

Terms of Reference for engagement under various posts:

1. Name of the post: **Project Manager**

- **No of position:** 1
- **Duty Station:** Nandankanan Zoological Park
- **Remuneration:** Gross remuneration of Rs. 60,000 /- per month. (negotiable)
- **Duration of engagement:** 1 year and renewable subject to satisfactory performance and duration of project period, which is likely to be 3 years.
- **Essential Educational Qualifications:** B.E/B-Tech with Post Graduation in Finance/ MBA from a reputed Institute
- **Essential Experience:** The applicant should have a minimum of 5 years of full time work experience in the field of project management (project planning & monitoring of implementation) preferably with respect to Government infrastructure projects.
- **Desired Experience/Desired skills:** Strong interpersonal skill, Working knowledge of computer. Skills on official writing and drafting, Language proficiency, speaking, writing and reading of English, Hindi and preferably Odia, capacity to work in a multi tasking environment.
- **Scope of service/Expected Deliverables:**
 - a. Formulation of DPR for the project, in consultation with various consultants engaged under the project.
 - b. Compile information on various works, estimates, etc. related to the project.
 - c. Consolidation of work plans/action plans/progress reports etc. related to the project as part of documentation and submission to higher authorities.
 - d. Appraise to Director, Nandankanan and Deputy Director Nandankanan regarding regular progress of the project.
 - e. Coordinate with line departments, NGOS etc. for works related with implementation of the project.
 - f. Facilitate capacity building programmes for the project stakeholders.
 - g. Collection of relevant data, documentation of physical (qualitative and quantitative) progress of the project, and submission of the same to Deputy Director, Nandankanan.
 - h. Periodic visit to project locations to facilitate project implementation and monitoring
 - i. Preparation of MPR and other reports for submission to the Department in time;
 - j. Coordinate with Project staff and ensure timely completion of the assigned target;
 - k. Any other task by NKZP authority in respect of the activities pertaining to the project.



2. Name of the post: **Architect (civil)**

- **No of position:** 1
- **Duty Station:** Nandankanan Zoological Park
- **Remuneration:** Gross remuneration of Rs. 50,000/- per month (negotiable)
- **Duration of engagement:** 1 year and renewable subject to satisfactory performance and duration of project period, which is likely to be 3 years.
- **Essential Educational Qualifications:** Bachelor's in Architecture /Master's in Architecture from a reputed institution.
- **Essential Experience:** Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience in project conceptualization, preparation of architectural plans, 3D views, Walk -through etc. for landscape designing & building designing.
- **Desired Experience/Desired skills:** Experience in architectural design of Zoo enclosures & Zoo landscape, Skills on official writing and drafting, Language proficiency, speaking, writing and reading of English, Hindi and preferably Odia.
- **Scope of service/Expected Deliverables:**
 - a. Conceptualization and formulation of project proposals with respect to buildings, Zoo enclosure designs, landscaping, hardscaping & allied ancillary activities in consultation with various engaged consultants, NKZP and various other stakeholders.
 - b. Consolidation of work plans/action plans/progress reports etc. related to the project.
 - c. Appraise to Deputy Director Nandankanan & Team leader regarding regular progress of the project.
 - d. Verification of the various plans being submitted by consultants related to project works.
 - e. Collection of relevant data, documentation of physical (qualitative and quantitative) progress of works assigned to him within the project, and submission of the same to Team leader & Deputy Director, Nandankanan.
 - f. Periodic visit to project locations to facilitate project implementation and monitoring
 - g. Coordinate with Project staff and ensure timely completion of the assigned target;
 - h. Any other task by NKZP authority in respect of the activities pertaining to the project.



3. Name of the post: **Civil Engineering Expert**

- **No of position: 1**
- **Duty Station:** Nandankanan Zoological Park
- **Remuneration:** Gross remuneration of Rs. 40,000/- per month(negotiable)
- **Duration of engagement:** 1 year and renewable subject to satisfactory performance and duration of project period, which is likely to be 3 years.
- **Essential Educational Qualifications:** B. E./B Tech in Civil engineering
- **Essential Experience:**
 - i. Minimum of 5 years of total work experience related to design, estimation, execution and supervision of civil engineering projects.
 - ii. Proficiency in Auto CAD or similar software packages
- **Desired Experience/Desired skills:**
 - i. Experience in structural design, estimation, execution and supervision of Zoo enclosures & Zoo landscape works.
 - ii. Skills on official writing and drafting, Language proficiency, speaking, writing and reading of English, Hindi and preferably Odia.
 - iii. Preparation of tender documents related to infrastructure projects.
- **Scope of service/Expected Deliverables:**
 - a. Preparation of estimates as per the design being planned by the architect of the PMU.
 - b. Verification of estimates being submitted by the consultants engaged with respect to various works.
 - c. Field verification of various works being implemented under the project.
 - d. Appraise to Deputy Director Nandankanan & Team leader regarding regular progress of the works assigned to him under the project.
 - e. Collection of relevant data, documentation of physical (qualitative and quantitative) progress of works assigned to him within the project, and submission of the same to Team leader & Deputy Director, Nandankanan.
 - f. Periodic visit to project locations to facilitate project implementation and monitoring
 - g. Assist the Project Manager for preparing MPR and other reports on regular basis
 - h. Assist the Project Manager for updating reports with respect to project monitoring
 - i. Keeping all relevant information both in soft copy and hard copy
 - j. Coordinate with Project staff and ensure timely completion of the assigned target;
 - k. Any other task by NKZP authority in respect of the activities pertaining to the project.



4. Name of the post: **Horticulturist**

- **No of position:** 1
- **Duty Station:** Nandankanan Zoological Park
- **Remuneration:** Gross remuneration of Rs. 35,000/- per month(negotiable).
- **Duration of engagement:** 1 year and renewable subject to satisfactory performance and duration of project period, which is likely to be 3 years.
- **Essential Educational Qualifications:** BSc or MSc in Horticulture

OR

Retired officers of horticulture department (Class-II & above), below 62 years of age, with experience in the field of garden design and planning.

- **Essential Experience:** Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience in the field of Horticulture with special emphasis on garden design and planning.
- **Desired Experience/Desired skills:** Experience of working with botanical gardens, Experience of designing and planning of theme based gardens, skills on official writing and drafting, Language proficiency, speaking, writing and reading of English, Hindi and preferably Odia. Strong interpersonal skill, Working Knowledge of Computer in MS Office.
- **Scope of service/Expected Deliverables:**
 - a. Conceptualisation & formulation of relevant project proposals with respect to landscaping and garden planning in consultation with DD Nandankanan , Team Leader and other stakeholders;
 - b. Consolidation of Annual Work/Action Plans along with respect to the assigned works
 - c. Periodic visit to project locations to provide handholding support with respect to horticulture based interventions;
 - d. Appraise to DD Nandankanan and Team Leader regarding regular progress of the project
 - e. Assist to Project Manager for preparing MPR and other reports on regular basis
 - f. Assist to Project Manager for updating reports with respect to project monitoring
 - g. Keeping all relevant information both in soft copy and hard copy
 - h. Conduct project monitoring & Provide necessary feedback and back-stopping to project stakeholders;
 - i. Ensure to facilitate quality inputs to field staff and provide technical support to them
 - j. Facilitate capacity building programmes for project stakeholders;
 - k. Collection of relevant data, Documentation of Qualitative & Quantitative Physical progress of horticulture & garden development related works of the project



5. Name of the post: **IT Expert**

- **No of position: 1**
- **Duty Station:** Nandankanan Zoological Park
- **Remuneration:** Gross remuneration of Rs. 35000/- per month.
- **Duration of engagement:** 1 year and renewable subject to satisfactory performance and duration of project period, which is likely to be 3 years.
- **Essential Educational Qualifications:** B-Tech in computer Science/IT with relevant experience from a reputed institute
- **Essential Experience:** 3-5 years experience in working as an IT expert /MIS expert in Central Govt.Dept/State Govt Dept./PSU etc.
- **Desired Experience/Desired skills**
 - i. Experience in social media management
 - ii. Experience in documentation/data management in Forest Department/Zoos etc.
- **Scope of Service /expected deliverables**
 - i. Developing dynamic reporting formats to capture live data for accurate reporting and
 - ii. Use of IT systems proactively in the project to make documentation and monitoring easy.
 - iii. Facilitate e-procurement systems.
 - iv. Developing format to track project plan approval and real implementation status.
 - v. Capacity building of professionals for better performance in the project.
 - vi. Social media management of Nandankanan Zoological Park and State Botanical Garden.
 - vii. Any other task by NKZP authority in respect of the activities pertaining to the project.



6. Name of the post: **Accountant**

- **No of position:** 1
- **Duty Station:** Nandankanan Zoological Park
- **Remuneration:** Gross remuneration of Rs. 25,000 per month(negotiable)
- **Duration of engagement:** 1 year and renewable subject to satisfactory performance and duration of project period, which is likely to be 3 years.
- **Essential Educational Qualifications:** Bachelor's or Master's degree in Commerce/Business Administration/ Finance &Accounting

OR

Officials of below 62 years of age, retired from Govt. Secretariat/ Govt. departments not below the rank of section officer/senior accountant, with experience in financial record keeping.

- **Essential Experience:**
 - i. Bachelor's degree with 5 years or Master's degree with 3 years of relevant experience in an accounting matters
 - ii. Experience in financial planning, budgeting & control capacities of complex field programmes
 - iii. Experience in documentation and presentation using MS Office software Experience of working with Govt. sector/ international nongovernment organizations/ donor organizations donor funded projects
 - iv. Oral, written & presentation skills in English.
- **Desired Experience/Desired skills:** Oral & Written skills in Odia and Hindi
- **Scope of service/Expected Deliverables**
 - i. Prepare and provide financial reports as per requirements
 - ii. Maintain accounting and financial controls, including adequate support documentation, filing systems for verification by Project team leader, DD Nandankanan, and external auditors, and ensure compliance with all prevailing government rules & guidelines for monitoring and financial reporting requirements.
 - iii. To ensure smooth & timely fund flow for the project activities as per direction of the Deputy Director, Nandankanan.
 - iv. Preparation and Submission of monthly accounts in time, as per requirements under various budget heads.
 - v. Assist the team leader in preparation of annual budget for the project.
 - vi. Any other task by NKZP authority in respect of the activities pertaining to the project.


**Deputy Director,
Nandankanan Zoological Park**