

Terms of Reference (ToR) for Project Development Expert (For ADTC and ADTT)

1. Background:

The Head of Lead Agency on Road Safety, under Commissionerate of Transport, Department of Transport, Government of Assam (hereinafter called as "Authority") is going to establish Accredited Driver Training Centers (ADTC) and Automated Driving Testing Tracks (ADTT) to enhance road safety and driver training initiatives in the state. In this regard, the government is seeking the services of a qualified Project Development Expert to support the activities related to this project.

2. Number of Post: 1(one)

3. Scope of Work:

The scope of work of the "Project Development Expert" will be including but not limited to the following tasks:

- a) Concept development in line with MV Act and rules made thereunder on the basis of specific needs based on various factors like geographical location of the proposed ADTC & ADTT, number of DL applicants etc.
- b) Coordinate with relevant stakeholders for required inputs to develop the execution plan
- c) Oversee and monitor project progress, adherence to timelines, budgets etc. to ensure the smooth and successful execution of the project.
- d) Provide expertise in project management and implementation with his expert inputs from time to time
- e) Develop strategies for effective project delivery and stakeholder engagement.
- f) Assist in the coordination of resources and activities for the successful implementation of the project.
- g) Assist in preparation of progress reports and updates for the Authority on a regular basis.
- h) Manage any project-related issues and provide solutions as needed.
- i) Undertake any other project development-related works/tasks as delegated to the Authority from time to time.
- j) Advise Transport department in all ADTT/ADTC/ADTC with ADTT matters related to project development.
- k) Advise in preparation of bidding documents (RFP etc.), conducting bid process management including responding bidder's query, preparation of specifications for all components of ADTT/ADTC, etc., as per MORTH standard, review of all designs & layout, etc.
- l) Assist in preparation of ToRs for other position as may be required for the project.
- m) Conduct periodic construction supervision of the sites.
- n) Assist in making provisions of the State motor vehicle rules to make the driving training and licensing system sustainable for long run

- o) Deliver the deliverables within specified as given by the Commissioner of Transport, Assam from time to time
- p) Any other project development related matters for its successful execution and implementation

4. Qualifications and Experience:

The Project Development Expert should possess the following minimum qualifications and experience:

- a) Minimum BE / BTech in Automobile/ Mechanical Engineering from a recognized institute.
- b) More than 15 years of experience in transport department related services.
- c) Should have experience of large project development in the domain of Infrastructure Automation solutions like Automated Driving Test Tracks along with Transport automation solutions in senior positions.
- d) Expertise in design and implementation of at least 5 nos of Automated driving license test centers in last 5 years within a State
- e) Good knowledge of MV Act and rules made thereunder and in depth experience of MV Act related regulatory compliances
- f) Experience in a supervisory capacity in projects development/execution works relating to Automated Driving Testing Tracks (ADTT) for any state Government for at least 5 years.
- g) Engaged in a supervisory capacity in the actual operation and maintenance of ADTTs.
- h) Proficiency in the use of MS Office package.
- i) Strong negotiation and communication skills.
- j) Ability to execute projects in time bound manner within tight deadlines and as per quality standards.
- k) The applicant shall be available for online and onsite (Assam) meetings to provide advisory services with minimum 7 days being onsite in a month.

5. Duration and Reporting:

The position will be purely on a contractual basis with **180 days intermittent input** in a span of **1 year**, which can be extended based on project requirements and the performance of the expert. The project development expert will provide intermittent support as required during this period. The Project Development Expert will report directly to the Commissioner of Transport, Assam overseeing the establishment of the Driver Training Centers and Testing Tracks.

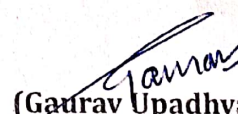
6. Remuneration:

The per day remuneration for the Project Development Expert will be up to **INR 10,000/-** (Inclusive of all) based on qualifications and experience. The per day remuneration will include remuneration, per diem, travel, local travel expenses, report

preparation, communications, etc. **No other charges shall be paid by the Authority.** However necessary accommodations /travelling allowances as per existing Govt. rules only within the State of Assam for site visit of the districts, as and when required, shall be provided except in Kamrup Metro. The mobilization and demobilization of the expert shall be done only after the written approval from the Authority.

7. Other Terms and Conditions:

- a) The interview will take place at the **Office of the Commissioner of Transport, Paribahan Bhawan, Jawahar Nagar, Khanapara, Guwahati-22 on 01st April 2024.**
- b) Registration for the interview will take place from 9:00 AM to 11:00 AM on the walk-in interview date. Registration will close at 11:00 AM, and late candidates will not be accommodated
- c) The above position is time-bound and co-terminus with the project.
- d) Applicants working in the Government sector shall require a prior NOC from their employer at the time of the Interview.
- e) No TA/DA will be paid for attending the interview.
- f) The engagement under the above does not confer any right/claim whatsoever either explicitly or implicitly for any regular appointment in the Transport Department.
- g) Interested eligible candidates may come for the Walk-in interview and bring their CV and a passport size latest photograph with self-attested copies of all the certificates and testimonials along with the original certificates and testimonials.
- h) The competent authority reserves the right to withdraw the aforesaid advertisement/posts without issuing any prior notice.
- i) The maximum age limit for applicants is 65 years as of the date of the interview.
- j) The Authority reserves the right to adjust or relax any of the criteria in the event that a suitable candidate cannot be found.
- k) Interested candidates are advised to regularly visit the website <https://www.comtransport.assam.gov.in> for any addendum (if there is any). For further enquiries, candidates may email at report.ctassam@gmail.com


(Gaurav Upadhyay, IPS)

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