

## Terms of Reference of Project staff:

### 1. Training Coordinator (01):

- 1. Background:** Andhra Pradesh has established Swachha Andhra on 1st May 2015 with a goal to achieve the campaign "Swachha Bharat Mission" which was launched on 2nd October 2014 by Hon'ble Prime Minister of India. Swachha Andhra Corporation has the mandate to fulfil the Mahatma Gandhi's dream of "Swachha Bharat" by eliminating open defecation, eradication of manual scavenging, Solid and Liquid Waste Management, Information, Education and Communication and Capacity Building activities to maintain the cleanliness and hygiene in urban and rural areas of Andhra Pradesh. Swachha Andhra Corporation is taking up the activities of construction of Individual Household Toilets, Community Toilets and Public Toilets. For scientific processing and disposal of municipal Solid waste, waste to energy projects and waste to compost projects are taken up under public private partnership. With political will, backed by a dynamic team and massive support from citizens, the Government of Andhra Pradesh is all set to achieve universal access to Sanitation and thereby make the Urban and Rural areas Smart, Clean, Safe and Healthy.

Andhra Pradesh Urban Finance and Infrastructure Development Corporation (APUFDIC) is being established as a nodal agency by Govt of Andhra Pradesh for implementing a project called "Andhra Pradesh Urban Water Supply and Septage Management Improvement Project" since 2018 onwards supported by AIIB. The project objective is to provide safe drinking water through piped water supply to 3.3 million people from 50 underserved ULBs with a population of less than 100,000 in Andhra Pradesh, and to improve service levels and strengthen sustainable service delivery. Andhra Pradesh is implementing SBM 2.0, AMRUT 2.0, JJM 2.0, Smart Cities and CLAP for the elimination of open defecation, eradication of manual scavenging, Solid and Liquid Waste Management, Information, Education and Communication and Capacity Building, monitoring, resource management, water supply, water management, water conservation etc. activities to maintain the cleanliness and hygiene in urban of Andhra Pradesh.

Currently, the Swachha Andhra Corporation partnered with UNICEF to implement the "Up-scaling and Strengthening Community Managed Urban WASH programmes in 50 ULBs of Andhra Pradesh" through Urban Finance and Infrastructure Development Corporation (APUFDIC)- APUWSSMIP. This partnership is aimed on capacitation of the ULB functionaries, elected members and community representatives in urban WASH, roll out of Gender action plan and the development of evidence-based knowledge management products.

- 2. Objective of the assignment:** To capacitate ULBs functionaries, elected members and community representatives on community based urban WASH services. He or She support the state on capacity building of Senior Officers and Engineers on community based Urban WASH services at state level, and, at cluster level in the orientation of all council members on urban WASH.

### 3. Deliverables:

- Development of training modules and resource materials
- Conduction of state level workshop on community based urban WASH services to senior officers and engineers
- Orientation trainings/workshops on community based Urban WASH services at cluster and circle level
- Advocacy and Convergence with line depts., institutions and agencies
- Development of Knowledge products, case examples and reports & documentation
- Observation/celebration of important events/campaigns
- Facilitate the ULBs in the development of monitoring systems and participate in selected review meetings
- Shared monthly feedback and field visit reports with PROJECT DIRECTOR-APUWSSMIP (De-facto MD-APUFIDC)
- Any other deliverable as decided by Managing Director, Swachha Andhra Corporation and PROJECT DIRECTOR-APUWSSMIP (De-facto MD-APUFIDC) and UNICEF.

#### 4. Key tasks:

- Review existing policies, SOPs, guidelines and literatures to develop training manuals
- Conduct the consultation meeting for the development of the training modules
- Develop the training module in English and translate to local language
- Preparation of the training plan – yearly, half yearly and quarterly
- Arrangement of resource persons for the facilitation of the trainings
- Facilitate, coordinate and organize the trainings and workshops as specified in the proposal
- Coordinate/facilitate all project related workshops and meetings.
- Undertake 1 to 2 visits per month to different ULBs for the organization of the trainings
- Review of monitoring systems in terms effectiveness, relevancy and appropriateness
- Develop new or revise the monitoring framework
- Undertake field visit for implementation of Urban WASH improvement plan
- Undertake 1 to 2 monitoring visit to various ULBs and provide feedback to Managing Director, APUFIDC-cum-Project Director, APUWSSMIP for strengthening Urban WASH

5. **Duty Station-** O/o The managing director the Swachha Andhra Corporation and Vijayawada (Andhra Pradesh)

#### 6. Estimate duration of contract and deadlines for submission of product:

May 2022– December 2022

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#### 7. Official travel involved:

10 days per month

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#### 8. Qualifications and experience:

- Masters in urban planning/ urban infrastructure/ environmental engineering/ environmental science/ urban development/ Water Management or equivalent field.
  - At least 4 years of progressive work experience in Urban WASH and environmental water & sanitation sectors out of which 2-3 years of experience in managerial role
  - Experience of working State and Local Governments at policy, planning and implementation level preferably in Urban WASH sector
  - Minimum of 2 years of experience in the capacity building/trainings on urban/rural WASH
  - Proven conceptualization, quantitative and qualitative analysis, presentation and report writing skills
  - Previous experience with multilateral or international/UN organization/Govt is desirable
  - Excellent knowledge and experience on usage of MS Office and other software packages
  - Excellent communication skills in English and Telugu would be essential for this assignment
  - Willing to frequent travel to Districts/ULBs and to other states if necessary for any urgent priority program.
  - Female candidates are encouraged to apply.
9. Other general rules of government will be applicable to this position too as decided by the Managing Director, Swachha Andhra Corporation, Vijayawada, Andhra Pradesh from time to time.

#### 2. Gender Co-Ordinator (01):

**1. Background:** Andhra Pradesh has established Swachha Andhra on 1st May 2015 with a goal to achieve the campaign "Swachha Bharat Mission" which was launched on 2nd October 2014 by Hon'ble Prime Minister of India. Swachha Andhra Corporation has the mandate to fulfil the Mahatma Gandhi's dream of "Swachha Bharat" by eliminating

open defecation, eradication of manual scavenging, Solid and Liquid Waste Management, Information, Education and Communication and Capacity Building activities to maintain the cleanliness and hygiene in urban and rural areas of Andhra Pradesh. Swachha Andhra Corporation is taking up the activities of construction of Individual Household Toilets, Community Toilets and Public Toilets. For scientific processing and disposal of municipal Solid waste, waste to energy projects and waste to compost projects are taken up under public private partnership. With political will, backed by a dynamic team and massive support from citizens, the Government of Andhra Pradesh is all set to achieve universal access to Sanitation and thereby make the Urban and Rural areas Smart, Clean, Safe and Healthy.

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Currently, the Swachha Andhra Corporation partnered with UNICEF to implement the “Up-scaling and Strengthening Community Managed Urban WASH programmes in 50 ULBs of Andhra Pradesh” through Urban Finance and Infrastructure Development Corporation (APUFIDC)- APUWSSMIP. This partnership is aimed on capacitation of the ULB functionaries, elected members and community representatives in urban WASH, roll out of Gender action plan and the development of evidence-based knowledge management products.

**2. Objective of the assignment:** To strengthen enabling environment for effective implementation of Urban WASH programs at scale and to sustain WASH outcomes. He or She support the state on Gender Engagement Analysis and Gender Action Plan and its implementation, Training design, Training Need Assessment, Training Modules, Resource Material Preparation, Capacity building, Institutional strengthening, and Follow-up with technical support of UNICEF under the guidance of Managing Director, Swachha Andhra Corporation and Project Director-APUWSSMIP (De-facto MD-APUFIDC), as agreed in the project proposal

### **3. Deliverables:**

- Development of concept note and process, Gender Engagement Analysis tools
- Orientation of staff and community members on tools, Data collection, Statistical analysis and report generation, and Gender Engagement Analysis
- Development of Gender Action Plan on Urban WASH for at state level and its implementation
- Training Need Assessment, Resource Mapping and stakeholder identification
- Design Training modules and Resource Materials and identification of Resource persons
- Organize meetings/workshops at various levels for CB and better coordination
- Celebration of events/campaigns
- Conduct trainings on Urban WASH, Social & Environmental Management, Gender Mainstreaming, Grievance Redressal Mechanism
- Advocacy and Convergence with line depts., institutions and agencies
- Development of Knowledge products, case examples and reports & documentation
- Shared monthly feedback and field visit reports with Managing Director, Swachha Andhra Corporation and Project Director-APUWSSMIP (De-facto MD-APUFIDC)
- Any other deliverable as decided by Managing Director, Swachha Andhra Corporation and Project Director-APUWSSMIP (De-facto MD-APUFIDC)

#### **4. Key Tasks:**

- Facilitate and develop the Gender Engagement analysis and Gender Action Plan of Urban WASH, submit for review and objective feedback on reports and compile it.
- Review existing policies and SOPs and develop new policies and SOPs or revise existing ones
- Facilitate Impact evaluations of urban programs and review reports and provide objective feedback
- Review the existing capacity building strategy, plan, resource materials and facilitate the development of capacity building strategy and capacity building activities
- Facilitate, coordinate and organize the trainings and workshops as specified in the proposal
- Coordinate/facilitate all project related workshops and meetings.
- Undertake 1 to 2 visits per month to different ULBs for the organization of the trainings
- Review of monitoring systems in terms effectiveness, relevancy and appropriateness
- Develop new or revise the monitoring framework
- Undertake field visit for implementation of Urban WASH improvement plan
- Undertake 1 to 2 monitoring visit to various ULBs and provide feedback to Managing Director, APUFIDC-cum-Project Director, APUWSSMIP for strengthening Urban WASH

**5. Duty Station-** O/o the managing director the Swachha Andhra Corporation and Vijayawada (AP)

#### **6. Estimate duration of contract and deadlines for submission of product:**

May 2022– December 2022

**7. Official travel involved:** 10-12 days per month

#### **8. Qualifications and experience:**

- Masters/Advanced degree in social science, population studies, Gender studies, sustainable studies or a related field.
- At least 4 years of progressive work experience in Urban WASH, Capacity Building, Gender Inclusion, Gender Research out of which 2-3 years of experience in managerial role
- Experience of working State and Local Governments at policy, planning and implementation level preferably in Urban WASH sector
- Proven conceptualization, quantitative and qualitative analysis, presentation and report writing skills
- Knowledge of popular social media digital platforms
- Knowledge of gender equality and women empowerment and training skills Knowledge of general development issues in conflict and post-conflict settings
- Knowledge of multi-stakeholder programme development processes including coordination and learning; Knowledge of conflict analysis and peace-building programme development
- Previous experience with multilateral or international/UN organization/Govt is desirable
- Excellent communication skills in English and Telugu would be essential for this assignment
- Willing to frequent travel to Districts/ULBs and to other states if necessary for any urgent priority program.
- Female candidates are encouraged to apply.

**9. Other general rules of government will be applicable to this position too as decided by the SAC from time to time.**

**How to apply:** Interested candidates shall mail their CVs to [cooswachhandhra@gmail.com](mailto:cooswachhandhra@gmail.com)

**Closing Date: 08.05.2022**