

SIPMIU: AIZAWL

**GOVERNMENT OF MIZORAM
OFFICE OF THE PROGRAM DIRECTOR
STATE INVESTMENT PROGRAM MANAGEMENT AND IMPLEMENTATION UNIT (SIPMIU)**

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No.W.11067/1/2014-PD/SIPMIU (NERCCDIP)/T3/15 Dated Aizawl the 21st May, 2015

**Invitation for Submission of Expression of Interest for Design, Supervision
& Management Consultancy-Tranche-3 (DSMC-T3)**

Country/Borrower: India

Title of Project: North Eastern Region Capital Cities Development Investment Program

Project No: 35290-IND

Package Number: DSMC-T3/AIZ/NERCCDIP

Name and Address of Executing Agency:

State Investment Program Management and Implementation Unit (SIPMIU)
Urban Development & Poverty Alleviation (UD&PA) Department, Govt. of Mizoram.
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Brief Description of the Project:

The Government of India/Government of Mizoram is availing a loan from the Asian Development Bank (ADB) towards the North Eastern Region Capital Cities Development Investment Program (NERCCDIP). The proposed loan is being implemented under ADB's Multi-tranche Financing Facility (MFF) towards financing of an investment program to improve urban conditions in North Eastern Region capital cities, namely, Agartala, Aizawl, Gangtok, Kohima and Shillong. The expected impact of the Investment Program is improved environment and well-being of urban residents in the five capital cities. The Program will (i) improve urban infrastructure and services, (ii) strengthen urban institutions for better service delivery build project management and implementation capacity. The Project will comprise two parts: Part A will cover urban infrastructure and services improvement including the rehabilitation, improvement and expansion of (i) water supply, (ii) sewerage and sanitation, and (iii) solid waste management. Part B will cover Investment Program management and implementation support and a comprehensive capacity building assistance to support the accomplishment of the urban institutional and financial reform agenda, and enhance planning, operation and maintenance (O&M), revenue mobilization, and financial management capabilities of service providers.

In Aizawl, the Program will specifically support rehabilitation and expansion of the water distributions system - namely storage, transmission, secondary distribution systems & source augmentation - and comprehensive non-revenue water (NRW) program, which will include installation or replacement of bulk water meters as well

as a leak detection program for rehabilitation and strengthening of the existing distribution network. In addition the program will also support the Government in (i) improving sanitation facilities, including sewerage and sewage treatment in most congested areas, construction of toilet blocks and assistance of households to convert pit latrines into flush latrines and (ii) developing solid waste management facilities, including composting facilities, an engineered landfills site, improvements to primary and secondary collection as well beneficiary awareness. The Program will also support the implementation of comprehensive institutional development and capacity building programs.

Scope of Work for DSMC-T3:

The consultant will be responsible in Aizawl for the following:

1. Design, Procurement and Construction Supervision

- (a) conducting all necessary surveys, investigations and tests,
- (b) conducting technical appraisal of subprojects and design/updating preliminary designs, if required.
- (c) preparing/review of detailed engineering designs,
- (d) preparing/review specifications, if required.
- (e) construction supervision and contract monitoring

2. Management and Coordination

- (a) support SIPMIU in overall Program management, implementation and monitoring;
- (b) establishment of Investment Program Performance Monitoring System and all other internal systems (including disbursement, budgeting etc);
- (c) safeguards and all other due diligence compliance and monitoring;

Refer to the Terms of Reference (TOR attached) for detailed information regarding the nature of services to be provided.

Interested consulting firm(s) may obtain further information from the above.

Key Data

Expected Duration of Assignment: 3 years 4 months

Tentative commencement date: November, 2015

Type of consultant: Firm

Selection method: Quality and Cost Based Selection

Approximate Budget: INR 15 crores (approx. USD 2.43 million)

Total number of National Experts: 13

Assignment period in person-months (for National Experts): 385

Types of Proposal Requested from Entities: Full Technical Proposal

The Consulting Firm shall be selected and engaged in accordance with the Guidelines on the Use of Consultants by ADB and its Borrowers (2013, as updated from time to time). The Employer shall be using the **Quality and Cost-Based Selection (QCBS)** method with full technical proposal.

Expression of Interest (EOI) Consulting Firms

Interested firm may submit EOI information as per format indicated below:

Project Number	35290
Project Name	North Eastern Region Capital Cities Development Investment Program, Tranche 3.
Project Country	India
State	Mizoram
City	Aizawl

I. Consulting Firm Information

CMS No. ¹ / date:	Country of Incorporation: ²
Consultant Name:	Acronym:
EOI Submission Authorized by:	Position

Associations (Joint Venture or Sub-consultancy)

CMS No. ¹	Consultant	Acronym	Country of Incorporation ²	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

Documentation regarding our corporate structure including beneficial ownership has

¹ If already registered on ADB's Consultant Management System (CMS). CMS registration is not mandated under EA-administered selection.

² The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments.

been attached.

- Documentation regarding our Board of Directors has been attached.
- A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.³

II. Assignment Specific Qualifications and Experience

For online submission: Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI.

For offline submission: Please provide relevant project information in Section E below.

A. Technical Competence

Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

B. Geographical Experience

Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

³ Paras. 3 and 7, Section 1 of the Standard Request for Proposal (SRFP), ADB website.

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2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

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3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

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4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

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5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

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D. Other Information (maximum of 500 words)

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E. Project References

Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 10 projects).

SN	Project	Period	Client	Country	Firm
1					

2					
3					
4					
5					
6					
7					
8					
9					
10					

Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

III. Comments on Terms of Reference

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IV. Comments on Budget Adequacy

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V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

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VI. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association
5	Audit Certificate for the last three years.

(Please insert more rows as necessary)

VII. Eligibility Declaration⁴

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and -administered activities.
- The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an

⁴ Eligibility refers to ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers, Clause 1.13 together with Clauses 1.10-1.11 and 1.23-1.25 on integrity and anti-corruption policies.

integrity-related offense or crime as described above.

- JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.

**DESIGN, CONSTRUCTION SUPERVISION AND MANAGEMENT CONSULTANCY
UNDER TRANCH 3 OF NERCCDIP-AIZAWL****1. Background Information**

1 The Government of India has taken loan to implement an investment program to improve urban conditions in North Eastern Region capital cities, namely, Agartala, Aizawl, Gangtok, Kohima and Shillong. The expected impact of the Investment Program is improved environment and well-being of urban residents in the five capital cities. The expected outcomes of the Investment Program will be an increased access to better urban services for the 1.5 million people expected to be living in the Investment Program cities by the 2014. To this end, the Project will (i) improve urban infrastructure and services, (ii) strengthen urban institutions for better service delivery build project management and implementation capacity.

2 The Project will comprise two parts: Part A will cover urban infrastructure and services improvement including the rehabilitation, improvement and expansion of (i) water supply, (ii) sewerage and sanitation, and (iii) solid waste management. Part B will cover Investment Program management and implementation support and a comprehensive capacity building assistance to support the accomplishment of the urban institutional and financial reform agenda, and enhance planning, operation and maintenance (O&M), revenue mobilization, and financial management capabilities of service providers.

3 In Aizawl, the Project will specifically support water supply source augmentation, rehabilitation and expansion of the water distributions system - namely source augmentation, treatment plant, storage, transmission and secondary distribution systems – and comprehensive non-revenue water (NRW) program, which will include installation or replacement of bulk water meters as well as a leak detection program for rehabilitation and strengthening of the existing distribution network. In addition the program will also support the Government in (i) improving sanitation facilities, including sewerage and sewage treatment in most congested and also Septage Management and (ii) developing solid waste management facilities, including composting facilities, an engineered landfills site, improvements to primary and secondary collection as well beneficiary awareness.

2. Overall Scope of Work

4 The work under this design and supervision consultancy for the investment program in Aizawl will consist of (a) conducting necessary surveys, investigations and tests, (b) technical appraisal of subprojects and updating preliminary designs (if deemed necessary), (c) detailed engineering designs/review of design, (d) construction supervision and contract monitoring, (e) Monitoring safeguard Measure and Preparation and Monitoring Project Performance Monitoring System (PPMS).

5 The assignment will be structured in Tranches, which will largely correspond to each of the tranches under implementation. The assignment has been structured to ensure that whilst designs may be completed in advance, supervision matches each of the tranche releases under the investment program. The work under Tranche 1 has been completed. Procurement under Tranche 2 has been completed and execution is in progress.

Table 1 – Proposed contract responsibilities and resource structure

I. Design Review and Construction Supervision on the following activities:
Water Supply
UFW Program
Dedicated 132kV power line
Construction of replacement/new reservoirs
Replacement and augmentation of primary network
Replacement and augmentation of secondary network
Source augmentation including intake and treatment plant
Preparation of Aizawl City water Management Plan
Sewerage
Construction of primary network
Construction of secondary network
Construction of a 10 MLD sewage treatment plant
Installation of 3600 HH connections
Solid Waste Management
Provision of primary collection equipment
Provision of secondary collection equipment
Construction of a 50MTD compost plant
Construction of 1 sanitary landfill site
Construction of transfer station
Procurement of machinery for the above
Septage Management

II. Environmental Studies, Land acquisition and Resettlement on the following Sub-Projects:
Water Supply
Solid Waste Management
Sewerage
III. Community Awareness Program on the following Sub-Projects:
Solid Waste Management
Water and Sewerage Tariffs
IV. Compost Studies
V. Non-Revenue Water Reduction Program
VI. Power and Water Audits
VII. Program Performance Monitoring System
VIII. MIS/M&E program
IX. Baseline
X. Operational Manuals on the following Sub-Projects:
Water Supply
Solid Waste Management
Sewerage

3. Scope of Work

6 The scope of work will include the following activities:

Design/Design Review, Preparation of Biding Documents and Support to Tender Evaluation

Construction Supervision

Management

4. Consultancy Service Requirements

7 The team will comprise of 385 person months Key Experts (national consultants), as well as 324 person months of Non-Key Experts time. Detail breakdown of the type of consultants, and individual inputs is given in Table 2. Specific tasks of the sub-teams and expertise required is given in the following paragraphs. The overall responsibility will be with the Team Leader. The indicative schedule of inputs is as follows:

Table 2 – Management, Design and Construction Supervision Consultancy

N o	Position	Indicative Person-Months
		2015-2019
Key Experts (National Consultants)		
01	Team Leader/Contract Management Expert	40
01	Water Supply Engineer (Network Modeling Design & UFW)	22
01	Sewerage and Sanitation Engineer/Expert	12
01	Solid Waste Management Specialist	12
01	Electrical Engineers	6
01	Mechanical Engineers	6
01	Structural Engineer	4
04	Asst. Engineer/Resident Engineer (n=4)	144
01	Financial Management Specialist	9
01	Community development and public awareness expert	40
01	Resettlement & Social Safeguard Specialist	40
01	Environmental Specialist (Design and Compliance Monitoring)	40
01	Monitoring and Evaluation expert	10
Non-Key Expert		
09	Junior Engineering (n=9)	324

8 It is envisaged that the consultant will provide adequate Support Staff which the Consultant feels required for carrying out consultancy service (it is suggested that the Consultant include CAD operator as support staff). All expenditure required for recruitment of Support Staff may be included under Reimbursable/Out of Pocket Head of Expenses. All experts would be PERMANENTLY based in Aizawl. The consultant will be the Engineer's Representative in administering the contracts.

5. Overview of the Design/Design Review and Supervision Engineering Services

9 General tasks of the team include:

- (i) assist the project director with the day-to-day implementation of contracts and Project activities;
- (ii) coordinate planning, control, and management of the work of a multidisciplinary team;
- (iii) develop implementation schedules and resource requirements;
- (iv) monitor progress, evaluate results, and identify and resolve constraints;
- (v) provide long-term input to the development of project methodologies;
- (vi) evaluate demand and establish criteria to meet demand;
- (vii) identify appropriate technologies and the need for standardization of equipment and materials;
- (viii) assist project managers in carrying out detail investigation and engineering surveys (geotechnical, topographical, bathymetric etc), wherever necessary;
- (ix) assist the project team designing/design review and undertaking construction supervision water supply, sewerage and sewage treatment and solid waste management schemes;
- (x) assist the project director in presenting of the designs/design review to all stakeholders (including local government and communities), addressing their concerns where necessary;
- (xi) assist the project director in developing bidding documents, including bill of quantities and specifications following ADB's guidelines and assist in evaluation of bids;
- (xii) update costs and economic and financial information (including rates of return), when needed;
- (xiii) prepare and update implementation schedule and resource requirements (preferably in Microsoft Project Management);
- (xiv) define quality control mechanisms and parameters for subprojects/components;
- (xv) assist the Project director in supervising all construction activities under the Project, including liaison with the other teams under the Project and other donor financed projects, and community development team;

- (xvi) develop and implement a quality assurance program for all works, securing compliance with design/standards;
- (xvii) assist the project directors in supervising day-to-day construction management;
- (xviii) develop O&M manuals for future maintenance;
- (xix) prepare asset registry for all assets built under the Project;
- (xx) establish a contract tracking systems, including implementation schedules and milestones achievable;
- (xxi) assist the SIPMIU in issuing contract completion certificates, settlement of contractor's claims;
- (xxii) assist the SIPMIU during Project missions;
- (xxiii) assist the SIPMIU in the preparation of Project guidelines;
- (xiv) Prepare training programmes for effective implementation and O&M including Training Module, Training Plans and organize and conduct same through consultant's staff and other service delivery institutions

10 The DCSM will be specifically concerned with assisting (i) the review of designs as well as any other DPRs or related detailed engineering designs; (ii) the preparation/review of detailed engineering designs and providing construction supervision for all water supply, sanitation and solid waste management scheme components; (iii) the review of designs to be prepared by Bidders; (iv) construction supervision to ensure the necessary standards are duly met. These schemes and the scope of work falling under the Supervising Engineers responsibility have been presented under Table 1 above.

11 The consultants will develop and implement a computer-based project implementation plan, critical paths, resource maps. All reports required will be produced based on these systems. The consultants will coordinate with other consultants, if any, under the Project and with other similar donor and government assisted projects.

12 The consultant will review the feasibility report with SIPMIU staff and prepare an Inception Report which should include the related works and details of the program of works which the consultant proposes to implement. Overall scope of works will include:

- i. Assist SIPMIU in the review of the design for proposed (a) water scheme (storage, transmission distribution and source augmentation), (b) sewerage and (c) solid waste management including all necessary design review, drawings and schedules, as well as indicative bills of quantities, specifications including commissioning specifications and on-site training for plant operation maintenance by contractors.
- ii. Assist SIPMIU staff carrying out detailed investigations and engineering surveys including water testing and engineering surveys (soils, topography etc).

- iii. Prepare a full hydrological network model for water distribution zoning (with CAD or other relevant computer package) and studies for water and sewerage components, which are, wherever relevant, to be based on data collected over a 12-month period.
- iv. Confirm the scope of provision of equipment for plant and equipment and review proposed specifications for the plant and equipment (E&M, vacuum tankers etc) for all 3 subsectors.
- v. Assist SIPMIU staff conducting review of detailed engineering designs as per Table 1, including all source augmentation, transmission and distribution networks, storage systems for water; sewerage network and treatment plant; and compost, landfill and other solid waste management facilities.
- vi. The Consultant shall facilitate the dialogue with Central and State Government and ULB agencies.
- vii. The Consultant shall support the SIPMIU in obtaining required EIAs, compliance with resettlement requirements and any other regulatory or permits.
- viii. Assist SIPMIU staff reviewing designs prepared by bidders, including those that relate to primary and secondary distribution/collection and sewage treatment.
- ix. Check that the contractors' proposals are in agreement with all environmental and social safeguards requirements.
- x. Assist in bid evaluation.

13 Construction Supervision and Commissioning. The consultant shall assist the SIPMIU staff carry out all the duties normally associated with supervision of construction. This will include but is not limited to checking contractors' insurances/ guarantees/ bonds; the review of contractors' process and M&E designs and any necessary modifications to the construction drawings; attending and reporting on factory tests and inspections; agreeing commissioning procedures and supervising commissioning. The consultant shall establish any necessary field laboratories for quality control or arrange for such services to be provided by acceptable Institutions.

14 The consultant shall

- i. Assist the SIPMIU staff supervising and assure quality of implementation of the urban schemes.
- ii. Assist the SIPMIU staff supervising all construction activities under the Project and the implementation of the environmental management plan as required.
- iii. Co-ordinate interfaces between contracts and clients.
- iv. Support SIPMIU with contract management and recommendation for payments.
- v. Develop and implement a quality assurance program for all works.

Agree and prepare contractor's certificates; resolve any disputes and provide all necessary support for claims resolution and arbitration proceedings.

6. Overall Scope of Management Services

15 Overall scope of work can be defined as follows:

- i. Set up systems and procedures for Project management, implementation and monitoring of the progress,

- ii. Assist SIPMIU in preparing annual work plans, staffing schedules, job descriptions, and, as necessary, budgets including equipment budgets, and detailed implementation schedule
- iii. Assist SIPMIU in reviewing an overall Investment Program Performance Monitoring System (IPPMS) for the Program prepared by the previous DSMC and ensure that the necessary independent inputs are in place when and where required;
- iv. Assist SIPMIU in operating the IPPMS and in monitoring the physical progress with urban infrastructure components as well as the progress with the implementation of the Urban Governance, Finance, and Service Delivery Improvement Action Plan and the loan covenants; and with the SIPMIU, ensure the effective and timely delivery of the program outputs as well as the Urban Governance, Finance, and Service Delivery Improvement Action Plan and the loan covenants.
- v. Prepare on behalf of SIPMIU required Investment Program and project progress reports, and submit timely reports to the Government and ADB on physical progress, financial progress, and progress on implementing Urban Governance, Finance, and Service Delivery Improvement Action Plan and the loan covenants, highlighting impediments to the quality and progress of the works and remedial actions,
- vi. Assist the SIPMIU and IPCC in establishing, testing and reviewing financial accounting and control systems and ensuring accurate and timely report submissions and funds flow from the ADB and onwards to the implementing agencies;
- vii. Provide overall guidance to the various capacity building experts in order to ensure that their work support the implementation of the Urban Governance, Finance, and Service Delivery Improvement Action Plan, Water Utility Reform Action Plan and associated covenants and their time frames
- viii. Prepare and/or amend, existing procedures and guidelines for site supervision and quality control to include guidelines and detailed job descriptions for engineers and site supervisors.
- ix. Support the SIPMIU in technical matters such as preparing work orders for the design consultants; reviewing and approving surveys, studies and master plans; sub-program final designs, construction drawings and estimates; pre/post-qualification of contractors; approving contractors' works; ensuring sound supervision and quality control of sub-program construction and any other technical matters arising;
- x. Assist the SIPMIU with all aspects of procurement including pre/ post qualification of contractors, tender document review and bid evaluation;
- xi. Review construction supervision of the DSC including quality, cost and time controls;
- xii. Assist the SIPMIU in other tasks as assigned to it by the EA.

In addition, the consultants should

- xiv. Support Empowered Committee in the preparation of (i) municipalization situational assessments; (ii) municipal corporation and capacity development and resource programs plans and (iii) time-bound action plans for devolving functions to the municipalities in a phased manner.

- xv. Support the preparation of a separate program for the establishment of a separate agency (water circle) responsible for water in Aizawl city, considering the need for a modern and efficient structure and management systems.

7. Specific Terms of Reference

Key Experts

Team Leader/Contract Management Expert (Design and Construction Supervision)

16 It is preferred that the Team Leader be a professionally qualified graduate civil engineer with preferably ten years or more experience in (i) designing (ii) project management and (iii) contract management in major projects in the field of urban development. The Team Leader shall be solely responsible for the design review and construction supervision of the urban water and sanitation and solid waste management schemes. He shall also be responsible for overseeing the implementation of due diligence aspects into contractual agreements under the project. He will report directly to the SIPMIU Project Director. Preferably the Team leader be competent in planning, designing, contractual management, resolving problems, quality maintenance, budgeting and financial control, progress monitoring, international procurement procedures, communication skills and documentation. The specific tasks include:

- i. Assist the Project Director and other staff in the day-to-day management of Project activities.
- ii. Assist the Project Director and other staff in planning, control and management of the teams' work.
- iii. Assist in developing implementation schedules and resource requirements.
- iv. Assist in monitoring progress, evaluating results and identification and resolution of constraints.
- v. Coordinate activities with various implementing agencies and stakeholders, including communities and NGOs.
- vi. Assist Department of Urban Development, Government of Mizoram in conducting other studies as necessary for the program.
- vii. Prepare training programme for (a) potential contractors and (b) construction supervision staff and O&M staff and organize and conduct the training.
- viii. Assist the EA in preparing necessary documentation to get approvals/permits from all concerned authorities such as local authority, PWD, NPCB, or any institutions for laying pipes and construction of other structures;
- ix. Assist the SIPMIU incorporating IT-based systems in new offices, including means and methods to conduct cost accounting and tracking expenditure.
- x. Prepare reports including inception, design review and weekly, monthly, quarterly, commissioning and final reports.

As well as

- i. Assist SIPMIU in preparing Projection for Disbursement.
- ii. Review existing studies / documents and other resources available and formulate a best implementation approach including programmatic project schedule;

- iii. Prepare cash flows;
- iv. Assist design preparation and review teams;
- v. Assist in bid evaluation;
- vi. Contractual management;
- vii. Develop and implement quality assurance programme;
- viii. Recommend payments;
- ix. Progress reporting;
- x. Assist the SIPMIU staff to design and review topographical geotechnical and other surveys for water and sewage works.
- xi. Assist the EA in preparing necessary documentation to get approvals/permits from all concerned authorities such as local authority, PWD, NPCB, or any institutions for laying pipes and construction of other structures.
- xii. Assist SIPMIU in preparing Monthly & Quarterly Report, IEE and Semianual Safeguard Report.

Water Supply Engineer (Network Modeling Design & UFW)

17. The Water Supply Engineer should preferably be a professionally qualified engineer. Experience of 6 years or more in managing major projects in the water sector is an added advantage. The Water Supply Engineer will be responsible for

- i. Designing/Design Review and reviewing topographical, geotechnical and other surveys;
- ii. Preparing & reviewing of ;
- iii. Conduct a full detailed engineering design/reviewing the design of treated water transmission lines for Aizawl, distribution networks, storage structures other parts of the system, water supply source augmentation including intake and treatment plant as deemed necessary;
- iv. The expert will conduct on-the-job training particularly in Leak Detection and Rectification Programme (Non-Revenue Water Reduction) with use of the latest international equipment and techniques for (i) detecting and recording losses in the water distribution network, (ii) addressing both apparent and real water losses.
- v. Advise and assist the SIPMIU/DSC in computer analysis of the existing water supply networks. Identify existing hydraulic constraints and their rectification for incorporation, if necessary, in the proposed program.
- vi. Prepare Aizawl City Water Management Plan.
- vii. Undertake the planning and implementation of a Power and Water Audit of the water supply system, from source to consumer; identify major efficiency losses and recommend, with detailed costs and economic justification, proposals for incorporating in the program.
- viii. Develop a manual for water quality checks and assurance.
- ix. Develop O&M manuals for comprehensive (future) maintenance.
- x. Prepare an asset registry for schemes prepared under the Project

Sewerage and Wastewater Treatment Specialist

18. The sewerage specialist shall preferably be a professionally qualified civil engineer. Experience of 6 years or more in design of sewerage systems is an added advantage. The sub-team's specific tasks include:

- i. Review design prepared by Contractor for STP
- ii. Prepare and review design for Sewerage networks
- iii. Assist SIPMIU in Sewerage sub-project contract management
- iv. Assist the Resident Engineers/Asst. Engineer as required;
- v. Review contractor's proposals for the most suitable, economic and easy to operate and maintain system;
- vi. Review training proposals of the contractor for the plant operators;
- vii. Assist the contractor to get environmental clearance from MiPCB;
- viii. Review contractor's O&M proposals for such as training, human resources etc.;
- ix. Prepare O&M manual and construction record drawings;
- x. Assist the training officer in SIPMIU to prepare training program for the relevant O&M staff;
- xi. Liaise with other specialists to ensure a consistent philosophy and integrated approach to the design and operation of the sewerage system.
- xii. Provide overall guidance and advice to the SPMIU in matters pertaining to sewerage and sanitation policies and their application;
- xiii. Review the detailed designs prepared for Aizawl sewerage and provide advice to the SIPMIU;
- xiv. Prepare an overall strategy for sanitation in Aizawl leading to the prioritization of an ensuing sanitation program (including construction of public sanitation block and migration from one type of toilet to a different one);
- xv. Prepare and manage with the community participation specialist the implementation of an improved sanitation community awareness campaign.
- xvi. Develop a manual for effluent discharge quality checks and assurance.
- xvii. Develop O&M manuals for comprehensive (future) maintenance of the sewerage system.
- xviii. Prepare an asset registry for sewerage scheme constructed under the investment program.
- xix. Assist the SIPMIU staff to establish water treatment and sewage treatment guidelines and procedures for the detailed design of the water treatment plants in urban schemes.

Solid Waste Management Specialist

19. Solid Waste Management Specialist shall preferably be a professionally qualified engineer/environment expert/MBBS. Experience of 6 years or above in Solid Waste Management is an added advantage. The Solid Waste Management specialist's specific tasks include:

- i. Assist the Resident/Asst. Engineers as required;
- ii. Review contractor's proposals for the most suitable, economic and easy to operate and maintain system;
- iii. Provide overall guidance and advice to the SPMIU in matters pertaining to solid waste management policies and their application;
- iv. Review the detailed designs prepared for Aizawl solid waste management and provide advice to the SIPMIU;
- v. Prepare an overall strategy for solid waste management in Aizawl with a time bound action plan for implementation;
- vi. Prepare vehicle and staff schedules for optimization of collection and transportation to solid waste management sites;

- vii. Conduct a compost' RDF and ecobrics/other byproduct marketing study for Aizawl;
- viii. Prepare and manage with the community participation specialist the implementation of a solid waste segregation and 3R (reduce, reuse and recycle) community awareness campaign;
- ix. Prepare a manual and operational plan to optimize operation and maintenance of the site and thus maximize the life of the sanitary landfill site.
- x. Assist SIPMIU for contract management.
- xi. Prepare a Solid Waste Management Plan for Aizawl Municipal Council including a Landfill Operations and Maintenance Manual.
- xii. Co-ordinate with the Environmental Management & Monitoring Program for SWM component during construction & commission phases.

Electrical/Mechanical Engineer

20. It is preferred that the specialists be graduate engineer in the field of electrical and/or mechanical engineering with an experience of 6 years or more. Experience in the design of (a) plant for water, sewerage and solid waste management systems and pumping stations and (b) highly automated systems on water or sewerage systems is an added advantage. The specific tasks include:

- i. Review the design the electrical and mechanical plant equipment including specification and schedules;
- ii. Liaise with the designers, electrical/mechanical and ICA engineers on operational philosophy and when preparing the system design and drawings;
- iii. Assist SIPMIU staff in the approval of specification of electromechanical goods to be supplied by the contractor;
- iv. Assist in the preparation of documentation and supervision of the dedicated power supply for the water scheme;
- v. Review the contractor's assessment of the power requirements and establish power availability and assist SIPMIU staff obtaining the requirement from CES;
- vi. Assist SIPMIU staff approving O&M manuals prepared by contractors for electrical and mechanical equipment for future maintenance; and
- vii. Assist SIPMIU staff inspecting and witness testing of electrical and mechanical equipment and commissioning.
- viii. Design operational philosophies for relevant treatment plants, reservoirs and other parts of the system to meet the needs of the SIPMIU and O&M section
- ix. Design associated PLC control system/SCADA systems of pumping stations and water treatment plants to optimize operations and cash.
- x. Review and advice NWSDB Ro staff on Software programming relevant to automation and suitability of the proposals from contractors.
- xi. Assist in approving the submittals for equipments and inspection
- xii. Provide necessary trainings to O&M staff.

Structural engineer

21. Preferably the structural engineer be graduate engineer (civil) with relevant experience in structural engineering. Experience of 6 years and above of which four

years in structural design of concrete water retaining structures is an added advantage. The duties of Structural engineer are

- i. Review soil investigations;
- ii. to review all structural designs and necessary structural drawings and specifications, including components relating to reservoir construction/rehabilitation, water supply components, sewerage components and building construction;
- iii. Ensure compliance with applicable building rules of the State, with an specific focus on compliance on seismic resistant requirements.

Assistant Engineer/Resident Engineers

22 Preferably the Assistant Engineer/Resident Engineers be graduate civil engineering. Experience of 4 years or more in supervising construction works within the water sector is preferable. The tasks will be to oversee the following activities:

- i. Assist SIPMIU staff designs review
- ii. Review and approve the construction methodology and schedule submitted by the contractor;
- iii. Implement a construction management system for the works;
- iv. Directly supervise and monitor the contractors activity to ensure satisfactorily standards, quality assurance, control of workmanship and progress;
- v. Check contractors' setting out.
- vi. Taking measurements for the purpose of certifying payments and claims;
- vii. Quality and quantity control of the materials and works;
- viii. Coordination with the relevant authorities on site during construction;
- ix. Keep daily records of all aspects of their supervision works;
- x. Approve the materials and equipment brought by the contractor;
- xi. Prepare and implement any minor adjustment required to the drawings and plans;
- xii. Monitor the environmental impact during construction and coordinate with the environmental specialist in the Project offices;
- xiii. Check monthly measurement of work and certify payment;
- xiv. Coordinate with other specialists such as environment, resettlement, community development, public awareness and training;
- xv. Ensure co-ordination between contracts and contractors, that the authorities and the public are continually informed and consulted on the works programme and of the pipe laying in particular;
- xvi. Ensure that complaints from the public and other stakeholders are attended to expeditiously and take the necessary action to resolve any conflicts arising;
- xvii. Ensure that any dispute arising with day to day work is resolved at site level;
- xviii. Advise Project offices on claims, disputes and completions and defect corrections certification;
- xix. Report progress, trends which are likely out come of contracts and other information required to the Team Leader;

- xx. Ensure that comprehensive records of the construction works and testing are maintained; and
- xxi. Supervise commissioning on completion and that as built records and that appropriate operation and maintenance manuals are prepared.
- xxii. Any other duties assigned by The Engineer/Team Leader, relevant to the investment Program.

Community Development and Public Awareness Specialist

23. Preferably the Community Development & Public Awareness Specialist be graduate in Social Sciences. Experience of 4 years or more in Social development related works is preferable. The specific tasks for Community Awareness and Participation Specialist will be:

- (i) Assist the SIPMIU in the design, preparation, planning and management of the community participation and awareness program;
- (ii) Prepare an inventory and review recent and current community-based initiatives in Aizawl; organizations involved, mechanisms used, successes achieved;
- (iii) Plan and deliver initial briefing, training and orientation of SIPMIU in community participation and awareness programs;
- (iv) Assist and advise the SIPMIU on how to manage and co-ordinate the implementation of the environmental public health and water optimization awareness programs;
- (v) Provide continuous guidance on suitable mechanisms for participatory interaction with and training of local government and CBOs;
- (vi) Develop and implement specific measures to ensure participation of vulnerable groups, including women and the poor.
- (vii) Assist SIPMIU in implementation & monitoring of Gender Action Plan.
- (vii) Support in capacity building for Gender mainstreaming activities under the project at each level.
- (ix) Monitor GAP implementation progress, collect data disaggregated by sex and submit update on progress and achievement in template presented by ADB at each quarter.
- (x) Monitor performance and impact of the community participation in the field and on the towns, if needed make adjustments to the program; review field reports; and advise SIPMIU on actions required; prepare annual reports on performance and impact of community participation and development activities.
- (xi) Plan and organize regular training events, including workshops and seminars for the duration of the Program;

- (xii) Prepare Information, Education and Communication (IEC) materials and media campaigns, advertisement clippings, Web pages, etc of the Investment Program and first tranche.
- (xiii) Promote Investment Program's Urban Governance, Finance, and Service Delivery Improvement Action Plan.
- (xiv) Prepare Awareness campaign on (a) the need for and application of user charges for improved urban services, (b) water optimization and conservation program, (c) environmental and social issues, such as, and (d) resettlement entitlements through various media means.
- (xv) Disseminate information about the Investment Program to the target groups especially women. Build stakeholders' awareness on the long-term benefits and short-term inconvenience of the Program in order to gain full support to the beneficiaries towards the Program.
- (xvi) Make the beneficiaries aware of preventive care to avoid any health related hazards.
- (xvii) Make the beneficiaries aware of their responsibilities, including issues such as user charges and property tax reform etc for achieving the goal of the program.
- (xvii) Make the beneficiaries aware of the existing health care facilities and how to make optimal use of these.
- (xix) Invite feedback from beneficiaries on aspects of the program and sub-programs and advise the SIPMIU of how these might influence future program and sub-programs design.

As well as:

- (xx) The Community Development and Public Awareness Specialist will also mobilize community organizers to support SIPMIU in the management and implementation of the water supply and septage management subprojects to:
 - ensure close co-ordination between beneficiary households, government and septage land donors, SIPMIU, AMC and DSMC during implementation of house connections for water supply as well as sewerage/bio-digesters;
 - generate awareness among households about the septage management subproject and its benefits, proposed technology, project cost, implementation schedule, potential impacts-temporary (during construction) and permanent, grievance redress procedures during implementation and expected average response time, operation and maintenance needs; water conservation and maintenance of household connections/pipelines, combined monthly billing for water and sewerage/septage management etc.;

- mobilise community, form user groups for common facilities (water and septage), establish procedures for handling operation and maintenance issues and reporting any issues that they cannot resolve, to AMC;
- organise training of willing community members (men and women) from low income groups in operation and maintenance of common facilities, in waste recycling etc.;
- support low income households to apply for subsidized water supply connections;
- hold meetings with user communities of common facilities every six months to monitor progress and issues;
- participate in meetings with DSMC, SIPMIU and AMC as and when required;
- submit monthly progress reports; and
- document lessons learned each year, identify problem areas and follow-up actions to ensure sustainability; analyze and report impacts of project interventions.

Environmental Specialist

24. Preferably the Environmental specialist be a graduate in Environmental Science/ Engineering. The expert with 5 years or more experience of which 3 years in the performance of environmental assessments with particular reference to dam construction and wastewater projects and the impact of construction works will be an added advantage. The expert's specific tasks include:

- i. Assist the SIPMIU in the preparation of the necessary environmental impact assessments in accordance with ADB, GoI and GoMi standards for environmental assessment of Investment Program tranches and subprojects.
- ii. Assist SIPMIU in obtaining environmental clearances and consents to establish and operate.
- iii. Assist the SIPMIU in reviewing, preparing and updating initial environmental examinations and and environmental management plan for the Project;
- iv. Ensure the implementation of IEEs and EIAs are consistent with Government and ADB policies, and the EARF agreed upon by the Government and ADB for Mizoram's sub-projects.
- v. Provide advice and support to ensure SIPMIU obtain necessary Government approvals.
- vi. Review all classifications and environmental assessment (IEE and EIAs) developed by SIPMIU and ensure comments from MiSPCB and ADB are integrated in finalized documents.
- vii. Assist the SIPMIU in the review and approval of IEEs. The ADB will review and approve IEE/EIA reports of: (i) all Category A and Category B subprojects; (ii) subprojects with a capital cost of more than \$ 10 million in the towns, (iii) subprojects with solid waste landfill and sewerage collection/treatment

- components. The EA (through the SIPMIU) will review and approve IEE reports not falling under the above categories. Approval of the IEE/EIAs is a condition to the award of contracts. IEEs/EIAs will be consistent with Government and ADB's Safeguard Policy Statement and the EARF for NERCCDIP.
- viii. Provide advice on environmental impacts and review the contractor's mitigation measures for all proposed construction works including reservoir construction/rehabilitation, water supply and sewerage schemes;
 - ix. Assist SIPMIU in preparing semi-annual reports.
 - x. Assist the SIPMIU in consolidating monthly reports and submit quarterly reports to ADB for review.
 - xi. Prepare consolidated monthly environmental monitoring reports and monthly reports on the implementation of mitigation measures by contractors, through the review of monthly progress reports from the SIPMIU.
 - xii. Provide advice on regulatory requirements and standards;
 - xiii. Assist in obtaining other related permits;
 - xiv. Ensure environmental monitoring consistent with the environmental management plans in the IEEs and EIAs and consistent with the EARF agreed between the Government and ADB.
 - xv. Assist the SIPMIU in coordinating all environmental monitoring and ensuring that all sub-projects comply with Government and ADB environmental safeguards.
 - xvi. Train contractors' staff & stakeholders in the implementation of environmental management plan during construction and prepare environmental monitoring checklists to be completed by Contractors during the periods of construction;
 - xvii. Monitor disclosure and public consultations
 - xviii. Conducts environmental monitoring as required in the environmental management plan.

Resettlement & Social Safeguards Specialist

25. It is preferred that the specialist have a degree in Social Science with 5 years or more experience will be an added advantage. Resettlement issues will be managed and coordinated by a domestic Resettlement Specialist in the SIPMIU. The specialist shall provide advice on any resettlement issues and assist the SIPMIU and other bodies in the processing and resolution of resettlement claims. He/she shall provide advice on the correct procedures to be followed and prepare a schedule of when actions should be taken relevant to the design and construction program. The action plan shall comply with the relevant policies of the Government of India and ADB's SPS (2009), Resettlement Frameworks. Specific responsibilities and actions include:

- i. Assist the SIPMIU in coordinating all social issues and ensuring that all sub-projects comply with Government and ADB social safeguards. Assist the SIPMIU in preparing and updating Resettlement Plans (RPs) and new RPs and Indigenous People Development Plans (IPDPs).
- ii. Coordinate valuation by the valuation committees and finalization of compensation packages.
- iii. Prepare and review all classifications and social safeguards documents (RPs and IPDPs) developed by SIPMIU and ensure that comments from the ADB are integrated in finalized documents.
- iv. Supervise and monitor implementation of the Resettlement Plans and IPDPs (to be undertaken through an implementing NGO);

- v. Monitor the work related to dealing with complaints and grievances, and provide updates to the RP as required to address any recurring problems or complaints;
- vi. Establish procedures and systems for monitoring progress in resettlement implementation and recognizing and addressing any problem areas--the Specialist will also undertake internal monitoring;
- vii. Assist in the organization and implementation of public consultation and disclosure activities (including preparation of materials and delivery of presentations where necessary) to be undertaken by the implementing NGO);
- viii. Train Project staff on resettlement-related matters. Conduct internal seminars and training programs to raise the awareness of project implementation staff on resettlement issues;
- ix. Support the SIPMIU in recruiting NGO resettlement staff and oversee their work;
- x. Conduct/supervise detailed measurement surveys, business income surveys, surveys to determine market values and review result;
- xi. Coordinate and report grievance resolution committee activities;
- xii. Manage aspects relating to communications and disclosure of resettlement aspects under the Project.
- xiii. Report each month to the Project Director regarding the progress of resettlement issues.
- xiv. Assist SIPMIU in semi-annual reports (Social Safeguard).
- xv. Monitor IR safeguards compliance during the civil works/project implementation. In the event of anticipated impact on IR, identified & prepare the required RP, to be reviewed and approved by ABD prior implementation.

Financial Management Specialist

26. Preferably the Financial Management Specialist be a Chartered Accountant from recognized professional institution with 6 years or more professional experience in the field. Knowledge in current international/national accounting standards and generally accepted procedure is an added advantage. He/she will

- i. Liaise with senior accountants in the Investment Program Coordination Cell (IPCC) and SIPMIU;
- ii. Establish a sound accounting practice and systems to manage resources available at the investment program;
- iii. Develop budgetary control processes, design budget procedures and budget formats;
- iv. Develop mechanisms for the transfer of funds from the IPCC to SIPMIU and from treasury to IPCC;
- v. Train SIPMIU staff in the preparation of annual budget estimates and disbursement plans;
- vi. Review the financial management system of Government agencies involved in the Program and make recommendations for optimal integration.
- vii. Direct & advise on the establishment of billing & collection system.
- viii. Assist in preparing annual project account.
- ix. Assist in audit of project account by AG
- x. Assist in preparing reimbursement claim
- xi. Any other issue relating to finance/account.

Monitoring and Evaluation Specialist

27. The specialist preferably having a degree in a relevant subject (evaluation, public health or related subject) with 6 years experience in the field is preferable. He/she will:

- i. assess the SIPMIU/Government's M&E procedures, indicators, and reports;
- ii. identify physical, institutional, and financial data to be analyzed to monitor sustainability and impact of project services, and achievement of an Action Program and Performance Criteria for development, and agree these with the IPCC;
- iii. Establish an Investment Program Performance Monitoring System within the three months of loan effectiveness and submit it to ADB
- iv. Prepare a framework for continuous monitoring throughout the investment program;
- v. draft a conceptual design of the MIS/M&E program;
- vi. specify information that will be in project progress reports by institution;
- vii. after MIS conceptual design is implemented, make periodic visits to all investment program levels to discuss MIS procedures with project staff and consultants;
- viii. assess the quality and completeness of data gathered and its use by communities and project management;
- ix. train program staff in data collection;
- x. oversee the collection of data for baseline and Investment Program completion surveys and prepare reports accordingly.
- xi. Based on the findings, provide an independent monitoring and feedback mechanism to SIPMIU and ADB, to ensure that the primary objectives of the Program are being met, and recommend ways to modify the Program design and implementation mechanisms to meet the primary objectives of the Program.
- xii. Assist SIPMIU in preparing Monthly & Quarterly Progress Report.

Non-Key Expert:

28. **Junior Engineers:** The consultant should also provide 9 nos. of Junior Engineer with approximately 324 person months as a Non-Key Expert. It is preferred that the Junior Engineer be a Diploma in Civil Engineering. 4 Years experience in supervision of works in water supply sector will be an added advantage.

8. Schedule of Reporting and Submissions

29. The consultant is required to submit, for each tranche, the following reports to the SIPMIU Director in English. All reports should be submitted as required below and in an electronic and hard copy format.

- i. Inception report in 5 copies plus a soft copy, one month after the issue of letter of commencement of work. This report should include the related works, details of program of works and deliverable with time schedule upto the project period, which the consultant proposes to implement.

- ii. Design review report in 5 copies plus a soft copy three months after the commencement of work, which will give the opinion on design criteria, concepts, outline and implementation arrangements;
- iii. Final design review report in 5 copies plus a soft copy;
- iv. Commissioning report in 5 copies plus a soft copy;
- v. Report on completion in 5 copies plus a soft copy;
- vi. Progress Reports in 5 copies plus a soft copy at monthly, quarterly and yearly intervals, summarizing financial situation of all work and contracts, progress achieved, difficulties encountered and issue to be resolved.
- vii. O&M manuals 5 copies plus a soft copy
- viii. Final Report in 5 copies with soft copy.

Taking any action under a Civil Works contract designating the Consultant as “Engineer”, for which action, pursuant to Civil Works contract, the written approval of the Client as “Employer” is required.

9. Offices and Equipment

30. The Consultant shall be responsible for providing office space for the design review team. They will be solely responsible for the provision of all office equipment, supplies and communications and transport that he/she may require for the execution of the work at design/design review stage.

31. At construction stage the Consultant’s staff may work from offices provided by the contractor which shall be fully equipped and serviced by the contractor. However the Consultant will be responsible for operating and maintaining a project office, including all office equipment, supplies and communications and transport.

32. After completion of project the items purchased under project shall be handed over to the SIPMIU.

33. Consultant to make arrangements to carry out relevant topographical surveys and soil investigation, as well as any other studies/tests deemed to be necessary.

1 ADB. 1997. *Guidelines for the Economic Analysis of Projects*, Manila; ADB. 1998. *Guidelines for Economic Analysis of Water Supply Projects*. Manila; ADB. 2003. *Guidelines for the Financial Governance and Management of Investment Projects Financed by the Asian Development Bank*. Manila; ADB. 2002. *Economic Analysis in 2002: a Retrospective*. Manila, and ADB. 2003. *Economic Analysis Retrospective 2003 Update*. Manila.

2 While tariffs ensuring the sustainability of the schemes will be prepared for each of the sample subproject towns for water, sanitation and solid waste management (where relevant), it is also essential that brief guidelines be prepared and sample tariffs clearly presented so as to guide future investments under a sector loan.

3 The consultants will be informed by ADB’s Economics Research Department Technical Notes 9, 10, and 17.

10. Client’s Input and Counterpart Personnel:

- i. Services, facilities and property to be made available to the Consultant by the Client: Cost of Office equipment and furniture shall be reimbursed by SIPMIU.
- ii. Professional and support counterpart personnel to be assigned by the Client to the Consultant's team: The concern Officers/Engineers and support staff of SIPMIU shall co-ordinate with the Consultant's team.

11. Client will provide the following inputs, project data and reports to facilitates preparation of the proposals:

Client shall provide Aide Memoire of the Program, DPR and any other appropriate document available with SIPMIU to the Consultant to facilitates preparation of the proposals

APPENDIX TO TOR:

The consultant should provide any other **Support Staff** which the its feels required for carrying out consultancy service (It is suggested that the consultant include CAD operator as support staff). All estimated expenditure required for recruitment of Support Staff may be may be included under Reimbursable /Out of Pocket Head of Expenses.