

Terms of Reference

Data Entry Operator & Office Assistant(Technical)

1. **Background:**

The Government of Orissa in partnership with Government of India is implementing a project to repair and rehabilitate approximately 900 minor irrigation tanks having a command area of 40 ha to 2000 Ha and covering 1.20 lakh ha across the state of Orissa with funding from World Bank. Tank irrigation is one of the oldest methods of irrigation in Orissa. The State has 28,303 tanks approximately, including tanks of the Government and Private Sector (GoI, Minor Irrigation Census, 2001). About 3646 of these tanks are relatively large with an irrigation capacity of 5.47 million hectares. These 3646 tanks irrigate between 40 ha to 2000 ha of land and are managed by the Chief Engineer (MI). The Orissa Community Tank Development and Management Society (OCTDMS) has been formed under the Department of Water Resources, Government of Orissa and will implement the Orissa Community Tank Management Project (OCTMP). The project is being executed through primary and secondary institutions from the State Project Unit to the Community Level Groups with facilitation of Support Organisations.

2. **Objectives of the Project:**

The overarching objective of the project is for selected tank based producers to improve agricultural productivity and water users associations to manage tank systems effectively. In order to do so the underlying objectives of the project include:

Strengthening community-based institutions to assume responsibility for the tank system improvement and management: This include, inter alia, development of human resources, formation and/ or strengthening of local institutions for tank improvement and management, and developing mechanisms whereby the needs of the traditionally vulnerable stakeholders can be addressed.

Tank System Improvements: This includes physical investment in tank systems. The actual rehabilitation work required would be determined for each tank system individually with an upfront 'Tank Improvement and Management Plan' prepared in consultation with tank users prior to undertaking any investments. In general, interventions are likely to address deficiencies in feeder channels, tank bed and structures, and the water distribution and drainage systems.

Livelihoods support services for tank system users: This promotion of farmer interest groups, agricultural research and extension support through public agencies and private sector providers as appropriate, and facilitation of market linkages for agricultural producers /groups (including fisheries and livestock products).

Project Management: The objective of this component is to ensure smooth implementation of project activities, monitoring of project implementation progress and outputs/ outcomes achieved, and learning from project experience. Major activities under this component would include: (i) setting up and supporting project management units at the state and district levels, (ii) project MIS, (iii) internal monitoring, evaluation and learning, (iv) services of an external M & E agency to be engaged as consultants for the duration of the project; and (iv) information and communications support including establishment of project website and documentation of project experience and its dissemination into the wider development community (v) Finance and Procurement.

3. **Organization and Implementation Structure:**

The overall responsibility for project implementation and coordination would rest with the Orissa Community Tank Development and Management Society (OCTDMS) which has been established to serve as a coordinating agency for tank rehabilitation in the state. The Governing body of the OCTDMS is chaired by the Agriculture Production Commissioner and includes representatives of various line departments and civil society. The OCTDMS would consist of a State Project Unit (SPU) and about 21 District Project Units (DPUs). All the activities of OCTMP are to be implemented at three levels: State Level, District Level and Tank Level. Both the SPU and DPUs would have six cells each –

- a) Institution Strengthening Cell, b) Technical Cell, c) Livelihoods Cell, d) Monitoring, Evaluation Learning and Cell, e) Finance and Procurement Cell, f) Communication, Information Dissemination and Disclosure Cell.

At the State level there is a State Level Steering Committee to guide and review the activities of the OCTDMS, work on policy issues and coordination. At the district level, there is a District Level Steering Committee (DLSC) headed by the Chairman (District Collector) for reviewing the work and guiding the DPU as well as coordinating with line departments. The District Project Director of the District Project Unit is the Member Secretary of the (DLSC). At both the district and state level, OCTMP would be supported by the Line Departments. At the Tank Level, the Pani Panchayat is the nodal implementation partner and the Support Organizations would facilitate implementation processes.

4. **Job Description**

He / She will be responsible for

- CAD operation, use of estimation software and report/drawing generation.
- Generating & Maintaining files & records for the Project Technical Unit & Project Staff
- Data entry, analysis and reporting.

5. **Essential Qualifications:**

Graduate/ Diploma in Civil Engineering.

6. **Skills and Attributes:**

- Excellent understanding and working knowledge of CAD operation, use of estimation software, generation of drawing and reports of civil construction designs, estimates.
- Ability to work effectively in a multidisciplinary team; willing to travel extensively in the project districts when required.
- Ability to work closely with government and support organizations.

7. **Work Experience:**

Proficiency in data entry and analysis, 3 years of work experience in CAD operation, use of civil construction related estimation software.

8. **Remuneration:**

INR 8000 Per Month.
