



GOVERNMENT OF SIKKIM  
OFFICE OF THE PROJECT DIRECTOR  
STATE INVESTMENT PROGRAM MANAGEMENT AND IMPLEMENTATION UNIT  
Urban Development and Housing Department, Gangtok 737101(India)  
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No192/1(44) NERCCDIP/Gangtok

Dated: 01 June, 2010

**Advance Action on Recruitment of Consultants  
Invitation for Submission of Expression of Interest on Institutional Development Consultancy  
(IDC)**

**SIPMIU/SKM/NERCCDIP/IDC**

**Country/Borrower:** India

**Title of Proposed Project:** North Eastern Region Capital Cities Development  
Investment Program – Project 2

Project No: 35290 - 03

Package Number: C2

Name and Address of Executing Agency :  
Project Director

State Investment Program Management and Implementation Unit (SIPMIU)  
Urban Development and Housing Department Government of Sikkim  
Gangtok 737101(India)

Tel: + 913592201430 (off), Fax: + 913592205087, E mail- [adbgangtok@gmail.com](mailto:adbgangtok@gmail.com)

Website: [www.sikkimudhd.org](http://www.sikkimudhd.org)

**Brief Description of the Project:**

The Government of India / Government of Sikkim is implementing an infrastructural development program for the states capital Gangtok with the first loan from the Asian Development Bank (ADB) towards the North Eastern Region Capital Cities Development Investment Program (NERCCDIP) 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 wellbeing 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. The Part B is proposed to be implemented under the Second loan from ADB under the MFF, for which the State is taking necessary actions.

In Gangtok, the Program will specifically support expansion of the water distributions system namely 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

introduction of bulk water meters and consumer meters. In addition the program will also support the Government in (i) improving sanitation facilities, including sewerage and sewage treatment in congested uncovered areas, construction of toilet blocks (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 IDC:

The consultant will be responsible in Gangtok for the following:

- A. Decentralization of Urban Governance and ULB's enhancement
  - (a) Assisting the Municipalization process,
  - (b) Migration to Double Entry Accrual Based Accounting System
  - (c) Property Tax Reform,
  
- B. Sustainable and Accountable Water and Sewerage Service Delivery
  - (a) Establishing the Service Regulator;
  - (b) Water Utility Reforms internal
  - (c) Tariff and Realization of Charges;

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.

### **KeyData**

Expected Duration of Assignment: 2 years

Tentative commencement date: April, 2011

Type of consultant: Firm Selection method: Quality and Cost Based Budget (USD): 1.14million

Total number of National Experts: 12

Assignment period in person months (for National Experts): 122 (excluding support staff)

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 (2007, as updated from time to time). The Employer shall be using the **Quality and Cost Based Selection (QCBS)** method with full technical proposal.

Interested Consulting firms will be required to provide the following information including their eligibility that they are qualified to perform the services (in not more than 20 A4 size papers):

- i. Back ground of the firm(s);
- ii. General and overall experience of the firm(s), including experience in country and outside, staffing and key financial information (such as annual turnover);
- iii. Eligibility;
- iv. Management Competence;
- v. Technical Qualifications;
- vi. Summary of similar projects undertaken in the country or region;
- vii. Project Sheets (including Experience in similar urban infrastructure projects).

Sample EOI forms can be obtained from the office of the Project Director. Anticipated Deadline for Submitting EOI's with supporting documents is 30 June , 2010, in sealed envelopes, marked with "EOI for Consultancy Services for Institutional Development Consultant (IDC) for Gangtok (NERCCDIP)" and

delivered to above address.

The prospective Consultants may also obtain the program details, detailed EOI, and the prescribed format for submission of information from our office during normal working Hours.  
Expression of Interest Consulting Firms

1 Project Data

Project Number	35290-03
Project Name	North Eastern Region Capital Cities Development Investment Program (NERCCDIP)
Project Country	India
Project State	Sikkim
Project City	Gangtok

2 Eligibility

Declaration

We<sup>1</sup> hereby declare that:

- (i) we have read the advertisement, including the terms of reference (TOR), for this assignment;
- (ii) we have not been engaged to prepare such TOR as a firm, sub-consultancy, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, sub-consultancy, or joint venture has been engaged to prepare such TOR.

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any ensuing assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Lead Firm		CMS Registration Number <sup>2</sup>
Signed by: Position :		
Associate/Partner 1		CMS Registration Number <sup>2</sup>
Signed by: Position :		
Associate/Partner 2		CMS Registration Number <sup>2</sup>
Signed by: Position :		
Associate/Partner 3		CMS Registration Number <sup>2</sup>
Signed by: Position :		

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<sup>1</sup> EOIs may be submitted by an entity, association, or a joint venture. For short-listing purposes, the combined experience of an association or a joint venture will be evaluated although the qualifications of the lead entity will be given a greater weight. Whereas the entity, association, or joint venture is free to submit additional information, in a hard or soft copy, short-listing will be based primarily on information included in this EOI template.

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

- a. If you are proposing an association or a joint venture, outline the rationale for and benefits of the “association.” Outline proposed management coordination of the “association,” including the role of each entity.

- b. Does your entity/association /joint venture have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

- c. Does your entity/association /joint venture have a dedicated unit or staff solely responsible for quality assurance? If yes, describe briefly.

- d. How will you ensure the quality of your entity/association /join venture’s performance over the life of this assignment?

- e. How will your entity/association /joint venture deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

#### 4. Technical Qualifications

With reference to the attached project sheets, and in the context of assignment TORs, summarize the relevant technical qualifications of your entity/association /joint venture (maximum of 2 pages).

Project Sheets

Indicate up to 6 reference projects that the entity/association/joint venture feels are relevant (Please stick to this nos. of reference Projects)

Project 1 of \_\_

• Project Name			
• Name of Client			
• Country with region		Project location within Country	
• Participation	◆	As lead entity	
	◆	As associate entity	
• Value of Services		(Indian Rupees or US\$)	
• Source of Financing			
• Consultancy Services			
(i) No. of staff			
(ii) No. of person months			
• Length of Consultancy Assignment			
• Start Date		(dd/mm/yyyy)	
• Completion Date		(dd/mm/yyyy)	
• Name of Associate Entity (if any)			
• No. of Person-Months of Professional Staff Provided by Associated Entity(s)			
• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed			
• Detailed Narrative Description of the Project			
• Detailed Description of the Actual Services Provided by your Entity			

Please provide the following information using additional sheets and attachment as necessary

1.	Strength of Permanent Staff of the Organization; Name of Positions (In No.)
2.	Certified Copy of Registration from Registrar of Societies

3.	Turn Over:
3.a	Give details of total turnover for last three years (2006-07, 2007-08 and 2008-09)
3.b	Audited Accounts/Certificates for the last three financial years.

Terms of Reference is at the Appendix – 1