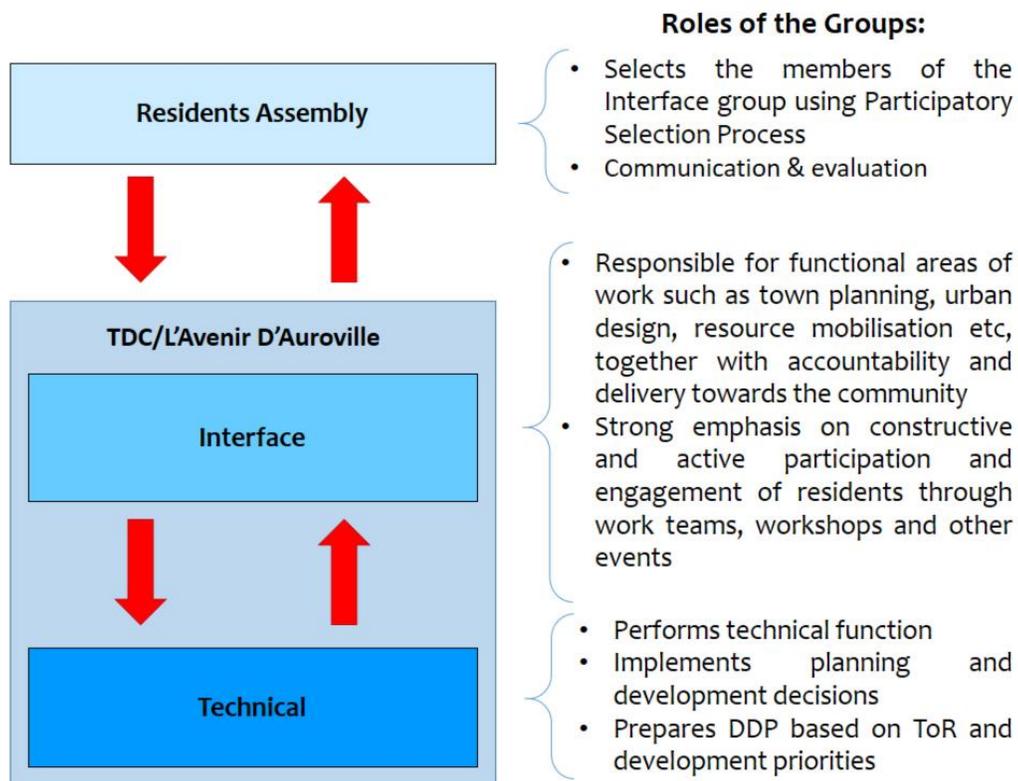## Introduction

The new TDC is made of two parts – Interface and Technical - both of which together are responsible to move forward the development plan of Auroville and undertake its implementation in compliance with approved principles and guidelines. The full TDC team comprising of these two parts, is accountable to the Residents Assembly.

The specific responsibilities of the two parts are indicated in the diagram below.

Roles of the Groups:

Residents Assembly
- Selects the members of the Interface group using Participatory Selection Process
- Communication & evaluation

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Interface
- Responsible for functional areas of work such as town planning, urban design, resource mobilisation etc, together with accountability and delivery towards the community
- Strong emphasis on constructive and active participation and engagement of residents through work teams, workshops and other events

Technical
- Performs technical function
- Implements planning and development decisions
- Prepares DDP based on ToR and development priorities

Together, the Interface & Technical teams are responsible for the implementation of the DDP's.
The members of the Interface team are selected through the Participatory Selection process (2014).
The members of the Technical team will be nominated and selected by the Interface team.

This document chalks out the job descriptions and selection process for the Interface team only.

The work of the Interface team can be divided into two clusters for the following work areas, namely:
- **Cluster 1: town planning, urban design, physical & social infrastructure** and **green belt & zones**
- **Cluster 2: economic development, sustainable development, resource mobilization, implementation & monitoring**

The two clusters create the opportunity for candidates to step forward with relevant knowledge, experience and qualifications in either cluster and the team within themselves can then determine who takes up responsibility in which areas.

CLUSTER 1 –
TOWN PLANNING, URBAN DESIGN, PHYSICAL AND SOCIAL INFRASTRUCTURE & GREEN BELT/ZONE

Purpose

The purpose of this cluster is to move forward the development plan and undertake its implementation in compliance with approved principles and guidelines in the areas of **town planning, urban design, physical & social infrastructure** and **green belt & zones**.

This is to be achieved by:
1. Liaising between residents and technical team,
2. Active engagement with the community via work teams, workshops and other events, and
3. Collect, manage and analyze data to prepare the briefs for the technical team.

Responsibilities & Main Activities

Planning related:
1. Undertake the expansion and **completion of the ToR** in areas of Town Planning, Urban Design, Physical and Social infrastructure & Green belt/zone and other areas related to Town planning such as regional planning in consultation with the residents
2. **Identify development priorities** for Town Planning, Urban Design, Physical and Social infrastructure & Green belt/zone so as to enable the starting of work on Detail Development Plans (DDP's) for all these areas in consultation with working groups
3. Guide and **support the preparation of DDP** for Town Planning, Urban Design, Physical and Social infrastructure & Green belt/zone by being the liaison between Auroville residents, technical team & external consultants preparing the DDP's
4. Prepare and / or review the briefs of projects initiated under the DDP for undertaking technical studies and proposals both in-house or with external consultants

General:
1. Select members, experts and consultants for the technical group
2. Initiate dialogue, discussion & alignment on key issues related to Auroville's development
3. Ensure that the outputs of external consultants & agencies is in compliance with principles and guidelines set in the Terms of Reference
4. Ensure that DDP's take into account development priorities when setting small, medium and long term development goals

Experience & Knowledge

One or more of the following:

1. Deep knowledge and / or experiential knowledge in areas of Town Planning, Urban Design or Physical infrastructure
2. A minimum of two (2) years of related and progressive experience in areas of social infrastructure and/or Ecology within or outside Auroville
3. Experience in preparing and analyzing reports and data, planning layouts, related to Town Planning, Urban Design, Physical and Social infrastructure & Green belt/zone
4. Working in a team within or outside Auroville, as group or project coordinator with good written and verbal communications

5. Track record of having maintained working relationship in areas of development, with stakeholder groups and individuals such as engineers, architects, contractors, developers, businesses, supervisors, employees, and residents.
6. Working knowledge of local, state and central government grants and development programs; familiarity with development issues/practices

Qualifications

Basic understanding is required of the following items:

- **Planning Principles and the Terms of Reference draft document.**
- **Spatial planning** which broadly deals with efficient use of land by balancing competing demands within the context of sustainable development. One of the main objectives of Spatial Planning is to ensure that the utilization of land resources is planned and implemented in an organized manner to meet the needs of present and future generations
- **Urban infrastructure** – services, such as water, energy, transport, sanitation - that make up a city
- **Social infrastructure** - social connections and the organizations and services that build them in the community. For example, Auroville organizations such as Youth Link, Village Action and services such as AV health services, Servicelink etc. Components of a viable social infrastructure include friendly small businesses, gathering places, community events, and both organized and informal activities.
- **Landscape and ecology –** considerations of how the environment can become a part of the urban area, ecological requirements for decision-making regarding developments in the urban environment
  "*The whole township of Auroville will be connected by an interlinking network of green open spaces, comprising the Matrimandir Gardens in the central Peace area, green corridors throughout the whole city area, four major radial parks, and the surrounding Green Belt. Thus showing a modern and innovative example of creating a living framework for infrastructure and settlements, the city green work will act as a future model for healthy, ecological and sustainable city planning.*" (Jung, 2001)
- **Mobility -** efficient transport service and infrastructure fundamental to the promotion of sustainable development, encompassing a full range of modes including walking, cycling, motorized vehicle etc. Essentially, a consideration of how a combination of modes can be used to improve accessibility for people and goods.
- **Urban design** - design and regulation of the uses of space that focus on the physical form, its functions, and social impacts of the urban environment and on the location of different activities within it. Establishing the processes that make successful development possible. (Such as with guidelines based on the Master Plan).

CLUSTER 2 –
ECONOMIC DEVELOPMENT, SUSTAINABLE DEVELOPMENT, RESOURCE MOBILIZATIONS, IMPLEMENTATION & MONITORING.

Purpose

The purpose of this cluster is to move forward the development plant and undertake it's implementation in compliance with approved principles and guidelines in the areas of **economic development, sustainable development, resource mobilization, implementation & monitoring**.

This is to be achieved by:
1. Liaising between residents and technical team,
2. Active engagement with the community via work teams, workshops and other events, and
3. Collect, manage and analyze data to prepare the briefs for the technical team..

Responsibilities & Main Activities

Development related:
1. Assist in the expansion and **completion of the ToR** in all areas and specifically in those of economic development, sustainable development by providing/ initiating targeted research in the areas of Economic and sustainable development
2. Engagement with internal work groups as well as regional agencies via **facilitated work sessions for inputs** to the ToR expansion, for identifying development priorities and finalizing DDP's
3. Identify and inventory the range of financial and non- financial resources of the residents and community. For Auroville to grow, identification and mobilization of its resources is necessary. Undertake necessary steps involved in securing new and additional financial, human and in kind resources, make better use of, and maximizing, existing such resources.
4. Gather and provide statistics and data either through working groups or outside agencies to support the work of **Identifying development priorities** for Town Planning, Urban Design, Physical and Social infrastructure & Green belt/zone so as to enable the starting of work on Detail Development Plans (DDP's) for all these areas
5. Guide and **support the preparation of DDP's** by initiating research and feasibility studies on specific topics/areas
6. Monitor project progress (Dev priorities, DDP's), ensuring that implementation is in harmony with the project/program specific operational plans, and update Residents Assembly, regularly on all activities.

General
1. Select members, experts and consultants for the technical group
2. Assist the technical team in identifying and short listing outside agencies for preparing DDP's
3. Coordinating funding efforts and recommending fund allocation after consultation with working groups
4. Ensures that fund raising is carried pro-actively and from a diverse group of donors and donor organisations
5. Assist technical team to create and manage central data base system of all studies & reports. Assist various working groups to use the system correctly
6. Communicates & shares reports to the Residents assembly, Governing Board and other relevant authorities
7. Preparing information materials for engagement with residents, working groups.
8. Assist with event and program preparation, planning and execution for community work sessions

Experience & Knowledge

One or more of the following:

1. A background in economy, sociology, psychology, skill development, enterprise development.
2. Must understand the concepts of planning and development of the medium and long term Auroville economy and must understand how physical and economic development are integrated.
3. Two or more years experience in areas of social work, services in Auroville and business or public administration / marketing / research / analytics.
4. Two or more years in socio-economic development or related areas within or outside Auroville
5. Working knowledge of zoning and infrastructure planning programs and processes
6. A good knowledge of the functioning of service & commercial units in Auroville and the context in which they operate.
7. Good understanding of environmental issues at local and regional scale.
8. Experience in the field of environmental science /management/sustainability preferably from outside Auroville.

Qualifications

- Working knowledge of principles and current approaches to, monitoring and evaluation of development programs using both quantitative and qualitative methods.
- Proficiency in the use of computer software programs (example: Word, Excel, PowerPoint, Access, Dbase, GIS, desktop publishing such as PhotoShop or InDesign) and the internet is preferred.

GUIDELINES FOR SELECTION OF GROUP MEMBERS

A. Desired skills for both clusters

Candidates should have two or more of the below skills and qualifications to successfully perform the job:

- Fluent in English (written and spoken)
- Strong functionality with computers and software, particularly Microsoft Office Suite (e.g.: Access, Word, Excel, PowerPoint, Outlook)
- Experience in document creation and formatting in a well-designed and attractive format with superior attention to detail
- Ability to organize and structure work sessions & coordinate on behalf of the team, between different work targets & goals
- Having analytical thinking and adaptability during conflict management
- Ability to identify and engage with consulting experts
- A strong focus on delivery within agreed timelines and budgets.
- Good interpersonal skills with the ability to work cooperatively, tactfully, and diplomatically with a culturally diverse group of people

B. Working conditions for Interface team

- Willingness to work a flexible schedule
- Open plan office in public space, needs an ability to manage and execute multiple tasks with unexpected interruptions
- Cluster 1 member would need considerable 'out of office' contact with the residents, working groups and pressure groups, which may on occasion involve evening or weekend meetings.
- Cluster 2 members may require constant sitting and moving; working in front of a computer for extended periods of time

C. Miscellaneous

- Candidates could explain how they, through their work experience within or outside Auroville, can contribute in each of the 'Responsibilities and Activities' sub bullet areas in the Auroville context.
- There needs to be a balanced representation (or mix) of knowledge & skills within both clusters.
- When selecting members for the Technical team, the Interface team needs to give priority to Auroville residents with capacity & time before enlisting non - Auroville personnel.
- For the team's success, it is critical to have as part of the team, administrative support people such as Secretary, Accountant, Office manager, Data Manager, Mapping and survey etc. The people for these roles are to be selected by the new Interface team members and priority should be given for Auroville residents with capacity and time before enlisting non – Auroville personnel.
- The Interface team can enlist more people as and when required for different works they undertake as well as during various community work sessions/ workshops etc

D. Frequently Asked Questions

Below is a list of possible questions and answers regarding the Interface Team.

QUESTION	ANSWER
1. How many members are required for the Interface group?	The TDC (as appointed by the Standing Order of the Auroville Foundation), can have up to 13 members nominated by the Residents Assembly. However this number is related to the TDC committee created by the Standing order and the TDC membership can be larger if required.
2. What happens if we have missing skills and knowledge areas within the team?	The new TDC, once in place, can identify as a first task, missing skills and knowledge areas within the group. The teams can then canvass /enlist others from within a resource pool of individuals with the required skills both within as well as from outside Auroville. This resource pool shall also be put together by the new TDC with the help of outgoing TDC & other working groups / individuals in Auroville
3. What is the duration of the commitment to the Interface Team? i.e., the term/period required?	4 years (as per Standing order)
4. Are the roles in the Interface Team full-time or part-time?	Taking into account the amount of work that needs to be done at least 4 - 7 Interface team members need to be full time.
5. Can a member of the Interface Team be a member also of the Technical Team?	Yes, if the Interface team selects a particular individual from within themselves to work in the Technical team.
6. Is there a contribution available for team members?	Maintenance for people who are committing full time is to be raised. The Master Plan is the responsibility of the GB and RA and therefore they should ensure the required resources to maintain people that are dedicating full time.
7. What happens when one or more members of the Interface team resign during their tenure?	In the case that the TDC membership becomes less than 13 appointed by the Standing order, a new member will be selected through the RA participatory selection process. In the case that any of the other members (not appointed by SO but selected via the participatory process) resign, TDC, in consultation with the Working Committee, may appoint a member for the vacancy for the remaining period of the term
8. What is the work relation of the Interface team members with the Technical team members?	The technical team members will be appointed by the interface team in consultation with Auroville working groups. The interface team will work together with the technical team to frame, guide and implement the development plans. They will also work together when expanding the ToR.