

File No: 102/2/PMU/AEME/2014
Ministry of New and Renewable Energy
Project Management Unit

MNRE-UNDP/GEF Project on “Scale up of Access to Clean Energy for Rural Productive Uses”: Requirement of National Project Manager (NPM) on Contract basis in the Project Management Unit (PMU) established in MNRE

The Ministry of New and Renewable Energy (MNRE), Govt. of India, is currently implementing a MNRE-UNDP/GEF assisted Project on “Scale up of Access to Clean Energy for Rural Productive Uses” through a Project Management Unit (PMU) established in the Ministry. The key objective of the Project is to achieve economic growth of the rural community through accelerated use of Renewable Energy Technology Packages for rural productive purposes which will simultaneously enhance ecological sustainability, leading to mitigation of greenhouse gas emissions. The project is being implemented in the 3 States - Assam, Odisha and Madhya Pradesh. The Project aims to support (i) the development and deployment of cost-effective Renewable Energy Technology Packages for Rural Livelihoods (RETPRLs); (ii) demonstration and documentation of the said packages; (iii) organization of training programs and capacity building workshops; (iv) development of scale-up plans for each livelihood sector/technology packages in identified States. Duration of the project is upto July-2020.

2. Applications are invited for engaging One “**National Project Manager (NPM)**” as non-official Senior Consultant in the PMU on contract basis. **The last date for receipt of applications is 30 days from the date of publication of this advertisement on the MNRE website.**

3. The Terms of Reference/Nature of the Job is given at **Annexure-I**. Eligible Qualification and Terms & Conditions of the job are as follows:

i) Educational Qualification

- Professionals having Master’s Degree in Project Management/General Management/Other Relevant Field from a recognized University or equivalent with minimum 15 years of experience in Project Management/Rural Development/Rural Livelihood/MSMEs. Experience in planning and implementation of energy related livelihood projects will have additional advantage.

ii) Required Skills

- Experience in collection, compilation and analysis of data, computer skills and preparation of project reports, review notes etc.

- Experience in developing partnership with NGOs/ Government Departments and other Institutions working in rural areas of the selected states.

iii) **Period of Engagement**

- The initial term of appointment shall be for one year. This can be extended maximum upto duration of the project depending upon the performance of the candidate and requirements for the specific job in PMU.

iv) **Age Limit**

- The maximum age limit for applying for the post shall be 65 years.

v) **Fee**

- The monthly consolidated fee payable to the National Project Manager (NPM) will be decided based on expertise, experience and skills and fixed as per Government norms.

vi) Other General Terms and Conditions of the contract are given at **Annexure-II**

vii) Interested candidates may send their CVs in the enclosed format at **Annexure-III** along with photocopies of all supporting documents in a sealed cover super scribed “**National Project Manager in PMU**” to the following address. Applications from the eligible candidates should reach within 30 days from the date of publication of the advertisement on the MNRE website.

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Terms of Reference for National Project Manager (NPM) in PMU

Reporting to the National Project Director (NPD)/Director & National Project Coordinator (NPC), the NPM will oversee all aspects of implementation of the project and will have to perform the following key tasks/responsibilities:

- i) As coordinator of the project and with inputs from other PMU members and Cluster Level Implementing Agencies (CLIAs)
- ii) Oversee the day-to-day planning, implementation and monitoring of all project activities.
- iii) Preparation of Annual Work Plans, ensuring physical and financial progress as per AWP; timely submission of QPR [Quarterly Progress Reports], FACE and APR (Annual Progress Report)/ PIR (Project Information Report).
- iv) Facilitate the work of project consultants, and CLIAs and their Cluster Support Units (CSUs).
- v) Monitor project progress towards project results by maintaining a hands-on overall knowledge of, and personal involvement with, all project activities.
- vi) Identify any gaps in project activities and pro-actively make any required adjustments.
- vii) Prepare progress reports (quarterly and annual), FACE (Fund Authorization and Certificate of Expenditure), annual work plans and budgets, facilitate audits, and be responsible for any other necessary documentation required by UNDP, MNRE and the Project Steering Committee (PSC), and report recommendations to the Project Executive Committee (PEC)/PSC and implement PEC/PSU recommendations as appropriate.
- viii) Manage the day-to-day timely progress of activities and project implementation as per the Project Document (ProDoc) or any agreed changes to the ProDoc. Ensure that any significant changes as per the ProDoc are fully documented and formally signed off by both the NPD and the PEC/PSC.
- ix) Manage and support the undertaking and elaboration of project monitoring and evaluation reports (midterm, terminal etc.) to MNRE and UNDP/GEF.

- x) Maintenance of accounts as per requirements of MNRE/UNDP, and provide inputs to internal and external audits.
- xi) Liaise with counterparts and main stakeholders to ensure their roles are appropriately integrated into the project as envisaged, or as agreed as the project progresses.
- xii) Supervise and manage the day-to-day work priorities, workload and outputs of the PMU members (Renewable Energy, Rural Livelihoods and Administration & Finance).
- xiii) Manage procurement, including supervision of contracts and staffing requirements of the project, to comply with UNDP and Government of India rules and regulations.
- xiv) Ensure the project's coordination and coherence with other programs, projects and activities on energy, climate change and environment carried out by other UN Agencies, other international organizations, the private sector, NGOs, Academia and the Government in India - and regionally and worldwide as relevant.
- xv) Prepare and present timely and accurate project status reports to the PEC/PSC.

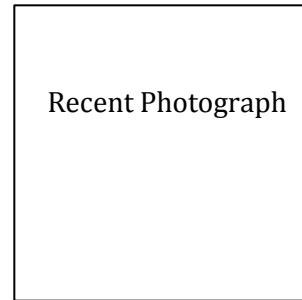
Other Terms and Conditions of the Contract

- i) The appointment of National Project Manager (NPM) would be on Full Time Basis and he/she would not be permitted to take up any other assignment during the period of Consultancy with the PMU/MNRE. The consultant can be required to work on holidays also, if need be, for which no additional fee will be paid.
- ii) The appointment is of a temporary (non-official) nature and the appointment can be cancelled at any time by PMU/MNRE without assigning any reason.
- iii) The NPM shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.
- iv) NPM shall be eligible for 8 days leave in a calendar year on pro-rata basis. Therefore, a Consultant shall not draw any remuneration in case of his/her absence beyond 8 days in a year (calculated on a pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. PMU/MNRE would be free to terminate the services in case of absence by more than 15 days beyond the entitled leave in a calendar year without prior permission.
- v) No TA / DA shall be admissible for joining the assignment or on its completion. NPM will not be allowed foreign travel at Government expenses. However, NPM shall be allowed TA/DA for their travel inside the country in connection with the official work as per GOI rules.
- vi) NPM shall have access to the Ministry Library during the period of their engagement.
- vii) PMU in line with the prevailing Ministry policies/procedures may specify any other conditions/guidelines as considered appropriate during the period of engagement of the consultant.
- viii) Office shall not be liable for any loss, damage, theft, burglary or robbery of any personal belonging/equipment or vehicles of the personnel.
- ix) NPM would be engaged for providing quality services for jobs related to the Project.
- x) Frequent traveling in rural areas of the selected states would be required during implementation and performance monitoring of the project.

Annexure-III

Application Format for Appointment as National Project Manager in the PMU/ MNRE

1. Name
2. Father's Name
3. Date of Birth
4. Domicile
5. Nationality
6. Mailing Address (With Tel./ Mob. No. and E-mail address)
7. Permanent Address
8. Educational Qualification (Starting from 10th Standard)



S. No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

9. Professional Trainings / Courses, if any
10. Employment Record

Sr. No.	Name of Employer	Period From To	Nature of Work Performed	Exact Title of Post, last Salary drawn & Reason for Leaving

11. Whether SC / ST /OBC
12. References – Write name of 2 persons not related to you and are familiar with your professional work.

Full Name & Designation :
Contact Address with Phone Nos. & Email:

(Please Provide Copies of relevant support documents)

Date:

Name & Signature