

## JOB DESCRIPTION

<b>ORGANIZATION</b>	National Institute of Urban Affairs (NIUA)
<b>FUNCTIONAL TITLE</b>	Project Associate
<b>PROJECT NAME</b>	“Establishing a Standard Operating Procedure for the Implementation of Drink from Tap Schemes”
<b>DUTY STATION</b>	Bhubaneswar, Odisha (WATCO Office)
<b>NO. OF POSTS</b>	1 (One)
<b>DURATION</b>	Six Months (can be extended based on performance)
<b>TYPE OF CONTRACT</b>	Individual Consultant Contract

### About the National Institute of Urban Affairs (NIUA)

Established in 1976, the National Institute of Urban Affairs (NIUA), is a premier Institute of Ministry of Housing and Urban Affairs, Government of India for research and capacity building for urban sector in India. NIUA’s broad objective is to bridge the gap between research and practice on issues related to urbanization. For more than 40 years now, NIUA has been the vanguard for contributing to and building the urban narrative for a fast-evolving Urban India. The Institution has been actively working on bringing forth key areas of concern for urban India in order to build the urban discourse at various urban scales. It has utilized its competencies in research, knowledge management, policy advocacy and capacity building to address urban challenges and continuously striving to develop sustainable, inclusive, and productive urban ecosystems in the country. It has emerged as a thought leader and knowledge hub for urban development in India and is sought out by both Indian and International organizations for collaborations and partnerships in India’s urban transforming journey. NIUA is committed towards aligning its efforts towards achieving Sustainable Development Goals (SDGs) through all its initiatives and programs.

### About the Project

Since the early 2010s, the Government of Odisha has been proactively taking initiatives to enhance the water supply and sanitation situation in the State, especially in the Urban Sector. In addition to leveraging national missions such as AMRUT (both 1.0 and 2.0), the State has established schemes such as BASUDHA to operationalize the aspirations related to water supply and sanitation management. The State has made rapid strides in the last few years in achieving universal coverage for water supply and sanitation (sewered and non-sewered). In early 2021, Puri City in Odisha became the first city in the country to provide continuous assured quality of water to its residents, including those living in slum settlements. The Mission is being implemented in 24 ULBs, and there are plans to scale up the mission to all 114 ULBs in Odisha.

To ensure the smooth implementation of DFT schemes during scaling up, NIUA and WATCO are engaged in developing a Standard Operating Procedure (SOP) that provides clear directions on the steps that the ULBs should follow based on the learnings of the implementation of DFT

schemes thus far. The SOP will be a detailed document outlining the foundational steps and process involved in setting up a state-of-the-art Drink from Tap (DFT) initiative.

The overall objective of the project is to build an SOP that covers aspects ranging from policy framework, tendering process, approval mechanism, financial outlay, behavioural sensitisation, international best practices, etc., thereby creating a clear, articulate and comprehensive SOP that facilitates the smooth implementation and monitoring of DFT schemes in different ULBs. The SOP will be further hosted on a digital platform and presented in an easy-to-understand and visually appealing manner.

### **Project Associate Responsibilities**

The Project Associate shall carry out the responsibilities listed below:

- Conduct research on phase-wise implementation of Drink from Tap (DFT) scheme in Odisha
- Support data collection from WATCO on parameters related to the process of establishing and monitoring DFT
- Organize and manage databases containing collected data/information from WATCO
- Serve as a liaison with the Water Corporation of Odisha (WATCO) for day-to-day operational support.
- Support in research, analysis and development of the SOP and documenting best practices in the field of 24\*7 water supply schemes across the world
- Support in developing the visual design for the SOP to be hosted on a digital platform
- Support in preparing content for capacity building and training programmes organized for different stakeholders
- Provide logistical support to the team for conducting key events (e.g. workshops, review meetings etc.)
- Carry out any other additional tasks assigned

### **Required Qualification, Work experience and Competencies**

- Post graduate (Masters) qualification in Environmental Planning/Management, Water Resources Management, Urban Planning/Management, Civil engineering, Environmental Engineering, or related disciplines from a reputed university/institute.
- 1-3 years of relevant professional experience in urban environmental planning and implementation projects.
- Excellent writing and communication skills in English. Proficiency in Odia language will be given preference.
- Strong inclination for documentation and developing knowledge products.
- Strong inter personnel and co-ordination skills, working independently, and flexibly.
- Willingness to travel to the project locations across Odisha as required.

**Duration:** This is a contract-based position for a six months (can be extended based on performance)

**Remuneration:** At par with the industry standards, depending on experience and skills and fitment with NIUA remuneration structures. Proof of past remuneration (last received salary/monthly contract payment) would be required.

**Application Process:**

**Step 1:** Interested applicants submit their CV and cover letter through the NIUA portal. The last date of application is **29 February 2024, 23:59 IST**. Applications received after this cut-off time will, unfortunately, not be entertained.

**Step 2:** Shortlisted candidates will be notified by email by **7 March 2024**. Regrettably, it will not be possible to provide individual feedback on applications that are not shortlisted.

**Step 3:** The online interview will be conducted with the shortlisted candidates