

LOAN-6047 IND: Agartala Municipal Infrastructure Development Project - PRF-TRI/AMC/IC-01 Urban Development Expert (Project Manager) (56002-001)

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Terms of Reference (Individual Consultant)

Expertise Urban Sector, Development Sector, Project Management, Procurement and Contract Management Expertise Group Project Management/ Institutional Development	Consultant Source National TOR Keywords Urban Sector, Development Sector, Project Management, Procurement and Contract Management
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Objective and Purpose of the Assignment

Government of Tripura (GOT) has applied for financing under Project Readiness Financing (PRF) facility from Asian Development Bank (ADB). The PRF loan is sought for improving project readiness through project preparatory and design activities for "Agartala Municipal Infrastructure Development Project" (hereinafter referred as AMIDP PRF and/or PRF Project) for the Agartala city in the State of Tripura, resulting in investment ready ensuing project/ subprojects. The Urban Development Department (UDD), GOT is the executing agency (EA), and Agartala Municipal Corporation (AMC) is the implementing agency (IA). A project management unit (PMU) is established under AMC, with the with Municipal Commissioner, AMC as the Project Director (PD). The PMU is constituted with members from AMC along with suitable supporting resources.

The expected outputs of the PRF loan are (a) feasibility studies, detailed engineering designs, and due diligence of identified subprojects completed; and (b) Institutional capacity strengthened. The ensuing project will aim to (i) improve urban infrastructure in priority areas within Agartala city, and (ii) strengthen institutional and financial capacities identified based on the results of the preparatory activities supported under the PRF.

As a part of PRF loan, five individual consultants are proposed to be appointed to support PMU-AMC in project development and implementation. The individual consultants would support PMU-AMC in: (i) implementation and coordination activities; (ii) capacity building in integrated urban sector; and (iii) review of framework documents like, urban strategy for Agartala city, prioritization of subprojects/ work components, project procurement risk assessment and strategic procurement planning, contract management plan(s), procurement plan, bidding documents, etc., and review of technical documents like, feasibility studies, detailed engineering designs (DPRs/ drawings), safeguards documents, procurement processing support, etc., towards confirming that all necessary technical/ financial/ safeguards/ procurement/ management inputs have been incorporated in the design and procurement of PRF Project and it's subprojects as part of the ensuing project.

Scope of Work

The Urban Development Expert (Project Manager) will support/ assist/ facilitate the EA/ IA in coordination and conceptualization of the requirements for integrated urban sector components with respect to project management support in the PMU-AMC, including facilitation for review of urban strategy for Agartala city, prioritization of subprojects/ subproject work components, and investment plan and action plan. The consultant will also be responsible for validation of technical documents/ reports produced by the PDMC consulting firm, support in PDMC contract management, compliance of PRF loan covenants, procurement processing-related activities, support in PRF Project progress monitoring and overall PRF implementation, loan processing support, etc.

Detailed Tasks and/or Expected Output

Under the supervision of Additional Project Director, and in consultation with the Project Director/, and in coordination with the Deputy Project Director/ Nodal Officer and the other national individual consultants, the expert will support/ assist/ facilitate the EA/ IA and PMU-AMC in:

- the overall objective of the PRF and assist the EA/ IA in achieving those objectives by providing inputs in all project management activities;
- conceptualization of requirements for integrated urban sector components in the PMU-AMC, including facilitation for review of urban strategy for Agartala city, prioritization of subprojects/ subproject work components, and city investment plan and action plan;

- bridging technical consensus and supplementing project related decision-making for this integrated urban sector AMIDP PRF amongst the key stakeholders including inter-departmental liaising, coordination and resolution;
- ensuring cooperation and consultations on project related nuances for the integrated urban sector AMIDP PRF amongst officials/ staff/ designates from UDD/ AMC, Agartala Smart City Limited (ASCL)/ PMU for Agartala City Urban Development Project (ACUDP)/ TRTA Consultants under ACUDP, PWD (WR/ DWS Wings), other line departments, local authorities, other nearby urban local bodies (ULBs)/ village councils (VCs), other PDMC firms/ national individual consultants in Tripura (including those supporting ongoing PRFs), NEC, MDONER, MOHUA, ADB/ TA Team, statutory body(ies), voluntary organisations, and any other stakeholder;
- ensuring specific integrated urban sector AMIDP PRF related compliance of loan covenants, from loan agreement and project agreement, project administration manual, safeguard framework(s), etc.;
- ensuring satisfactory attainment of the desired integrated urban sector AMIDP PRF outlined outputs within set time frame(s) and report accordingly the status/ progress and performance;
- ensuring attainment of service level performance and coverage for drinking water, urban roads/ footpaths/ street lighting/ foot-over-bridge integrated with storm water drainage, parks and open spaces along with water bodies, etc., while preparing the city investment plan and action plan, feasibility studies and DPRs;
- overall, ensuring adequate expertise deployments, monitoring activities/ tasks, and auditing/ validating technical outputs of the PDMC firm under PRF regarding its deliverables against the scope of work or any other agreed activity assigned to it thereof;
- overview preparation and (re)validation of technical documents/ reports produced by the PDMC firm and/or any other designated agency, it shall cover pre-feasibility reports, proof of concepts, concept designs/ plans, appraisal reports, feasibility reports, detailed project reports with cost estimates, specifications, drawings, etc.; extend relevant technical support (e.g., review of cost norms or cost estimation based on State SORs/ methods for rate analysis/ market rates, etc.; support in identification of construction materials and potential availability of material sources, etc.), for prioritized subprojects;
- supervise/ coordinate/ facilitate strategic procurement planning (SPP) process, and review the output (s) of the PDMC firm under PRF on SPP Study (wherein SPP Workshop is conducted, with discussion on/ assessment of contract management support required), procurement strategy and SPP Study Report prepared; Contract Management Plan(s) prepared during pre-contract award stage for finalized subproject contract packages for the ensuing project (proportional to complexity, risk, and value of the contract);
- supervise procurement support to EA/ IA in contract management of services of PDMC firm, survey agencies, equipment suppliers or vendors, contractors for subproject contract packages, etc., as applicable, including contract administration activities like, performance management, payment verification for claim processing, change management (i.e., need for contract variations/ review of contract variations, change impacts on quality/ cost/ time, etc.), claim and dispute management, contract closing, etc.;
- support EA/ IA in reviewing and finalizing the procurement plan prepared by the PDMC firm for all goods, works and services to be taken up during the ensuing project/ prioritized subprojects, including periodic updation of procurement plan;
- support EA/ IA in reviewing and finalizing the bid documents, complete in all respects of supporting documentation/ attachments;
- support EA/ IA in review of bid evaluation reports (technical/ financial) and related transactions till contract award;
- supervise/ follow-up on procurement evaluation and/or approval, and collaborate with Nodal Officer to facilitate the PMU-AMC in addressing/ learning from review comments/ recommendations received from ADB on procurement processing;
- commissioning, proof checking, monitoring and auditing quality of outputs of field/ sectoral surveys, investigations, studies, scientific analyses, polls, etc., proposed by the PDMC firm for ensuing project/ prioritized subprojects;
- case-by-case, reviewing and validating final engineering/ architectural designs, drawings, specifications, bill of quantities, rate analysis, cost norms, adoption of SORs, design standards/ best practice compliances, sustainable approaches, economic/ financial analyses, etc., proposed by the PDMC firm and/or any other designated agency;
- supervising and continually monitoring the progress of the PRF Project, and overseeing preparation and updation of information in the design and monitoring framework (DMF) including baseline measurement, data collection (including sex-disaggregated data for baseline and onward monitoring), collation and analyses for the ensuing project/ subprojects;
- authorizing and monitoring the output reporting requirements, earmarked deliverables, key milestones, project time-keeping and expertise deployments of the PDMC firm, and facilitating PMU-AMC through verification of PDMC invoice claim processing on time efforts made and quality of outputs/ deliverables received;
- progress monitoring (monthly/ quarterly/ semi-annual/ annual, as applicable), including status of service level benchmark monitoring during PRF implementation;
- disbursing training, capacity and knowledge development of Staff in EA/ IA and PMU-AMC in the integrated urban planning and development sectoral subject matter;
- ensuring, on behalf of the government for the PDMC firm, provision of support facilities, access to documents/ database or knowledge repositories/ statutory documents, cooperation amongst stakeholders/ government departments;
- updating information specific to review of urban strategy for Agartala city state's in the context of State's urban sector review with ADB/ TAs/ TA consulting firm/ resource person(s);
- advising in filtering ensuing project/ prioritized subprojects based on the integrated urban sector

priorities, readiness, financing potentiality, etc.;

- overseeing/ preparation and validation of draft TOR and EOI for selection of Third-Party Quality Audit Consultant and/or Implementation Supervision Consultant firm(s) for the ensuing project; and
- any other task as assigned by the PMU-AMC from time to time under the PRF, including during the ensuing loan processing.

Health and Safety Measures: For their own health and safety, the consultant should follow the regulations and guidance on coronavirus disease (COVID-19) health and safety prevention and controls issued by the Client's government, or international good practices in the absence of national provisions. The Client must, where possible, replace field inputs requiring travel and attendance of meetings with video and teleconferencing. The consultant is responsible for their own health and safety in relation to the consulting services assignment and shall comply with the country specific requirements and regulations in relation to COVID-19.

Due to the outbreak of COVID-19, the commencement and completion dates and other implementation arrangements for this assignment are to be considered as indicative only. The final dates and implementation arrangements will be agreed with the first-ranked candidate at contract negotiations taking into consideration the prevailing situation with COVID-19 at that time.

Minimum Qualification Requirements

Minimum Educational Qualification: Master's degree in Urban Planning/ Town Planning/ Urban Design/ Civil Engineering/ Environmental Engineering/ Business Administration or equivalent; over a Bachelor's degree in Engineering/ Architecture/ Architectural Engineering/ Physical Planning or equivalent.

Professional Experience: Shall have at least 15 years of general experience and 10 years of specific experience in project preparation/ planning/ implementation of urban/ regional/ transport/ environment planning and/or urban design projects related to preparation and management of city/ town master plan (s), city development plan(s), city investment plans, urban roads (including facilities for pedestrianization and other non-motorized transport modes), urban services (water supply, sanitation, stormwater drainage, etc.), renewal and rehabilitation, urban regeneration/ revitalization/ rejuvenation, and relevant smart city urban projects. Exposure in procurement and contract management of integrated infrastructure projects is an added advantage.

Work experience of five years with any of the following project or project authority is desirable: UN umbrella organisation; externally aided project by multilateral development banks (ADB, The World Bank, NDB, etc.)/ bilateral agencies (JICA, DFID, GIZ, etc.); in integrated urban sector. Demonstrated knowledge of the current procurement policy/ regulations/ procedures of ADB would be preferred.

Three years of work experience in North East Region or similar hill states or geographic locations in the Himalayan Region (e.g., Uttarakhand, Himachal Pradesh, UT of Jammu & Kashmir, UT of Ladakh, etc.) in India is an added advantage.

Minimum General Experience **15 Years**
 Minimum Specific Experience (relevant to assignment) **10 Years**
 Regional/Country Experience **Required** **Desired** **Not Required**

Deliverables

Details	Name	Type	Estimated Submission Date
+ Show	Inception Report	Report	
+ Show	Interim Report	Report	
+ Show	Draft Final Report	Report	
+ Show	Final Report	Final Report	

Schedule and Places of Assignment (chronological and inclusive of travel)

Schedule Type **Continuous** **Intermittent**
 Max. Working Days/Week Home Office **5** Field **6**

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
Agartala, India	396	02-Jan-2023	30-Jun-2024	
Total	396			

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