



Advt. No.: SIDBI/GCFV/CBG/2023-24/T002299088 DATED 10-08-2023

TERMS OF REFERENCE

Waste Solutions for a Circular Economy in India **Hiring of Program Executive (01)**

Small Industries Development Bank of India (SIDBI) is seeking to hire the services of **Program Executive – Municipal Solid Waste (01) on contract basis**, to undertake Design, Development and Execution of 'Solid Waste Management Projects' in India. The Expert will provide technical support in the management of solid waste in accordance with best practices, regulations and to develop and implement effective waste management programs.

1. Background

1.1 About Small Industries Development Bank of India (SIDBI)

Small Industries Development Bank of India (SIDBI) was established on April 2, 1990, under an Act of Indian Parliament. It is the principal financial institution for the promotion, financing and development of Micro, Small & Medium Enterprises (MSMEs). To improve productivity and competitiveness of MSME sector through energy efficiency (EE) measures, SIDBI has undertaken several initiatives which include development assistance and line of credits from The World Bank, Japan International Cooperation Agency (JICA), Kreditanstalt für Wiederaufbau (KfW) and Agence Française de Développement (AFD). Keeping with the spirit of innovation and entrepreneurship, the Bank has evolved its bouquet of offerings over the years. In this regard, it has been working towards promoting energy efficiency, waste management solutions, renewable energy, sustainable transport in the country through customized credit instruments and credit sharing facilities.

1.2 About Waste Solutions for a Circular Economy in India Project

India generates the most waste globally, and by 2050, our waste generation will double. It faces a seemingly insurmountable challenge of treating and managing the legacy waste, with simultaneous and continuous accumulation of fresh waste every day and requires significant investment in waste processing facilities. Access to finance for circular economy/waste management companies in India is quite limited and this critical link prevents them from scaling up. Waste management companies, face barriers to accessing capital from commercial banks and/or Non-Banking Financing Companies (NBFCs) for their working capital and capital investment requirements since many of them are unable to arrange sufficient collateral.

To remedy the situation, SIDBI (herein onwards would be referred as the Bank) in collaboration with Nationally Appropriate Mitigation Action (NAMA) Facility and GIZ, Germany has developed a Risk Sharing Facility (RSF), 'Waste Solutions for a Circular Economy in India', for Municipal Solid Waste (MSW) projects for promoting circular economy in the country.

NAMA Facility has been set up by the Federal Ministry for Economic Affairs and Climate Action (BMWK), Department for Business, Energy, and Industrial Strategy (BEIS) of the United Kingdom (UK), European Commission (EU Commission) and the Children's Investment Fund Foundation (CIFF).

Under the project, SIDBI will guarantee the loans given by Banks / FIs / NBFCs to Waste Management Companies (WMCs) to minimize their risk perception and to kick-start the Waste Management market in India. The RSF facility provides partial credit guarantees to loans provided by commercial banks and NBFCs to waste management companies for their working capital and medium-term loan requirements.

GIZ acts as NAMA Support Organization (NSO) for the project and is responsible for the delivery of funds, and administrative management of the projects. SIDBI acts as the guarantor, backed by the credit guarantee corpus set up under the RSF.

More about the Program:

The Risk Sharing Facility – ‘Waste Solutions for a Circular Economy in India Project’ has been designed in a way to keep financial institutions (FIs) insulated from any financial burden as well as keep the participating financial institutions assured of the guarantee commitment to them under the project, are viable. The overall goal is to provide a Risk coverage facility to debt guarantee (or meeting the collateral requirements of the sanctioned loan amount) to waste management companies to enable them to access debt financing.

SIDBI is the ‘Program Manager’, with the following responsibilities:

- To anchor a ‘development’ role to broaden access to commercial financing for waste management projects.
- Provide inputs on securing financing, coordinating with GoI stakeholders, structuring the RSF for waste plants, setting up operational procedures, and systems for program administration, monitoring, and evaluation.
- Establish selection criteria for and conduct due diligence on waste management lending programs of Financial Institutions
- Establish eligibility criteria for loans and borrower segments to avail the support from the Bank, based on the analysis of waste management financing risks and associated de-risking measures to manage such risks,
- Analyzing the DPR and other project related documents, carrying out the techno-commercial evaluation of the waste management projects/companies
- Implement the waste management program including strengthening the ecosystem, building pipeline, conducting due diligence, monitoring, and supervising credit risk exposure, managing claims and settlement processes, etc.

To take this initiative forward, SIDBI invites application for **Program Executive –Waste Management** on a contractual basis to assist the preparation and subsequent implementation of the waste management programs

2. Vacancy:

The incumbent shall be attached on full time basis as **Program Executive –Waste Management (01)** with SIDBI under Waste Management Program. The expected duration of the contract is 1 year which may be extended based on performance of the executive and project requirements.

Please refer to the subsequent paragraphs about the eligibility criteria, educational qualification, work experience, and emolument given under the job descriptions.

3. Job Description in Details:

A. Program Executive – Waste Management (01)

A.1 Purpose:

- Program Executive will work for overall implementation of Risk Sharing Facility (RSF) program, for Municipal Solid Waste (MSW)/ Compressed Bio Gas (CBG) under '**Waste Solutions for a Circular Economy in India**'. Program Executive will contribute on technical aspects of the preparation of the waste management projects. As part of the SIDBI team coordination with several stakeholders including multilaterals and bilateral will also be a desired requirement of the job.

A.2 Roles & Responsibilities:

- To identify, manage and administer loans, technical assistance projects, non-lending products and services to support waste management sector in the country. Conduct economic and sector work such as the identification and analysis of waste management sector development trends, economic analysis for regional and country specific sector studies.
- Participate in and contribute to internal and external training and conferences on the waste management sector and other activities for advocacy, dissemination, and knowledge building.
- To provide advice and counsel to SIDBI for all its initiatives for waste management/ CBG sector in MSMEs and stakeholders at all levels, and to various implementing partners, other decision makers and policy makers, etc.
- The executive shall undertake the financial reporting, auditing, and monitoring activities required for various procurements under the executed contracts under the project. The executive shall develop a suitable monitoring mechanism to ensure flow of proper information/data at regular intervals, design and develop formats of various progress and other reports etc. for continuous and effective monitoring of the various activities undertaken.
- The executive shall collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of the waste management sector.
- The executive shall be developing and putting in place an effective MIS mechanism for reporting progress to responsible for the senior management of SIDBI, GIZ, etc. at regular intervals during implementation.
- To collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of the Waste Management/ CBG sector.
- To work closely with the department and other officers / experts / specialists responsible for the Green Finance activities in SIDBI and other Banks/ FIs for all the related tasks associated with the waste management/ CBG sector.
- The executive shall be ready to travel extensively across India based on project requirements.
- Any other assignment that may be entrusted by the Bank around waste/sanitation sector.

A.3 Eligibility:

A 3.1 Essential:

- B.E/ B. Tech/ M. E. / M. Tech/ M.B.A./ P.G. Diploma in Environmental Engineering/ Urban Environmental Management / Sustainability or equivalent from a recognized university.
- Minimum 5 years of Post Qualification experience in Solid Waste Management/ CBG/Sewage/Wastewater Management/ including experience in developing and implementing waste management plants/ and strategies.
- Age as on July 31, 2023: not exceeding 40 years.
- Advanced working knowledge of computers. Proficiency in applications such as MS Office suite, e-mail, etc. along with information handling skills and use of internet (for research, etc.) would be a pre-requisite.

A.3.2 Desirable:

- Experience of working in projects of national / international agencies which may include bilateral, multilateral agencies including UN agencies, World Bank/ADB/AIIB/ IFC etc.

A.4 Compensation:

- The compensation may be in the range of ₹ 75,000/- to ₹ 1,75,000 per month (all inclusive). The range may be enhanced or reduced subject to the suitability of the candidate.
- Besides the compensation indicated above, the Expert shall only be eligible for the reimbursement of expenses incurred on official tours within the ceilings as may be specified by SIDBI.
- On successful completion of every year of engagement, the contract personnel will be eligible for annual increment at the rate of 5% during subsequent year of engagement. The increment will be given from the first day of month subsequent to the month in which you complete the year.

A.5 Tenure & Duty Station:

- The duration of the contract shall be for a period of 1 year which shall be extendable, subject to annual/periodical review.
- The Expert shall be stationed at Green Climate Finance Vertical (GCFV) at New Delhi.

4. Selection Process:

- The applications received shall be screened for eligibility, followed by an interview.
- The interview shall be conducted online using MS Teams / any other.

5. LEAVE DETAILS:

The Expert shall be eligible for leave as under:

- 10 Casual Leaves (CL) in a calendar year, subject to the limit of 1 CL each in first 3 months.
- Ordinary Leave (OL) of 20 days p.a. to be credited at the rate of 05 days at the end of every 3 months. Accordingly, no OL can be availed/encashed before the completion of 3 months of service.
- No leave balance shall be adjusted against notice period if you leave the job during the contract period of one year.

6. SCHEDULE:

The assignment will be initially for a period of 1 year and shall be subject to periodic / annual review. Either side may terminate the contract with 30 days' notice or payment of pro-rata monthly compensation in lieu thereof.

7. OTHERS:

- **Service Conditions:** The engagement of personnel is purely temporary in nature and during the contract period, the service conditions of the candidate, including place of posting, would be as decided by the Bank from time to time. The personnel engaged will not be entitled to claim for any regular employment in SIDBI or any relaxations in case of any recruitment for regular posts in SIDBI.
- **Conduct & Discipline:** During the period of contract, candidates will be governed by Chapter IV of SIDBI (Staff) Regulations, 2001 on Discipline and Conduct and as modified from time to time. The contractual engagement will be regulated by SIDBI's rules and administrative orders that may be enforced from time to time during the period of engagement.
- **Secrecy:** Selected candidates shall sign a declaration of fidelity and secrecy on usual lines at the time of appointment / joining.
- **Reporting:** Selected candidates shall report to the General Manager or Deputy General Manager or Assistant General Manager, GCFV, SIDBI, New Delhi and shall work closely with the department and other officers/experts/specialists responsible for the project activities in PRSF and SIDBI for all the related tasks associated with the organization.
- The cut-off date for ascertaining age and experience, etc will be as on 30-06-2023.
- **Nationality:** Only Indian Nationals are eligible to apply.
- Those working in Public Sector/ Government Sector/ Autonomous bodies of Government may forward application 'Through Proper Channel' or submit 'No Objection Certificate' at the time of Interview or should submit proper relieving order from present employer at the time of joining.
- No person shall be eligible for appointment if he/she has been convicted by a court of law for an offense involving moral turpitude. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from

the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body

- Any canvassing directly or indirectly by the applicant will disqualify his/her candidature
- An application not accompanied by photocopies of relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc. mentioned in the application form or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.
- Candidates are advised that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated on an immediate basis without any notice.
- Selection would be by way of personal interview to be held at New Delhi before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, category, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.
The roles and responsibilities are indicative in nature, candidates shall be assigned any other work related to the project, as per requirement.
- Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect of age, educational qualification, work experience, etc., as on last date of application submission and that the particulars furnished in the application form are correct in all respects.
- Training / Teaching period will not be counted as experience. All computations of Age and Post Qualification Experience etc., shall be as on closing date of application. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- Any Clarifications/ Date Extension/ Addendums etc. will be posted on SIDBI website viz. <https://www.sidbi.in/en/careers> and no individual communication will be sent. Posting on the website would be deemed as if SIDBI having communicated to all prospective Candidates. Information regarding this recruitment process shall be made available in the career section of SIDBI website. Applicants are advised to check the website periodically for updates.
- The Management reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter. The vacancies notified may vary and operation of panel will depend on requirement.

- Management reserves the right to raise or lower the qualifying standards/Age in any stage of the selection process depending on availability of sufficient number of candidates.
- No correspondence will be entertained from candidates not shortlisted/ not selected.
- The fully completed applications needs to be forwarded to GCFV as per the prescribed format [Annexure] on or before the last date & time of application by e-mail to: gcfv@sidbi.in, ppranava@sidbi.in with the subject "Application for the post of Program Executive- Waste Management" with Advertisement No. addressed to

महाप्रबंधक /General Manager

हरित जलवायु वित्त उदभाग / Green Climate Finance Vertical
12वीं मंजिल /12th floor, आत्माराम हाउस /Atmaram House, 1,
टॉल्स्टॉय मार्ग / Tolstoy Marg, नई दिल्ली /New Delhi - 110001
Phone-011-23448300

Email: gcfv@sidbi.in, ppranava@sidbi.in

Start date for receipt of applications:	August 10, 2023
Last date for receipt of applications	August 21, 2023, till 17:00 hours – by Hand/Courier. August 21, 2023, till 23:59 hours - by email.

13. EDUCATIONAL QUALIFICATIONS (*Graduation onwards*) [Add rows if needed]

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained / CGPA Obtained	Class / Division

Note: - Attested photocopies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.

14. PARTICULARS OF EXPERIENCE (*starting from present*) [Add rows if needed]

Name / Address and Telephone No. of Employer	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Reasons, for leaving the job
		From	To	Yrs.	Months		

Note: - Documentary evidence in support of requisite experience for the post applied must be enclosed.

15. DECLARATION

[I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent contract period in the Bank, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forthwith without giving any notice or reasons thereof. I also undertake to abide by all the terms and conditions of the advertisement given by the Bank. I further declare that I have read the Detailed Advertisement and undertake to abide by the same]

DATE: _____

(SIGNATURE OF THE CANDIDATE)

PLACE: _____

FULL NAME: _____
