Co-ordinate the Preparation of ESMF / EIAs / EMPs
- ✚ Guide all other project agencies and stakeholders on environmental aspects of ESMF and its applicability to the subprojects in the State.
- ✚ Co-ordinate with National Project Management Unit/s, support agencies, Project Execution Agencies, PEAs, Government agencies, communities, other stakeholders, the World Bank on environmental aspects of all subprojects (as applicable), including permits / licenses/consents and clearances.
- ✚ Prepare and Disclose ESMF including guidelines for impact identification (for goods, works and consultancy contracts), project screening, broad mitigation plans, guidance to prepare detailed impact assessment for projects, training to implementing agencies and other stakeholders, supervision mechanisms, monitoring requirements, training/capacity building needs, and budgetary provisions in contracts. This shall comply with all National / State regulations, local bylaws and guidance and World Bank Operational Policies and Safeguards requirements.
- ✚ Review the investment proposals (sub-projects) and ensure that environmental issues are properly addressed by development of a project-specific environmental analysis including (but not limited to) landuse, natural habitats, pest management, physical/cultural resources, forests, safety of dams, public consultations, and occupational health and safety
- ✚ Ensure full incorporation of environmental considerations / good practices in the preparation of ICZM Plans, studies, data base creation, surveys and all project ctivities
- ✚ Oversee the preparation of EIA with EMPs, Monitoring Plan and Training needs and inclusion of Environmental Management Plan and budget requirements in Contract documents so as to facilitate implementation of mitigation measures.
- ✚ Provide expert guidance to the beneficiaries in the preparation and successful implementation of the project environmental assessment instruments/documentation,

including preparation of environmental impact/risk assessments and environmental management plans;

- ✚ Provide expert advice to the PMU team with regard to strategies and approaches to effectively and efficiently comply with relevant World Bank environmental safeguard operational policies and requirements
- ✚ Carry out site supervision visits during implementation of sub-projects and of other activities related to the Project;
- ✚ Ensure that safeguards documents are prepared on time and disclosed well in time before start of works and that all required clearances / permits / licences are obtained for projects. This shall comply with all National / State regulations, local bylaws/ guidance and world Bank Safeguards requirements.
- ✚ Conduct / co-ordinate Stakeholder consultations and consensus building as outlined by the ESMF and required by National / State regulations and World Bank guidelines
- ✚ Manage the environmental consulting firms engaged for specific projects.
- ✚ Ensure contractor has environmental experts in their team, prepare and follow Contractors Environmental Management Plans (C-EMP); as outlined in ESMF and maintain required permits / licenses / incident and grievance registers
- ✚ Monitor the fulfilment of the project-specific environmental requirements and environmental safeguards policies with respect to all project activities, in all direct and indirect contracts; ensure proper reporting by monitoring agencies at various levels (district/site); and maintain database and follow-up
- ✚ Assist and advise local bodies / PEAs from time to time in monitoring and managing contractors' activities that may have environmental impacts, if any. Conduct random audits for ESMF compliance during various project stages
- ✚ Develop, undertake and support training programs on Environmental monitoring and management arrangements developed in the Project;
- ✚ Report the status and progress of institutional arrangements and functioning of environmental arrangement along with any impacts that should be addressed. These should be reflected in the Project Progress Report to be submitted to the Project Director / Additional Project Director.
- ✚ Ensure that environmental assessment is an integral part of planning of all project supported schemes
- ✚ Ensure development/procurement and availability of IEC materials supporting the environmental management framework to selected LSGs, relevant functionaries and community institution partners.
- ✚ Ensure including the necessary activities related to the environmental safeguards, such as trainings, studies, etc. in the project procurement plan if relevant;
- ✚ Assist PMU/Municipalities / PEAs in operationalizing the methods, procedures, and systems for introduction of environment compliance practices into the existing systems of respective agencies;
- ✚ Ensure that all legal and regulatory provisions relevant to the environmental safeguards are satisfactorily met through the project processes.
- ✚ Facilitate the creation and documentation of experiences, lessons learnt, case studies, success stories etc.

#### **4. Reporting Requirements**

Environment Expert will report to the Project Director / Additional Project Director at the SPMU. She / he will effectively:

- ✚ Maintain full documentation of safeguards requirements and status of the same; for projects under different stages of planning and implementation,
- ✚ Submit report on random audits on ESMF Compliance during various project stages to the Project Director / Additional Project Director of the SPMU,
- ✚ Prepare and submit monthly progress report containing the list of activities planned for the reporting period, progress towards the target and the result of targeted activities shall be furnished to Project Director / Additional Project Director, which could be used for further reporting to the NPMU
- ✚ Carry out any other project related tasks assigned by the Additional Project Director / Project Director from time to time.

#### **5. QUALIFICATIONS:**

Master's Degree in Civil / Environmental Engineering/Environment Planning or Ph.D in Natural Resources Management, Environmental Studies/ Environmental Sciences/ Ecology or related field.

#### **6. EXPERIENCE:**

- ii. The environmental expert must have at least 8 years of working experience of which 4 years in the field of environmental activities as consultant or working in an institution which deals with environmental concerns.
- iii. The environmental expert must be fully conversant with the National / State / Local regulatory requirements on environment and infrastructure provision and aware of the environmental rules and regulations of the World Bank and must have completed, or involved in the preparation of, environmental impact study of at least two infrastructure projects. The expert must have preferably demonstrated sound technical expertise in international good practices on environmental safeguards.
- iv. Work experience especially in environment related activities for World Bank / ADB or other Multilateral Development Banks will be an added advantage.
- v. Proficiency in computer applications including MS office.
- vi. Excellent written and oral communication skills in English, and local language. Communication Skills in Hindi as well; will be desirable.
- vii. Ability to work efficiently and effectively in a multidisciplinary team. Good interpersonal skills and prior experience in efficient stakeholder consultations and consensus building in India would be an added advantage.

#### **7. DUTY HEADQUARTERS**

The duty headquarters of the Environment Expert will be at Karnataka Project Management Unit, Mangalore. The Expert will be required to travel frequently within and outside the State for project purposes.

8. **REMUNERATION:**

Approximately Rs.75,000/- Per month

9. **CONTRACT PERIOD:**

Initially for 1 year and further extension based on requirement & performance and need in the project.

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**TERMS OF REFERENCE**  
**FOR**  
**MIS /GIS/ REMOTE SENSING EXPERT**

1. **BACKGROUND**

Ministry of Environment , Forest and Climate Change is extending the World Bank assisted ICZM Phase-II/ ENCORE project to all 13 Coastal States/UTs ( Gujarat, Goa, Odisha, West Bengal, Andhra Pradesh, Tamil Nadu, Goa, Puducherry, Kerala, Karnataka, Daman and Diu, Andaman and Nicobar, Lakshadweep and Maharashtra) and preparatory activities for the Phase-II is in progress. **Karnataka SPMU** is the State Agency and State project management unit (SPMU) for implementing the Phase-II of the ICZM /ENCORE project.

2. **OBJECTIVE OF THE ASSIGNMENT**

- a. MIS Expert at the State Project Management Unit is to be provide technical support to ensure that hardware and software are fully functional. Create and generate reports in timely and accurate manner. It is also expected that technical help/guidance can be provided to bring value addition to these sectors.

3. **SPECIFIC TASK OF MIS EXPERT:**

- a. Scope of the MIS Expert services shall be as detailed below but not limited thereto: -
  - Assist database manager in creation of database, updating, generating reports etc.
  - Create computerized database for physical and financial progress report of works under ICZMP.
  - Monitor the efficiency of the experts and give them feedbacks.
  - Create the database such a way that the top management can easily monitor the ICZM project.
  - Create management information system which has to show the actual progress of work over planned
  - Manage the overall IT support to the project
  - Design proforma for data capture and reporting as part of input-output monitoring system in close association with SPMU Subject Experts and Project Management cells of Line Departments.
  - Monitor timely collection and compilation of information from districts
  - Develop graphic presentation tools for data analysis and interpretation.

- Assist in designing Geographical MIS in consultation with the GIS Expert to facilitate easy and objective decision making by project officials.
- Planning and conducting trainings in coordination with SPMU Experts on MIS related issues.
- Manage and maintain project website.
- Preparation of reports, outcome indicators, and deliverables of the project and to present the same to NPMU.
- Any other task assigned by the Project Director/Additional project director.

#### **4. QUALIFICATIONS:**

Post Graduate degree in Computer Applications /M. Tech (Computers, IT, IS, Computer Sciences Communications).

#### **5. EXPERIENCE:**

- Minimum 5 years of experience in developing and managing MIS of large projects.
- Good knowledge of web designing and programming languages (HTML/ Java/ ASP.Net)
- Experience and proficiency in data analysis packages such as MS Access/ SPSS/STRATA.
- Proven ability to effectively communicate – verbal and written skills.

#### **6. DUTY HEADQUARTERS**

The duty headquarters of the MIS Expert will be at Karnataka Project Management Unit, Mangalore. The Expert will be required to travel frequently within and outside the State for project purposes.

#### **7. REMUNERATION:**

Approximately Rs.60,000/- per month

#### **8. CONTRACT PERIOD:**

Initially for 1 years and further extension based on requirement & performance and need in the project.

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