

F.No.K-14012/11/2013-UT-I(Vol.II)
Government of India
Ministry of Urban development
(UT-I Division)

Date: 7th March, 2016

Subject: Engagement of one Procurement Expert and one Environment-Social Safeguard Expert in the Project Management Unit of Efficient and Sustainable City Bus Services (ESCBS) Project.

Ministry of Urban Development (MoUD) is implementing the Efficient and Sustainable City Bus Services (ESCBS) Project with support from the World Bank under GEF-5 through a Project Management Unit (PMU). The MoUD intends to engage the services of one Procurement Expert and one Environment-Social Safeguard Expert for planning and coordinating the procurement proposals of PMU and by the Project Implementation Cities, and for planning and coordinating policy matters, assessment of social and environmental impacts considering the losses of lands/habitats in implementation of transport/road project respectively. The Terms of References for engagement of above mentioned two experts are in **Annexure-I** and **Annexure-II** respectively.

The interested persons fulfilling the selection criteria should send application/expression of interest in the proforma as given in **Annexure-III** to Under Secretary (UrbanTransport-1), Ministry of Urban Development Room No. 408-C, Ministry of Urban Development, Government of India, Nirman Bhawan, Maulana Azad Road, New Delhi-110108 in a sealed cover superscripted with title "Selection of Procurement Expert/Environment-Social Safeguard Expert" for ECBS-GEF-5, in person, or by mail or by registered post not later than 1750 hrs. on 30th March, 2016. Applications received after expiry of last date of receipt of application and incomplete applications will not be entertained.


(Pankaj Kumar)

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**TERMS OF REFERENCE
FOR ENGAGEMENT OF**

PROCUREMENT EXPERT

Position:	Procurement Expert
Organization:	Project Management Unit (PMU), ESCBS / Ministry of Urban Development (MoUD)
Duty Station:	New Delhi
Duration:	Contract period- 6months; Actual input- 90 days (approx. 15days/ month)

1. Background

Ministry of Urban Development is implementing the Efficient and Sustainable City Bus Services (ESCBS) Project with support from the World Bank under GEF-5. The project is in consistent with the focal area of Climate Change Mitigation of GEF-5, specifically with its objective of promoting “Energy Efficient, Low- Carbon Transport and Urban Systems”.

The ESCBS project aims to promote bus based public transportation in the country by funding the cost of activities aimed to enhance sustainability, energy efficiency, and quality of city bus services, and therefore the potential for GHG emissions reductions. Based on an assessment of the key issues in the urban bus sector, the Project is designed to specifically focus on (i) Review of the legal, regulatory, institutional and fiscal constraints to operation of sustainable city bus services, identification of areas for reform and development of manuals/guidance document for initiating deliberations at the national, state and city levels for addressing these issues; (ii) A comprehensive capacity building program for the nascent urban bus sector including training programs, knowledge and exchange events for sharing of best practices and experiences among public and private stakeholders; (iii) Targeted city level modernization interventions to showcase low cost high impact initiatives in bus operations and user responsive initiatives.

Four cities have been selected by MoUD for purposes of demonstration on modern and sustainable city bus service through a competitive selection process. These include Bhopal, Chandigarh, Jaipur and Mira – Bhayandar (Mumbai).

The ESCBSP is being implemented and monitored by the MoUD, Gol through a Project Management Unit (PMU). A Steering Committee chaired by the Secretary of MoUD, consisting of members from MoUD, and other relevant Ministries, oversees the implementation of the project. The State/City level Implementing Agency would set up a Project Implementation Unit (PIU) to assist the project implementation in each selected city.

In order to effectively function as the PMU, the MoUD plans to augment the PMU's capacity by appointing a group of technical experts. To this end, the MoUD intends to engage the services of a Procurement Expert for planning and coordinating the procurement proposals of PMU and Project Implementation Cities implementing ESCBS project.

2. Job Responsibilities:

The Procurement Expert will be responsible for:

- Coordinate and assist the MoUD and PIUs in preparation and updating of Procurement Plan in the prescribed format and establish a procurement management system for monitoring the progress of procurement activities, in consultation with the PMU Group 1;
- Assist and advise the MoUD and PIUs for preparation of Bidding Documents and Request for Proposals (RFP) for goods, works, supply & installation, IT equipment and services, including consultants services, using the World Bank's Standard Bidding Documents and Standard RFPS;
- Review such procurement documents as required for prior or post clearances [Procurement Plan, Bidding Documents and RFPs, Evaluation Report, Draft Contracts and Signed contracts, and their amendments / extensions etc.], make its recommendations and coordinate clearance from the PMU Group 1 and World Bank as the case may be;
- Review and advise MoUD and PIUs on claims, variation orders, extensions of time and other contractual matters affecting the cost and/or the duration of the works; and make recommendations for clearance by PMU Group 1 /Bank, as required;
- Oversee the establishment and maintenance of a central procurement filing system in the PMU including complete documentation of the procurement process for contracts subject to the Prior review by PMU/Bank;
- Guide the participating cities in procurement by conducting training and workshops and monitor their procurement process and identify the weaknesses in procurement function of each PIU and make recommendations for steps required for capacity building in procurement functions of each PIU.

3. Key Deliverables

- Prepare and update Procurement Plans
- Extensive hand holding support to Project Cities with regard to procurement and training to the PIU staff handling such procurements.
- Plan, monitor and manage all bidding works at the PMU including: publishing of notice, facilitating pre- bid meetings, respond to bid queries, evaluation of bid documents, supervise contract negotiations and finalization. Undertake visit to the project cities as and when advised by the NPM.

4. Qualification and Experience:

The candidate should have a graduate/post graduate degree in Engineering or in another relevant field with 15 years of experience in a responsible capacity for procuring goods, works, supply & installation of equipment, and services including Consultancy Services.

Candidate should have handled procurement functions for at least one externally funded project requiring procurement rules and procedures of the funding agency during the last five years and should be fully conversant with World Bank Procurement procedures and Guidelines. The candidate should be willing to undertake travel. Candidate should have good speaking and writing skills in English language.

5. General:

- a. The Expert will be appointed on a service contract with consolidated monthly fee (to be quoted by the experts) which will be negotiated with short listed candidates. The payable monthly fees will be inclusive all his overheads, taxes, social charges and other associated costs.
- b. The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of India's rules and regulations.
- c. In case of travel requirement outside Delhi for project related assignments, consultant shall be paid travel expenses and hotel expenses and allowances as per the extant rules of Gol.
- d. The Expert will be selected by a Selection Committee in accordance with the Selection of Individual Consultants method set out in the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants, January 2011].
- e. The selected expert has to sign a service contract detailing the terms of references, payable fees, length of assignment, confidentiality, ethics and Integrity clauses, etc.

6. Submission of Application/Expression of Interest (EOI)

The interested persons are requested to submit applications/EOI along with following information:

- A brief profile (with complete contact details – name of contact person, mailing address, telephone, fax, email etc.) explaining how the candidate is best to deliver the task.
- Short note on the similar projects along with the reference/client list and description of assignments handled pertaining to the shortlisting criteria
- The EOI should contain sufficient supporting document to substantiate the claim of the Consultant towards their qualification.

TERMS OF REFERENCE

For engagement of

ENVIRONMENT-SOCIAL SAFEGUARD EXPERT UNDER SUTP/ ESCBS PROJECT.

Position: **ENVIRONMENT-SOCIAL SAFEGUARD EXPERT**
Organization: Project Management Unit (PMU), ESCBS / Ministry of Urban Development (MoUD)
Duty Station: New Delhi
Duration: Contract period- 6 months; Actual input- 90 days (approx. 15 days/ month)

1. Background

Ministry of Urban Development is implementing the Efficient and Sustainable City Bus Services (ESCBS) Project with support from the World Bank under GEF-5. The project is in consistent with the focal area of Climate Change Mitigation of GEF-5, specifically with its objective of promoting “Energy Efficient, Low- Carbon Transport and Urban Systems”.

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The ESCBSP is being implemented and monitored by the MoUD, Gol through a Project Management Unit (PMU). A Steering Committee chaired by the Secretary of MoUD, consisting of members from MoUD, and other relevant Ministries, oversees the implementation of the

project. The State/City level Implementing Agency would set up a Project Implementation Unit (PIU) to assist the project implementation in each selected city.

In order to effectively function as the PMU, the MoUD plans to augment the PMU's capacity by appointing a group of technical experts. To this end, the MoUD intends to engage the services of an Environment-Social safeguard Expert for planning and coordinating policy matters, assessment of social and environmental impacts considering the losses of lands/habitats in implementation of transport/road project.

2. Job Responsibilities

- Provide overall environmental management oversight that may be necessary during the implementation of the ESCBSP.
- Review Environmental and Social impact issues that may arise during the implementation of the ESCBSP.

- supporting and advising the MoUD and State level PIU in addressing a variety of environmental issues and in environment related training/awareness raising and coordination activities.

- Prepare necessary documents, such as environmental guidelines and tools in consultation with participating cities and help them in commissioning and managing additional and/ or special studies/ assessment, if necessary.
- Guide the implementing agencies (IAs) in identifying the social issues which need to be addressed in each project; assist the IAs in specifying appropriate safeguards required for mitigating the negative social impacts and ensure that these are included in the project reports and are strictly executed during project implementation.
- Guide and assist the implementing agencies in identifying environmental issues which need to be addressed in each project; assist the IAs in specifying appropriate safeguards required for mitigating negative impacts and ensure that these are included in the project reports and are strictly executed during project implementation.
- Development of the relevant toolkits for training and provide input for GHG emission reduction calculation.

3. Scope of Work and deliverables:

The incumbent will work closely with other members of Project Management Unit (PMU), and report to the National Project Manager and will be responsible for, but not limited to, the following duties:

- a. Prepare guidelines, tools and notes for use in the project based on relevant environmental policies, acts and regulations/ directives of the Government of India and relevant safeguard policies of the Government.
- b. Carry out environmental screening of city level project and activities, and help to prepare state level PIU in this regard.

- c. Organize environmental orientation & awareness, and training.
- d. Prepare environmental information materials and help the MoUD and State level PIU in disseminating the information to the relevant stakeholders.
- e. Review subproject and activity plan, design, cost, and bid documents to ensure environmental factors and mitigations are incorporated, and subproject/ activity documents and environmental documents are in harmony.
- f. Coordinate with relevant Ministries/Departments, such as Ministry of Environment, Ministry of Transport, and Ministry of Urban Development.
- g. The Expert will be required to travel to Project Cities and undertake other duties as per the requirements of the project or as directed by NPM.

4. Required Qualification and Experience:

- a. The consultant must have a minimum of Post-Graduate or Masters Degree in environmental sciences, environmental engineering, social sciences or any other relevant field from a recognised university/institution;
- b. At least 10 years of relevant experience;
- c. Proficiency in the usage of computers and office software packages (word processing, spreadsheet etc.) and experience in handling of web-based data and information management systems;
- d. Work experience in GOI, Externally funded projects and other relevant institutions will be an added advantage; work experience as environmental specialist in/ with World Bank or Asian Development Bank funded activities will be an asset.

5. General:

- a. The Expert will be appointed on a service contract with consolidated monthly fee(to be quoted by the experts) which will be negotiated with short listed candidates. The payable monthly fees will be inclusive all his overheads, social charges and other associated costs.
- b. The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of India's rules and regulations.
- c. In case of travel requirement outside Delhi for project related assignments, consultant shall be paid travel expenses and hotel expenses and allowances as per the extant rules of GOI.

- d. The Expert will be selected by a Selection Committee in accordance with the Selection of Individual Consultants method set out in the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants, January 2011].
- (e) The selected expert has to sign a service contract detailing the terms of references, payable fees, length of assignment, confidentiality, ethics and Integrity clauses, etc.

6. Submission of Application/Expression of Interest (EOI)

The interested persons are requested to submit applications/EOI along with following information:

- A brief profile (with complete contact details – name of contact person, mailing address, telephone, fax, email etc.) explaining how the candidate is best to deliver the task.
- Short note on the similar projects along with the reference/client list and description of assignments handled pertaining to the shortlisting criteria
- The EOI should contain sufficient supporting document to substantiate the claim of the Consultant towards their qualification.

Annexure-III

Application for engagement as Procurement Expert/Environment-Social Safeguard Expert in the Project Management Unit of Ministry of Urban Development, New Delhi.

1. Name:

2. Father's Name:

3. Date of Birth:

4. Nationality:

5. Mailing Address

(With Tel./ Mob.No. & E-mail):

6. Permanent Address:

7. Educational Qualification & Year of Passing:

Sl. No.	Courses	Subject(s)	Name of University	Year of passing	Division/Class

8. Experience:

Sl. No.			Organisation(s)/ Firm(s)	Nature of assignment & experience	Remarks, if nay

(Self-attested copies of certificates, supporting educational qualification and experience are to be attached)

9. Details of similar assignment, if any in GoI Ministry/Department/State Government:

10. A note explaining how the candidate is best suited to deliver the task-

11. A short note on the similar projects along with reference/client list and description of assignment pertaining to the shortlisting criteria of ToR.

12. Any other relevant Information: -

13. References from tow referees of repute:

1.

2.

14. Retired Government servants applying for engagement as expert should provide details of their service/appointment, cadre, relevant experience, date of retirement, etc.

Signature of the applicant

Date:

Place: