

## **Terms of Reference**

(Project Management and Supervision Consultant for IDIPT, T4)

### **A. Background**

1. The ADB approved a multi tranche financing facility (MFF) for the Infrastructure Development Investment Program for Tourism (the Investment Program) worth up to \$250 million on 28 September 2010, covering four participating states of Himachal Pradesh, Punjab, Uttarakhand, and Tamil Nadu. The Investment Program supports the Government's development strategy to achieve inclusive economic growth through the development of tourism related infrastructure and livelihood generation.
2. The first Periodic Financing Request (PFR) comprising Tranche 1 for a loan of \$43.42 million was approved on 4 October 2010 to support Himachal Pradesh and Punjab. The second PFR comprising Tranche 2 was approved on 15 December 2011 for a loan of \$43.84 million to support Uttarakhand and Tamil Nadu. Tranche 4 with tentative loan amount of \$31 million for Tamil Nadu is scheduled for approval in mid 2018 subject to project readiness. The MFF availability period ends on 30 June 2020.

### **B. Objective(s) of the assignment**

3. A Project Management and Supervision Consultant (PMSC) will be engaged to provide support to the Program Management
4. The PMSC will ensure that:
  - i. Project management, reporting systems, accounting management systems, monitoring and evaluation programs in the PMUs and PIUs are suitably developed and maintained throughout project implementation.
  - ii. Design development and tender assistance will be provided to the PMU whenever required.
  - iii. Construction supervision systems and services to the PIUs are to be provided and put in place.

### **C. Scope of Services**

5. The consultant firm will be responsible for effectively leading and taking the initiative to manage, design develop, supervise, implement and provide tender assistance / contract management services for sub-projects under the Tranche 4. It includes assisting PMU in approving all necessary surveys and subproject designs whenever required without limiting the scope, the PMSC have to work in close liaison with the PMU and the PIUs and will be responsible for the following tasks:

#### **6. Project Management**

- (i) Set up systems and procedures for project management, implementation and monitoring of the progress;
- (ii) Assist PMU in preparing annual work plans, staffing schedules, job descriptions, and as necessary, budgets including equipment budgets, and detailed implementation schedule;
- (iii) Assist the PMU and PIUs with all aspects of procurement including tender document review, bid evaluation and contract award
- (iv) 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.
- (v) Prepare on behalf of PMU, project progress reports describing the physical and financial progress of the program, highlighting impediments to the quality and progress of the works and remedial actions. The progress report shall also include the progress on implementation of loan covenants, status of safeguard compliances and achievement towards the outcome and outputs specified in the design and monitoring framework of the Tranche 4
- (vi) Assist in preparing an overall Program Performance Monitoring System (PPMS) for the Program and ensure that the necessary independent inputs are in place when and where required;

#### **7. Design development and Tender assistance**

- (i) Prepare detailed design of agreed technical option, technical specifications, cost estimates and bid documents for sub-projects which

- should be in accordance with the ADB procurement guidelines and Standard Bid Documents (SBD);
- (ii) Provide inputs towards enabling the advance preparations of subprojects and assist PMU and PIUs in identifying and preparing subprojects as per the subproject selection criteria, and assist PMU in (a) appraising subprojects, (b) preparing subproject appraisal reports and (c) forming bid packages;
  - (iii) Support the PMU and PIUs in technical matters such as reviewing and approving surveys, studies, subproject preliminary and final designs, construction drawings and estimates, approving contractor's works, review of variations, extra items and claims;
  - (iv) Assist the PMU and PIUs with all aspects of procurement including tender document review, bid evaluation and selection of contractors;
  - (v) Finalize the construction drawings during construction of the subprojects;
  - (vi) Carry out socio-economic surveys, Environmental Monitoring Plans (EMPs) and programs, Initial Environmental Impact Examinations (IEE);
  - (vii) Prepare ADB compliant environmental and social safeguard action report including impact assessments, if any, during the design stage;
  - (viii) Prepare and implement ADB compliant resettlement plans, if any, based on the approved framework;
  - (ix) Assist in carrying out project Grievance Redressal Mechanism for PMU staff and contractor as required
  - (x) Assist the PMU and PIUs with all aspects of procurement including tender document review, bid evaluation and contract award

## **8. Supervision**

- (i) Assist PMU in operating the PPMS and in monitoring the physical progress of each sub project to ensure the effective and timely delivery of the program outputs;
- (ii) Assist PMU and PIU in supervising, coordinating and monitoring the work of the contractors;
- (iii) Support the PMU and PIUs in technical matters such as reviewing and approving surveys, studies and master plans, subproject final designs, construction drawings and estimates, approving contractor's works, review of variations, extra items and claims;

- (iv) Provide training in operation and maintenance and revenue generation of assets provided under Tranche 4
- (v) Provide guidance and support to PIUs for construction supervision including quality, cost and time controls
- (vi) Finalize the construction drawings during construction of the subprojects;
- (vii) Prepare a project completion report within three months of physical completion of Project and submit it to the Client
- (viii) Provide guidance and support to PIUs for construction supervision including quality, cost and time controls
- (ix) Prepare a project completion report within three months of physical completion of Project and submit it to the Client

9. The detailed terms of reference for individual key experts are set out in Annex 1.

#### **D. Team composition & Qualification requirements**

10. The consultant firm will provide for the duration of the Tranche 4, the full person months time input as set out in their technical proposal. The consultants are expected to commence their services not later than 30 days of award of the assignment. The PMSC will be attached to the PMU at Chennai. They have to also mobilize their experts and support staff at the sites along with the PIUs for regular monitoring and supervision.

11. The input requirements of the PMSC for Tranche 4 are provided in Annex 1.

12. It is desirable that the experts will have as many as possible of the following credentials:

- (i) Relevant general management or technical education and background;
- (ii) A thorough understanding of the systems, procedures guiding the implementation, management and administration of loan projects supported by the multilateral institutions;
- (iii) Practical working experience in the management and administration of projects supported by the multilateral institutions at the field level and project management and administration;

- (iv) Have a demonstrated ability to work closely and effectively together with counterpart staff of executing agencies and public sector organizations; and
- (v) Have rich in-country experience in undertaking construction supervision contracts.

### **E. Reporting requirements**

13. Regular Reporting: The PMSC would produce the following reports in the English language:

- (i) An inception report;
- (ii) Quarterly progress reports to be prepared within two weeks of the end of each quarter and submitted to the Government and ADB;
- (iii) Project completion report within three months of physical completion of Project.

14. The experts, upon arrival and following consultation with the PMSC team leader, PMU and PIUs, will produce a work plan for the duration of each expert. The work plan is due not later than three weeks after the PMSC is mobilized.

15. All project documentation will be in the English language, with translation into local languages as required. In particular all training manuals, etc. will be both in English and local languages; for on-the-job training, the use of the English language is preferred.

### **F. The Reports and Deliverables:**

16. The Consultant shall provide electronic copy of each of these reports.

<b>Category</b>	<b>Type of Report</b>	<b>Timing</b>	<b>No. of Copies</b>	<b>No. of CD's</b>
A. Management Services	Inception Report	Within 1 month of commencement of the services.	3	2
	Monthly Progress	Every month	3	2
	Quarterly Progress	Report every quarter(including	3	2

		GAP report and update on safeguard monitoring)		
	Project Completion report(for submission to ADB)	At the end of the services	3	2
B. Design development and Tender assistance	Subproject Appraisal Report		3	2
	Detail Project Report(DPR)	At the appropriate timing in consultation with PMU	3	2
	Bidding document	At the appropriate timing in consultation with PMU	3	2
	Bid Evaluation reports (Technical and Financial)	At the appropriate timing in consultation with PMU	3	2
	Draft Letter if Acceptance		3	2
C. Assistance in Environment/ Resettlement compliance	Semi-annual Environmental & Social Monitoring Reports	Two times in a year	3	2
D. Construction supervision	Construction drawings	After Contract signing	4	2
	Endorsement of as built drawing	To be issued by the contractor and to be endorsed by the PMSC at completion	4	2

	Operation & Maintenance manual	At appropriate timing	3	2
	Construction completion Report	Within 3 months after completion of construction	3	2
E. Training of DOT Personnel's	Training guidelines and Plan	At appropriate timing	3	2
	Training execution & Evaluation report	Within 1 months after Training	3	2
F. Gender Action Plan report	Attached to QPR	Quarterly	-	-
	Attached to PCR	At the end of the services	-	-
G. Other report	Technical & Safety report	Every quarter	3	2

In case any report is not submitted in stipulated time line, a fine @ Rs 5000 (Five thousand) per day will be imposed for the delay period. This amount will be deducted for each deliverable separately and adjusted in the subsequent monthly invoices of the consulting firm.

Contents to be included in each report are as follows:

(i) For Management Services

- Inception Report: Present the methodologies, schedule, organization, etc. To be submitted within 1 month after the commencement of the services.

- Monthly Progress Report: Describe briefly and concisely all activities and progress for the previous month by the 5th day of each month. Problems encountered or anticipated will be clearly stated, together with actions to be taken or recommendations on remedial measures for correction. Also indicates the work to be performed during the coming month.

- Quarterly Progress Report: Present the progress status of the Project. To be submitted at every three (3) months during the contract period.

(ii) For Design development & Tender Assistance

- Bidding Document Report: Present the bidding documents and bid evaluation criteria.

- Technical Evaluation Report: Present the results of technical evaluation and to recommend the qualified applicants.

- Tender Evaluation Report: Present the results of the tenders to select the most responsible contractors.

(iii) For Assistance in Environment and Resettlement Monitoring

- Semi Annual Environmental and Social Monitoring Reports, to be submitted twice in a year.

- Updates on Safeguard Monitoring (Environmental and Social), to be submitted at every quarter along with quarterly progress report.

- Monthly updates on safeguard on environment management plan for each contract package

(v) For Construction Supervision

- Operation and Maintenance Manual containing technical procedures for the appropriate operation and maintenance of all project facilities.

- Borrower's Project Completion Report: to be submitted within three(3)month after completion of construction, which comprises a full size of as-built drawings for all the structures and facilities completed, and the final details of the construction completed together with all data, records, material tests results, field books.

(vi) For GAP Implementation:

- Quarterly GAP Implementation Report (attached to Project QPR): Present the activities and achievements for each indicator/target of the GAP that are under



the responsibility of the PMSC Consultant to implement and/or achieve; and provide an analysis of facilitating factors and challenges during the quarter and actions undertaken.

- GAP Completion Report (attached to PCR): Present a summation of activities and achievements for all indicators/targets of the GAP that are under the responsibility of the PMSC Consultant to implement and achieve; overall facilitating factors and challenges; and lessons learned.

### **G. Client input and Counterpart services & Facilities**

17. Department of Tourism will provide suitable counterpart staff to work in the PMU and PIUs. The Government will also make available to the consultants support facilities all relevant and available reports, documents, maps, and photographs etc. Office space would be provided by the PMU at Chennai. However, arrangements for the communications facilities (telephone, fax, and internet), computers, stationery and other relevant materials will have to be arranged by the consultants and mentioned in their proposal and the contract agreement.

18. Arrangement for field offices will also be arranged by the consultants and shall be mentioned in their proposal

19. DOT will also help provide necessary assistance so that the Consultant can obtain work permit, visa and other similar documents as well as exemption and privileges, if any.

## ANNEX 1

Table A8-3: Consultants Input for Tamil Nadu

Sl.	Key Experts	Type	Person Months
1	Team Leader (Project Management Expert and Civil Engineer)	National	30
2	Construction Managers (3 nos)	National	60
3	Eco Tourism Planner	National	4
4	Cultural Heritage Conservation and Management Expert	National	9
5	Electrical Expert	National	6
6	Community Development Expert	National	6
7	Procurement Expert	National	10
8	Contract Management Expert		6
9	Safeguards Expert - Social & Resettlement	National	15
10	Safeguards Specialist - Environment	National	15
11	Project Monitoring Expert	National	24
12	Marketing and Promotion & Training Expert	National	10
13	Financial Management Expert	National	12
14	Structural Expert	National	6
15	Quantity Surveyor	National	12
	<b>Support Staff</b>	<b>Type</b>	<b>Person Months</b>
16	Office Manager	National	30
17	Support Staff for site supervision – at least 5 civil/ electrical engineers and 2 architects	National	210
18	Support Staff for office works – at least 2 civil/ electrical engineers or 1 architect	National	90
19	Support Staff for safeguards – at least 1 social and 1 environment	National	24
20	Draughtsman (2 nos)	National	60
21	Accounts Assistants - at least 3 nos	National	90
22	Office Assistants (2 nos)	National	60

## Terms of Reference of the Experts

Educational Qualification and Experience	Terms of Reference
<b>A. Key Experts</b>	
<b>1. Team Leader (Project Management Expert and Civil Engineer) National</b>	
<p>Bachelor's Degree in Civil Engineering.</p> <p>Master's degree in building construction field/ planning field would be preferred.</p> <p>Preferably 15 years of overall experience of which 5 years in design, management and supervision of large scale construction works in leadership roles.</p> <p>Experience design, supervision and management of restoration works of natural heritage/ historical sites/ monuments and clear understanding of conservation and community based themes would be an added advantage.</p>	<p>a) Overall Management of the Project- manage all tasks required under the contract and ensure delivery of outputs in a timely and satisfactory manner in accordance with the overall project implementation schedule;</p> <p>b) Co-ordinate and assist the Project Management Unit (PMU) and PIUs in their functions and responsibilities design and implementation;</p> <p>c) Assist PMU in coordinating with other government agencies and important stakeholders and prepare proposals for the review of the committee, if required;</p> <p>d) In consultation with the Project Director, PMU, assist with the establishment of annual project work plans, job descriptions, staffing schedules and budgets, and prepare a detailed implementation schedule covering all stages of implementation process for each component from field survey and investigations to the acceptance of finished works;</p> <p>e) Strengthen the established procedures and systems for overall project management and monitoring project implementation;</p> <p>f) Assist PMU in undertaking bidding procedures including bidding, bid evaluation and preparation of bid evaluation reports and awards of contracts for procurement of equipment, materials and civil works for all contract packages;</p> <p>g) Provide solutions to the PMU on key technical issues;</p> <p>h) Oversee the design of the management plan for sites, ensure conformity to the subproject selection criteria, and carry out appraisal of the subprojects, if required;</p> <p>i) Review preliminary design of the feasibility study including all sites, soil and other investigations and reconfirm all project components and contract packages, and specify surveys and investigations as necessary for detailed design;</p>

	<p>j) Contribute to design of all civil and structural design of the facilities and review detailed designs and associated bidding documents for all subproject components suitable for various procurement methods as specified in ADB's Guidelines for Procurement;</p> <p>k) Assist PMU with overall management and supervision of construction works including the resolution of contractual issues and preparation of as-built drawings;</p> <p>l) Review project implementation progress from the perspective of overall project management and detailed annual work plans, and recommend remedial measures as appropriate;</p> <p>m) Review implementation of loan covenants in collaboration with PMU;</p> <p>n) Support the PMU in monitoring of sub projects, compliance with regard to assurances, progress on the agreements relating to management reforms and maintenance of program performance monitoring System (PPMS) database;</p>
<b>2. Construction Manager(3 nos)</b>	
<p>Bachelors in Civil Engineering preferably with 10 years experience in project management and supervision services of civil structures, including infrastructure services such as water supply, sanitation and solid waste management. Experience in design supervision and management of restoration works for heritage structures historical/ archaeological sites would be an advantage. He/ She have to familiar with the National/ International codes and best practices in management of historical sites.</p>	<p>a) With overall guidance from the PMU and Team Leader (PMSC), Construction Manager will be responsible for overall supervision and management of all activities related to works at the sites.</p> <p>b) He will be responsible for implementation of projects as per the specifications and drawings issued from time to time.</p> <p>c) One of the major tasks of the assignment would be to have control on time and cost overrun.</p> <p>d) Expert shall be responsible for ensuring review of drawings as per the site requirement and shall also ensure issue of latest drawing to the site for implementation.</p> <p>e) Construction manager shall also coordinate all activities related to surveys and investigations required for the design.</p> <p>f) Support the team on aspects relating to sourcing of construction material and related tests.</p> <p>g) Assist PMU in appraising subprojects (if required), preparing subproject appraisal reports and finalizing the bid documents;</p> <p>h) Assist PMU with in the resolution of contractual issues.</p>

<b>3. Eco Tourism Planner</b>	
<p>Preferably masters in Environmental Planning / Eco Tourism/ Ecology or any other allied field with total 12 years of experience of which minimum 5 years in design of eco tourism products primarily related to heritage conservation, circuit development and associated products.</p>	<ul style="list-style-type: none"> <li>a) Prepare TOR's for surveys and alignment fixation for the proposed camp site locations</li> <li>b) Define camping arrangements and design inputs to the field civil engineer</li> <li>c) Based on consultations with Stakeholders (Forest, Rural development and Tourism), draft State-specific policy and guidelines on sustainable tourism and set the legal basis for community-based tourism (including eco and home stays) in terms of partnership setups;</li> <li>d) Contribute to the guidelines on sustainable tourism and set the legal basis for community-based tourism in terms of partnership set-ups (to be lead by the Community Development Expert)</li> <li>e) Contribute to the environmental safeguards in design of development control for the management plans;</li> <li>f) Define components/ elements that can be defined (including management contracts) and delivered in a commercial format;</li> <li>g) Devise a strategy to involve private sector in tourism or related onsite services.</li> <li>h) Contribute to the project outcome monitoring indicators in consultation with PPM specialist.</li> </ul>
<b>4. Cultural Heritage Conservation and Management Expert</b>	
<p>Degree in Bachelor's in Architecture or Civil Engineering. Master's degree in the field of heritage conservation would be preferred. 10 years experience as an expert in heritage conservation involving restoration works at significant archaeological or monumental site(s).</p>	<ul style="list-style-type: none"> <li>a) In consultation with the Project Manager and the line agencies review the design as suggested in the detailed project reports and its fitment within the overall site;</li> <li>b) Lead design of TOR for surveys and investigations required for the protection / conservation of the monuments, if required;</li> <li>c) Assess and, when necessary, suggest ways to mitigate the impact of the subproject's physical and non-physical interventions on the affected monuments and their surrounding buffer zones.</li> <li>d) Based on approval of the best option for improvements and in discussion with other experts and engineers, coordinate designs and facilitate in implementation of the proposed activities at sites of cultural and heritage importance.</li> </ul>

	<ul style="list-style-type: none"> <li>e) Coordinate designs for all elements (including working drawings);</li> <li>f) Oversee the implementation of all conservation work, restoration, removal, addition, rearrangement and other interventions / alterations to the physical structure and layout of the proposed monuments / structures and other sites of heritage significance, with particular attention to preserving the authenticity and integrity of the physical heritage and facilitation of integrated cultural tourism (e.g. as promoted in ICOMOS Cultural Tourism Charter, 2002);</li> <li>g) In coordination with the Ecotourism planner supervise the construction works to ensure that construction is in conformity with the authenticity and integrity of the sites, satisfies the safeguard parameters and promotes integrated cultural tourism;</li> <li>h) Assist the other experts in finalizing the bidding documents, and overall management and supervision of construction works.</li> <li>i) Assist the construction engineers in preparation of working drawings, as-built drawings of the works to be implemented under the project. ;</li> <li>j) In close collaboration with the Ecotourism planner and the Safeguards Experts, devise systems for on-site monitoring and predictive modeling and reporting of the impact of tourism on the state of conservation of the sites, their buffer zones; the surrounding environment and the communities; and</li> <li>k) Draft an operations manual for the implementation of the afore-mentioned systems and conduct workshop to training site managers in the application of the manual.</li> </ul>
<b>5. Electrical Expert</b>	
<p>Bachelor's degree in in electrical engineering / instrumentation engineering preferably with 10 years experience in designing, construction management, supervision and quality assurance of electrical and</p>	<p>The priority task of the specialist under guidance of TL, PMSC and in association with other architect and conservation expert shall be to assist in preparation of BOQ and bid document</p> <p>The expert shall be responsible for designing and reviewing of electrical layout drawings and finalizing designing, technical specifications, cost estimates and BOQ of all electrical items</p>

<p>instrumentation equipment and systems in building projects and other large infrastructure projects. Post graduate degree in allied field and experience of externally funded projects (like ADB or World Bank) would be advantageous.</p>	<p>and equipment required for the project</p> <p>The expert shall also be responsible for construction supervision of electrical works in association with Construction Manager, as prescribed under the overall responsibility of PMSC</p> <p>The expert shall be responsible for designing and implementing a suitable maintenance system for all electrical systems, instruments and equipment under the project</p>
<p><b>6. Community Development Expert</b></p>	
<p>Masters in Social Sciences/ Management or in any other allied field preferably with 10 years experience in community mobilization focused on livelihood generation. Experience in community based heritage tourism product development for livelihood would be an added advantage</p>	<p>a) Prepare TOR's for value chain analysis and lead community mobilization activities and related product development actions;</p> <p>b) In consultation with the PMU, assist in organizing workshops and community consultations;</p> <p>c) Co-ordinate all activities related to capacity building, community awareness and livelihood generation;</p> <p>d) In coordination with the PMU, eco-tourism planner and cultural heritage conservation and management expert, identify potential livelihood generation involving community based tourism</p> <p>e) Support the PMU in implementation and monitoring of the Gender Action Plan of the project and in preparation of the progress reports on GAP implementation.</p> <p>f)</p>
<p><b>7. Procurement Expert</b></p>	
<p>Bachelors in Engineering with 10 years of experience in procurement goods, works and services. Preferably to be conversant with procurement procedures of multilateral funded externally aided projects.</p>	<p>a) In consultation with the Team Leader and the PMU, undertake necessary changes in the procurement plan of the project;</p> <p>b) Support the PMU in preparing and finalizing of bid documents including the bill of quantities and invitation for bids in accordance with the standard bidding documents of ADB or approved master bidding document for NCB works;</p> <p>c) Support PMU and PIUs in preparation of bid evaluation reports and related transactions for submission and clearance of the tender evaluation committee, tender approval committee and ADB.</p>

<b>8. Contract Management Expert</b>	
<p>Bachelor in engineering or law with total 12 years of experience. 5 years experience of handling contractual matters following FIDIC and knowledge of dispute adjudication shall be preferred. Master's degree in allied field shall be preferred.</p>	<p>Under the guidance of Team Leader the expert will be responsible for following</p> <ol style="list-style-type: none"> <li>a) Preparing and updating Implementation Schedules, including coordination with PMU for implementation works;</li> <li>b) Monitor that the supervision of contract packages of all construction works are in accordance with the contractual obligations and in compliance with sound engineering practices;</li> <li>c) Support the Employer in finalizing the variation orders, notices to the contractor as per the contract stipulations.</li> <li>d) Advise the Employer on disputes which may arise with the Contractor</li> <li>e) Support the Employer in undertaking required activities and documentation required for commissioning of project facilities and issuance of provisional or final acceptance certificates as per contractual terms and conditions</li> <li>f) Monitor contract wise progress and against contract schedules, identify and bring into notice of the Employer any potential variations during implementation, assist the Engineer in recording the reasons for delay and identify remedial actions, if any</li> <li>g) To collect data on contract from different project implementing agencies and contribute to periodic progress report</li> <li>h) Review specifications and contract conditions to ensure its compliance, , quality and conformity specified in the contract agreement.</li> <li>i) Perform other duties as required by the Team Leader/ Project Director.</li> </ol>
<b>9. Safeguards Expert - Social &amp; Resettlement</b>	
<p>Masters in Social Sciences/ Management or in any other allied field with , around 10 years experience in design and monitoring of social related safeguards. . Should be conversant with relevant</p>	<p>In coordination with the PMU, PIUs and the PMSC team:</p> <ol style="list-style-type: none"> <li>a) Coordinate base line requirements,</li> <li>b) Preparation, monitoring and implementation of resettlement plans approved by ADB based on the approved framework,</li> <li>c) Support PMU and PIUs in preparation of social monitoring reports; Assist the PMU and the PIUs in</li> </ol>



<p>national and state safeguard rules and regulations. Preferably to be conversant with safeguard requirements of multilateral institutions.</p>	<p>ensuring that all activities are in compliance with national/ state and ADB's requirements,</p> <ul style="list-style-type: none"> <li>d) Undertake necessary training and capacity building activities regarding social safeguard compliances for the PMU, PIUs and the contractors,</li> <li>e) Assist in preparation of performance monitoring reports.</li> </ul>
<b>10.Safeguards Specialist-Environment</b>	
<p>Masters in Planning/ Environment/ Ecology or in other allied field with around 10 years experience in design and monitoring of environment related safeguards. Should be conversant with relevant national and state safeguard rules and regulations. Preferably to be conversant with safeguard requirements of multilateral institutions.</p>	<ul style="list-style-type: none"> <li>a) Support and advise the PMU, the PIUs and the Contractors in best environmental practices for responding to environmental issues involved with implementation of the projects on a sustainable basis;</li> <li>b) Assistance and advice on institutional strengthening and capacity building at the PMU and PIU levels in regards to environmental practices;</li> <li>c) Ensure that baseline surveys, environmental monitoring plans and programs, initial environmental impact examinations (IEE) as may be required are carried out;</li> <li>d) Preparation of ADB procedure compliant environmental safeguard actions including management plan, mitigation measures and impact assessments if any ;</li> <li>e) Oversee implementation of environmental standards and safeguards as part of project implementation;</li> <li>f) Assist the PMU and the PIUs in ensuring that all activities are in compliance with national/ state and ADB's requirements,</li> <li>g) Support PMU and PIUs in preparation of environmental monitoring reports;</li> <li>h) Preparation of performance monitoring reports.</li> </ul>
<b>11. Project Monitoring Expert</b>	
<p>Bachelors in engineering/ Planning/ or any other allied field with around 10 years of experience in project performance monitoring. Experience of working in</p>	<ul style="list-style-type: none"> <li>a) Reconfirm the baseline indicators of the project for outcome and output monitoring of the project and develop monitoring parameters as per the indicators.</li> <li>b) Develop an appropriate Project Performance Monitoring System (PPMS), forms and monitoring schedule for</li> </ul>

<p>multilateral funded projects would be preferred.</p>	<p>Project 4 in cohesion with the design and monitoring framework of the project;</p> <ul style="list-style-type: none"> <li>c) Set up systems and procedures for Project management, implementation and monitoring of the progress;</li> <li>d) Assist PMU in identifying necessary software for PPMS, procurement of the software and customization for the program;</li> <li>e) Assist in preparing PPMS for the Program and ensure that the necessary independent inputs are in place when and where required;</li> <li>f) Specify the requirements from the Ecotourism Planner and Cultural Heritage expert on outcome monitoring from culture based activities and eco-tourism; and</li> <li>g) Preparation of Performance Monitoring Reports and quarterly progress reports</li> </ul>
<p><b>12. Marketing and Promotion &amp; Training Expert</b></p>	
<p>A degree in Tourism/ Communication/ Advertising/ Visual Arts with around 10 years' experience in design and marketing of advertisement and promotional content for all types of media including the internet,. Experience of work with a public agency and tourism promotion activities would be preferred</p>	<ul style="list-style-type: none"> <li>a) Coordinate marketing and promotion component and specific actions required;</li> <li>b) Assist the project in defining the media content on subproject sites, proposed themes being developed as part of the subprojects and more importantly on the tangible and intangible cultural heritage and nature and community based activities;</li> <li>c) Selection of entities for preparation of media content and outputs;</li> <li>d) In consultation with the Procurement Specialist, prepare the tender documents for contract package relating to this activity;</li> <li>e) Marketing plan for the heritage sites developed in consultation with cultural and heritage management expert and eco-tourism planner; and</li> <li>f) Assist the PMU in training for Tourism.</li> </ul>
<p><b>13. Financial Management Expert</b></p>	
<p>Chartered Accountant /Cost Accountant or masters in Financial Management with about 10years experience in project accounting and financial management</p>	<ul style="list-style-type: none"> <li>a) Prepare financial management and reporting systems of the project and oversee production of Financial reports for submission to the ADB by the PMU;</li> <li>b) Develop revenue enhancement models and other innovative approaches for sustainable O&amp;M of the tourist sites from a range of sources to generate sufficient funds to</li> </ul>

<p>systems. Preferably 3years experience in design, implementation and management of project accounting financial management aspects of multilateral funded projects.</p>	<p>meet gradually the operation and management cost of the cultural heritage sites;</p> <p>c) Assess the feasibility and devise a mechanism whereby the revenues generated from tourist sites are used (ring fencing of incomes) for O&amp;M of the sites and develop a rational policy to support sites with lower revenue realization, and support implementing revenue improvement action plans for the sites; and</p> <p>d) In consultation with the community development expert, support communities in transactions (Link to Micro Finance, NGO Support Community Mobilization etc.)</p>
<b>14. Structural Expert</b>	
<p>Bachelor's in Civil engineering and masters in structural engineering with about 10 years of experience in structural design of civil structures related to buildings. Structural knowledge of heritage buildings and other monuments of historical significance would be desirable. Shall be conversant with use of latest structural software tools.</p>	<p>a) The expert will be responsible for timely design of all structural components by using latest software and also for discussing the design with the approving authority whenever asked for.</p> <p>b) Expert shall also be responsible for preparation of structural working drawings as per the site conditions and update the structural drawings and designs which are already prepared whenever required.</p> <p>c) Promptly address any site specific issues regarding structural aspects and advise the PMU and PIUs</p>
<b>15. Quantity Surveyor</b>	
<p>B E (Civil) having 10 years' experience. The expert shall have of experience in estimation, quantity surveying, billing in large construction projects. Experience in working in multilateral funded project and tourism projects would be added advantage.</p>	<p>The priority task of the QS shall be to work under guidance of TL to finalize bill of quantities, bid document and other related document required for successful completion of the project.</p> <p>The QS in consultation with construction managers, contract management expert and the PIUs, will be responsible for quantity calculations, cost estimates, bill of quantities, , variations etc for all the subprojects.</p>

<b>B. Support Staff</b>	
<b>16. Office Manager</b>	
Graduate having 6 years of experience in office administration preferably of the project sites.	Office manager will work under the guidance of Team Leader and will be responsible for maintaining the office setup of PMSC, office accounts and administration for smooth functioning of the office.
<b>17. Support Staff for site supervision –at least 5 civil/ electrical engineers and 2 architects</b>	
Graduate civil engineer with 3 years of experience in site supervision or diploma civil engineer with 6 years' experience Architects with 3 years of experience in site supervision	Support staff will be responsible for supervision of works and will work under the overall guidance of Team Leader, Construction Managers and Quantity Surveyor.
<b>18. Support Staff for office works – at least 2 civil/ electrical engineers or 1 architect</b>	
Graduate Engineer with 3 years of experience in design and site supervision or diploma civil engineer with 6 years' experience Architects with 3 years of experience in design and site supervision	Support staff will be responsible for technical works assigned to the individuals by the Team Leader or other experts
<b>19. Support Staff for safeguard monitoring – 1 social and 1 environment</b>	
Graduate having 3 years of experience in social field. Graduate having 3 years of experience in environmental field.	Support staff will be responsible for safeguard related works assigned to the individuals by the Team Leader or other experts.
<b>20. Draughtsman (2 nos)</b>	
Diploma in civil engineering or ITI in Drafting with 5 years of similar experience	The Draughtsman will work under the guidance of experts and Team Leader, structural expert, construction managers and quantity surveyor. The staff will be responsible for preparing the drawings and getting it checked by the experts.

<b>21. Accounts Assistants – atleast 3 nos</b>	
Bachelors in accounting/ commerce/ ant allied field with 4 years of experience	Shall work with the financial management expert, team leader, PMU and the PIUs and support them in preparing the claims, checking invoices of the contractors/ suppliers.
<b>22. Office Assistants (2 nos)</b>	
Matriculate	