



BERHAMPUR MUNICIPAL CORPORATION

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No. 611 /ODRP

Date: 21.09.2015

Request for Expression of Interest (REoi)

For

“Project Management, Consultancy Services, Odisha” Ref No- ODRP-2-SBCC-CF-661122.

The Government of India has received financing from the World Bank towards the cost of Odisha Disaster Recovery Project (ODRP), and the Implementing Agency intends to apply part of the proceeds for the Consulting Services.

The Consulting Services (“the services”) will include providing support to the Project Implementing Unit(PIU) in Berhampur Municipal Corporation(BeMC) for Project Management, Design, Supervision and Quality Control of Slum improvement and City Infrastructure works.

The Project Director, ODRP-cum-Municipal Commissioner, BeMC, now invites eligible Consulting Firms (“Consultants”) to indicate their interest in providing the Services. The short listing criteria and Draft Terms of Reference (ToR) is available at www.tendersorissa.gov.in as well as on BeMC web site www.berhampur.gov.in with effect from 25/09/2015

Interested consultant firms are required to submit their Expression of Interest (Eoi) latest by 09/10/2015 up to 4.00 PM either through E-Mail or through Courier at the address mentioned below.

Sd/-21.09.2015
Project Director, ODRP-cum
Municipal Commissioner,
Berhampur Municipal Corporation

Memo No. 612 /ODRP., Dated:21.09.2015

Immediate Publication

Copy along with soft copy forwarded to the Deputy Director (Advt.) and Deputy Secretary to Govt., Information & Public Relation Deptt., Odisha, Bhubaneswar for information with a request to arrange immediate publications of the **Request for Expression of Interest (REoi)** in **2 (Two) English National News Papers** in addition to **one leading Odiya daily**. It is requested to ensure the publication of above tender call notice on or before **Dtd.25/09/2015** Copy of the papers where in the advertisement is published may please be sent to this office for reference and record.

Encl.: - As above

Sd/-21.09.2015

**Project Director, ODRP-cum
Municipal Commissioner,
Berhampur Municipal Corporation**

Memo No 613 /ODRP., Dated:21.09.2015

Copy submitted to the Commissioner-cum-Secretary to Government, Housing & Urban Development Department, Odisha , Bhubaneswar / Special Secretary, H&UD Department Odisha , Bhubaneswar for favor of kind information & necessary action.

Sd/-21.09.2015

**Project Director, ODRP-cum
Municipal Commissioner,
Berhampur Municipal Corporation**

Memo No 614 /ODRP., Dated:21.09.2015

Copy with **Soft Copy** of the **Request for Expression of Interest (REoi)** forwarded to the Head, State Portal Group, I.T. Center of State Secretariat for **display in the Government Web Site**. The date of opening of **REoi** shall be on dt. **09/10/2015 at 4:30 P.M.** in the office of undersigned.

Encl: As above.

Sd/-21.09.2015

**Project Director, ODRP-cum
Municipal Commissioner,
Berhampur Municipal Corporation**

Memo No 615 /ODRP., Dated:21.09.2015

Copy submitted to the Collector & District Magistrate, Ganjam, Chatrapur for information with request to display the **Request for Expression of Interest (REoi)** in their Notice Board for wide circulation.

Sd/-21.09.2015

**Project Director, ODRP-cum
Municipal Commissioner,
Berhampur Municipal Corporation**

Memo No. 616 /ODRP., Dated:21.09.2015

Copy to Superintending Engineer, PH & RWS&S Circles, Berhampur/ Executive Engineer, PH & RWS&S Divisions ,Berhampur / Executive Engineer (R&B) Division-I&II Berhampur/ Executive Engineer,N.H.Division,Berhampur for information with request to display the **Request for Expression of Interest (REoi)** in their Office Notice Board for wide circulation.

**Sd/-21.09.2015
Project Director, ODRP-cum
Municipal Commissioner,
Berhampur Municipal Corporation**

Memo No 617 /ODRP., Dated:21.09.2015

Copy to Deepak Singh, World Bank, New Deli For kind information

**Sd/-21.09.2015
Project Director, ODRP-cum
Municipal Commissioner,
Berhampur Municipal Corporation**

Memo No. 618 /ODRP., Dated:21.09.2015

Copy to Notice Board of this Office for wide circulation.

**Sd/-21.09.2015
Project Director, ODRP-cum
Municipal Commissioner,
Berhampur Municipal Corporation**

**Government of Odisha
Ministry of Housing and Urban Development
Berhampur Municipal Corporation**

Request for Expression of Interest (REoI)

India

Odisha Disaster Recovery Project (ODRP)

Credit No. : 5378-IN

Assignment title: “Project Management, Consultancy Services”

Reference No.ODRP-2-SBCC-CF-661122

The Government of India has received financing from the World Bank toward the cost of Odisha Disaster Recovery project, and the Implementing Agency intends to apply part of the proceeds for Consulting Services.

The consulting services (“ The Services”) will broadly include Project Management, Design, Supervision and Quality Control Services for Component-2: Urban Infrastructure in Berhampur that includes improvement works in about 84 slums, city level public Service infrastructure and ensuring participatory planning. Specific works will include preparing detailed project reports for about 84 slums addressing public Service infrastructures such as internal roads , drains, Water supply, sanitation, street lighting, community toilets including carrying out: Survey, investigations, Community Consultations , Technical Designs, preparing Bidding Documents , Drawing and layout plans, and for all sub-projects assisting: in bid evaluation , supervision, certification of measurements and quality, preparation of Bills, Contract Management, Financial Management safeguard compliance and progress and expense monitoring and reporting to the PIU at Berhampur Municipal Corporation (BeMC) and project Management Unit (PMU) in Bhubaneswar.The consultancy is for a period of 36 months.

BeMC wishes to engage qualified consultants with proven track record and relevant experience in providing project management support services for projects of similar nature and size ,(preferably world bank funded project).The consultants should be staffed with multi disciplinary experts having deep knowledge and experience in engineering, procurement and financial management, social development and management ,community mobilization and management , environmental management, urban planning etc.. The team of experts will be based full time in Berhampur, except One Project coordinator who shall be based full time in Bhubaneswar. A draft Terms of Reference (TOR) is available at www.tendersorissa.gov.in as well as on BeMC web site www.berhampur.gov.in

The Project Director, ODRP-cum- Municipal Commissioner, Berhampur Municipal Corporation, under the aegis of H&UD Department an implementing agency, now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the above Services. Interested Consultants should provide information demonstrating that they have required qualifications and relevant experience to perform the Services.

The short-listing criteria are:

- (i) The firm should have prior working experience relevant to the assignment in project design and management for any urban infrastructure project and shall furnish the list of such completed projects in the last 5 years.
- (ii) The consultant should demonstrate that they have enough resources and capacity including qualified key personnel with experience in handling such assignment;
- (iii) The consultant should have an average annual turnover of at least INR 10crores in the last 3 years; and
- (iv) Experience in handling the projects assisted by World Bank or other multilateral agencies.

Expressions of interest (EoI) must include;

- Introduction letter on a letter head (with complete contact details, name of contact person, mailing address, telephone, fax, email etc) explaining how the firm is best to deliver the task.
- Organization profile.
- Experience profile on similar projects implemented by the Consultants pertaining to the short listing criteria;
- Three years latest annual report including audited Financial Statement.
- Sufficient supporting documents to substantiate the claim of the Consultant towards their qualification as per the short listing criteria.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants]* by World Bank Borrowers January 2011 updated July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Firms (ConsultantS) may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. The submission should clearly state the nature of Association (JV or sub-consultant).

A (Consultant) will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultants guidelines.

Further information can be obtained at the address below during office hours between 10:00 hours to 17:00hours.

Expressions of interest must be delivered to the address below either through courier or by e - mail by 9th October 2015 up to 4.00P.M.

Municipal Commissioner, Berhampur Municipal Corporation
Berhampur, Ganjam District, Odisha PIN: 760002,
Email: odrpbemc@gmail.com Phone: 0680-2250290/0680-2250234
Fax: 0680-2250480/0680-2250234

Sd/-21.09.2015
Project Director, ODRP-cum-
Municipal Commissioner,
Berhampur Municipal Corporation

Draft Terms of Reference

Odisha Disaster Recovery Project – P148868

Community Infrastructure Investments in Berhampur

“Project Management, Consultancy Services, Odisha” Ref No- ODRP-2-SBCC-CF-661122.

1. Background of project

1.1 General

The Government of India has received financing from the World Bank towards the cost of the Odisha Disaster Recovery Project (ODRP), and Berhampur municipal Corporation intends to apply part of the proceeds for consulting services for **“Project Management, Supervision and Quality control Consultancy in the Project Implementation Unit (PIU) based in Berhampur and in Project Management Unit (PMU) based in Bhubaneswar.** Component 2: Community Infrastructure Investments in Berhampur of the ODRP will be implemented by the BeMC under the aegis of the Housing and Urban Development Department of Government of Odisha.

Berhampur city is the fourth most populous urban area in the state of Orissa. It is mainly a trading centre for Southern Orissa having its influence over eight districts. It is the oldest city of Ganjam District. The city of Berhampur is governed by the Berhampur Municipal Corporation (BeMC). BeMC’s jurisdiction covers an area of about 37 sq.km. and has a population of over 378,000.

Berhampur city has 254 slum settlements accommodating 28,270 households and a population of 126,541. Slum population is thus 33.41 % of the total population. Many of them are located around the 47 water bodies in the city, mainly in the form of tanks and along the natural or built drains. In the absence of sewerage system in the city, these water courses also carry septic tank effluents or the untreated human waste. The slums are therefore vulnerable to both flood and health hazards. Shelters in slums vary in construction from reeds and mud walls with thatched roofs to brick walls with AC or GI sheets as roof. The latter are vulnerable to strong winds and the former to heavy rains. Government of Odisha intends to improve the shelters under Government of India programs, including Rajiv Awas Yojna (RAY).

The Berhampur Municipal Corporation proposes to undertake various urban infrastructure projects; in particular the slum improvement works with a view to provide better facilities to the people living in slum areas. The works spread over the entire Municipal Corporation area.

1.2 Implementation Arrangements

It is proposed to engage qualified potential consultant with proven relevant experience of providing project management support for the projects of similar nature and size ,(preferably world bank funded project)who should be staffed with multi disciplinary experts with deep knowledge and experience in engineering, procurement and financial management, social and community expertise, environmental specialist, urban planners etc.. The team of experts will be based full time in Berhampur. One Project coordinator shall be based full time in Bhubaneswar. The proposed works involve construction / up gradation / renewal of various urban infrastructure investments including some city level infrastructure.

1.3 Component 2 of ODRP

1. *Sub-component 2.1: Upgrading of slums - US\$13.7 million.* For infrastructure to improve the living conditions of households in slums in the city of Berhampur. These improvements include streets, access to improved water and sanitation, drainage, septic management, and street lighting. The level of service to be provided will be determined by the available trunk infrastructure, the physical conditions, size of the settlements, and the available resources. The project will be carried out in about 80 settlements covering about 30,000 population.
2. *Sub-component 2.2: Public service infrastructure - US\$11.7 million.* For priority infrastructure at the city level to improve service delivery and living conditions. The BeMC has carried out an assessment of damage and needs after Cyclone Phailin from which an investment plan is being prepared. Investments include priority roads and trunk water supply infrastructure among others.
3. *Subcomponent 2.3: Community participation - US\$1.7 million.* This component will help facilitate community participation, ensuring a participatory approach in the planning of settlement level infrastructure.
4. *Sub-Component 2.4: Technical Assistance - US\$1.7 million.* For providing support to the BeMC towards preparation of improved city-wide sectoral master plans and priority Detailed Project Reports (DPRs). These will include drainage, sewerage, street lighting and other relevant areas identified.

2. Objective of the Assignment

The main objective of the assignment is to provide support to BeMC and H&UD in managing and coordinating the implementation of component 2 of ODRP.

This assignment will require working closely (almost one-on-one basis) with the BeMC Commissioner, Superintending Engineer (in-charge), and Nodal Officer in H&UD. The scope of work includes providing design, DPR of slums and implementation support including social and environmental screening/assessments necessary for the identified works etc. For the purpose of implementation a PIU with BeMC commissioner as the head is being created. A separate PMU is also being created in the H&UD at Bhubneshwar. Consultants will support both PMU and the PIU.

The PIU will give regular technical assistance and advice to the BeMC Team and support the implementation of the Project. The PIU will be based in Berhampur and will be expected to participate in regular meetings with the ODRP Team. The PMU will give daily technical assistance and advice to the nodal officer in H&UD and support the coordination of the Project. The PMU will be based in Bhubaneswar.

3. Contract Management Framework (CMF)

The Contract Management Framework (CMF) will govern the execution of works. The main features of CMF formulated for the execution of the proposed work are:

- (a) To administer the contract, Berhampur Municipal Corporation will be the Employer. The Project Director-ODRP-cum-Municipal Commissioner, BeMC will be in overall in charge of the project. The authorized representative of Project Director-ODRP-cum-Municipal Commissioner, BeMC and their associates will interact with both the Supervision Consultant and Contractors and shall be reporting to the Project Director-ODRP-cum-Municipal Commissioner, BeMC
- (b) The authorized representative of the Project Director-ODRP-cum-Municipal Commissioner, BeMC will have the authority to give directions to the Supervision Consultant in all routine matters related to the contract management/administration.
- (c) The Consultant will be a part of the CMF and will assist the Employer's representative in all matters pertaining to contract management, as required.

4. Scope of consulting services

The Scope of Consulting Services shall include but not necessarily be limited to the terms and conditions as defined herein.

In addition to carrying out the supervision of all construction activities, the Consultant shall prepare the DPR of slums, supervise all the physical survey, material testing, consumer indexing and asset mapping being done by contractor. The Consultant shall ensure that the contract is executed as per terms and condition of the work contract and shall also perform the following activities under intimation to the authorized representative of the Employer.

4.1 Preparation of DPR of Slums

The consultant shall have to prepare the Detailed Project Report in 84 slum areas of BeMC for various public service infrastructures such as roads, drains, water supply, sanitation, septic management, street lighting, community toilets. The list of slums, where the proposed improvements will be taken up are attached in annexure-I. The list so given in annexure –I are tentative and likely to change upon reconnaissance survey and stake holder consultation in slum areas in BeMC area to be conducted by the consultant at the inception of the services. The Different stages of Preparation of DPR of Slums will involve the following.

4.1.1 Primary Tasks

- organizing stake holder consultations and prepare documentation necessary for identification of works, location, RAP, EMP as per ESMF.
- Based on the identified slums, and other city level infrastructure work such as arterial roads, water supply network collect all information necessary for planning and designing of the infrastructure works, that includes obtaining layout/alignment maps, available land widths (ROW), levels and bringing in missing information.
- Carry out social and environmental screening and preparing required social/environment assessment including preparing detailed resettlement action plan/environment management plan as per ESMF.
- Prepare detailed designs, cost estimates, bidding documents, packaging information and procurement plan etc. and revise based on review by the PIU/PMU/World Bank.
- obtaining approvals/ clearances, bidding, evaluation and contract award
- continue the process of stake holder consultation and involvement
- Detailed topographic surveys using Total Stations and GPS;
- Longitudinal section levels along final centre line at every 50m interval, at the locations of curve points, small streams, intersections and at the locations of change in elevation.
- Cross sections at every 50 m interval in full extent of survey covering sufficient number of spot levels on existing carriageway and adjacent ground for profile correction course and earth work calculations. Cross sections shall be taken at closer interval at curves.
- Collect information on high flood level (HFL), low water levels (LWL), discharge velocity etc. from available past records, local inquiries and visible signs, if any, on the structural components. Local inquiries shall also be made with regard to the storm water drain, road sections getting overtopped during heavy rains.
- Traffic studies including traffic surveys
- Pavement investigations;
- Sub-grade characteristics and strength: investigation of required sub-grade and sub-soil characteristics and strength for road design and sub soil investigation;

- Identification of sources of construction materials;
- Preliminary proposal for rehabilitation / widening including shoulder composition and cross-section details
- Identification of the type and the design of intersections;
- Design of complete drainage system and disposal point for storm water;
- Strip plan indicating the carriageway widening, location of all existing utility services and the scheme for their relocation, (e.g. Fibre Optical Cable, O/H and U/G Electric, Telephone line, Water mains, Sewer, Trees etc
- Prepare detailed estimates for quantities DPR (Packages wise), including the cost based on MORTH's Standard Data Book/National Building code on the prevailing schedule of rates.

4.2. Work Program

- 4.2.1. Interpretation of the Technical Specifications and Contract Documents of the works.
- 4.2.2. Carry out 100% survey work, if any, jointly with the contractor.
- 4.2.3. Scrutinize and implement the Contractors' detailed work programme , methodology, material sources, manpower/machinery deployment plans for carrying out the works and suggest modifications if any, to ensure that these are satisfactory giving particular attention to the technical requirements, work implementation schedule, practicability and environmental aspects as well as safety of works, personnel and the general public and recommend the same for approval to Engineer's representative of the Employer.
- 4.2.4. To undertake measurement and recording there of conforming to the Bill of Quantities as per terms of the contract.
- 4.2.5. Extra item/substituted items/extra quantity, if any, required for the work shall be timely initiated by the Consultant with due justification and get it approved by Employer.
- 4.2.6. Liaisoning with various Government Departments, Local Governing Bodies, Panchayats, Municipal Corporations etc. necessary for successful and timely execution of work.
- 4.2.7. Inform the Employer's representative, on hindrances/obstructions or issues which may arise in connection with the implementation of the contract and make recommendation to the Employer's representative for possible solutions well in time.
- 4.2.8. Keeping in view the duration of works, milestones and the manpower requirements of the project, the Consultant shall advise the Contractor, if need be, to accelerate the efforts to meet these milestones either by deploying more manpower or introducing more number of shifts etc in order to complete the work within stipulated period
- 4.2.9. Implement a system for monitoring the progress of work based on computer based project management techniques such as Primavera or Micro Soft project etc.

4.3. Construction Supervision

In addition to carrying out the preparation of DPR , design of slums in BeMC area, the Consultant shall have to carry out the supervision of all construction activities of component 2 of ODRP, which are to be undertaken as narrated in 1.3 above such as water supply projects, road projects, drains,storm water drains, street lighting, community toilets , sanitation , septic management, etc out of the World Bank funded assistance and supervise all the physical survey, material testing, consumer indexing and asset mapping being done by contractor.

- 4.3.1. Undertake site supervision to check quality and progress of work, as per time schedule, ensure implementation in accordance with the approved drawings, technical specifications and other stipulations of contract documents
- 4.3.2. To ensure that the construction methods proposed are in compliance with the requirements of the Contract.
- 4.3.3. Ensure implementation of works in compliance with various laws/Acts concerning the environment and safety requirements of the works and labour welfare.
- 4.3.4. Report on the works on its final completion to the Engineer's representative of the Employer.

4.4. Quality of Materials and Works

The consultant has to carry out the quality assurance tests of all construction activities of component 2 of ODRP, which are to be undertaken as narrated in 1.3 above such as water supply projects, road projects, drains, storm water drains, street lighting, community toilets, sanitation, septic management, etc out of the World Bank funded assistance.

- 4.4.1. Evolve and implement a quality assurance plan for the works comprising methods and criteria for sampling, acceptance, testing, quality control measures etc based on statistical methods, relevant standards as well as international practices during and after execution of work to ensure required compliance with standards and consistency in quality.
- 4.4.2. Supervise the performance of works with regard to workmanship and compliance with the specification/order, perform field tests on materials and /or work and approve/disapprove the work/material/equipment of Contractor and ensure removal of disapproved works/materials/equipment from the site immediately, after consultation with the concerned Engineer's representative of the Employer..
- 4.4.3. The Consultant shall make quality surveillance of all activities from engineering, survey, erection, construction up to final field testing and commissioning during execution of the works. The Consultant will also certify quantity of material/equipment used in the work. If during field testing of works, the quality/quantity of Material/Equipment is suspected to be inferior or less than what was supposed to be used, it will be reported to the concerned Engineer's representative, who, in turn, shall check the quality of works with respect to conducting test results in presence of contractor or his representative. Such material/equipment which do not meet the specification shall not be used in the execution of the works.

4.5. Recording of measurements

- 4.5.1. The consultant shall be responsible for verifying contractor's bills by making field measurement of all items of works and of quantities of materials incorporated in the work and maintaining up to date registers and measurement sheets for each work of the project.
- 4.5.2. The consultant would monitor the expected project cost based upon the remaining quantities from time to time and shall manage contractor's general records of all labour and specified materials used in the works, including copies of orders, delivery notes and submit internal notes to the Engineer's representative of the Employer.
- 4.5.3. The consultant's Team Leader would furnish the certificate that the items included in the Contractor's bills satisfy the required quantity & quality of works and are acceptable with regards to the standards and specifications prescribed in the Contract.

- 4.5.4. Following percentage checks of recording of measurement and quality control tests shall be exercised by the key personnel of the Consultant on compulsory basis:
- (i) All measurement of all items of works shall be recorded by the consultant in the Measurement sheet issued by the employer / Engineer-in-charge as per standard provisions and rules.
 - (ii) Following percentage checks on measurement shall be done by the consultant team as specified below:
 - Senior civil Engineer **100 %** for items requiring pre measurement and **50%** for all other works.
 - Team Leader/ **10%**.
 - (iii) These checks shall cover all-important items/components of work. In addition, Engineer or/and his representatives of the Employer shall perform such check at random, from time to time. The Consultant will be fully responsible for all measurements recorded or checked by his staff. But this does not prohibit the Team Leader from checking the measurement of the part already checked by the Senior civil Engineer of the consultant.

4.6. Bills for payment to Contractors

After submission of bill by Contractor, the consultant is required to complete all activities indicated below within a period of Three (3) days and submit the same to the concerned Engineer of the Employer. In case no bill is received from the contractor in any month, the supervising consultant should prepare after detailed measurement of the works executed by the contractor and submit the bill complete in all respects by 15th of subsequent month.

- 4.6.1. Administer the Contract, measurement of items of works, verification of variation orders submitted by the contractors, verification of claims and other matters.
- 4.6.2. Recommend to the concerned Engineer of the Employer for payment of the regular bills after endorsing certificate with regards to quantity and quality of the executed works by the contractor.

4.7. Certification of Work Completion

Consultant shall have to ensure Certification of Work Completion within three (3) days after submission of the bill by the contractor in addition to undertaking following activities mentioned below:

- 4.7.1. Upon receipt of notice of completion from the Contractor, the consultant shall inspect the works and inform Contractor and Engineer's representative in writing regarding items requiring rectification or any left out works / items for completion.
- 4.7.2. Shall carry out final inspection of the completed work including the test on completion.
- 4.7.3. Prepare Certificate of Completion stating date(s) from which the defect liability period of the work shall commence.
- 4.7.4. Ensure that all post-construction (as built) drawings and bill of quantities that may arise thereof are Furnished/submitted.

4.8 . Dispute settlement between Contractor and Employer

- 4.8.1 The consultant has to prepare compliance report for the Employer with respect to the submission of information/data in relation to settlement of disputes through amicable settlement, adjudication or dispute resolution whenever required.
- 4.8.2. To prepare, on behalf of Employer's representative, notes, damage claims, penalty etc. whenever applicable to the Contractor for Contract Administration and ensure issuance of the same by Employer's representative.
- 4.8.3 Facilitate decisions on all claims and accounts and all post contractual formalities, question, disputes and differences which may arise between the Employer and Contractor and which under the terms of the Contracts are left for the dispute settlement and decisions.
- 4.8.4. Assist and advise the Employer and its representative with regard to any matter that may be subject to adjudication, dispute resolution, inquiry or litigation up to delivery certificate of completion.

4.9. Reporting requirements

The progress reports submitted by the Consultant should clearly indicate the contractor's performance, quality of work, delays, deficiencies, constraints, and the project's financial status, forecasts, and giving recommendation for action. All reports prepared by the Consultants' Team shall be objective and shall substantiate any event/recommendation with factual data and information. The progress reports shall contain the pertinent data and chart form and shall clearly bring out the comparison between the projected and the actual work done using "S" curves and/or any other widely accepted superior methods of representation.

- 4.9.1. **Inception report:** An inception/commencement report along with a construction supervision manual shall be submitted by the Consultant within 30 days of commencement of services. The commencement report shall contain the details of all meetings held with the BeMC official and the Contractor and decisions taken therein, the resources mobilized by the Consultants as well as the Contractor and the Consultants' perception in the management and supervision of the project with detailed situational analysis of the project . The report shall also include the master work program and resource mobilization plan for the project. The primary objective of the supervision manual will be to evolve guidelines for administration, supervision and management of the project. Such a manual is not intended to be a contractual document, nor is it to take precedence over the specifications. The manual will merely act as a guide and reference to the various staff of the Consultant in discharging their duties in a smooth and systematic manner within the time frame.
- 4.9.2. **Fortnightly physical progress report:** The consultant will submit fortnightly physical progress report on the first day of the 3rd week of every month to the representative of the Employer.
- 4.9.3. **Monthly progress Report** will be prepared at the end of each calendar month and submitted in the 1st week of every month to concerned Engineer's representative .The report should be brief & comprehensive. Apart from this, the consultant should make a power point presentation with the updated photo for monthly review by the Employer.
- 4.9.4. **Quarterly progress report with presentation:** A detailed quarterly report shall be submitted within 14 days of the end of each quarter. Quarterly reports should include description of project activities, illustrated by progress/completion photographs, status of any delays and contractual claims, and details of all latest financial projections. The progress reports

(monthly and quarterly) shall contain details of all meetings, decisions taken there in, mobilization of resources (Consultants' and the Contractors'), physical and financial progress and the projected progress for the forthcoming periods. The report shall clearly bring out the delays, if any, reasons for such delay (s) and the recommendations for corrective measures.

4.9.5. **Final report:** A detailed Contract Completion/Final Report in 3 copies is to be submitted to the representative of the Employer. The Consultant will prepare a comprehensive final completion report of the construction contract package within 3 months of completion of the work. The report shall incorporate summary of the method of construction, the construction supervision performed, as built construction drawing, problems encountered and solutions undertaken there on and recommendations for future projects of similar nature to be undertaken by the employer's representative. The consultant shall submit the self-appraisal report within the prescribed time summarizing the following details:

- (a) Details of Personnel including substitution made during the consultancy services
- (b) Details of variation orders issued.
- (c) Details of Quality Assurance System.
- (d) Quality observed at site by the consultant.
- (e) Details of claims.

5. Staffing

5.1. The Consultant will engage the minimum key experts as detailed in Table below. The qualification, experience and task assignment of the staff will be in accordance with 5.2 & 5.3 specified below

5.2 Specific tasks for the team members:

(i) Team Leader (PIU)

A Post Graduate in Civil Engineering with experience in executing World Bank funded projects shall be the Team Leader, responsible for the overall performance and administration of the Consultants Team. The Team Leader will also act as the Consultant's Representative and shall be in overall charge for the Consultants' Supervision Team for the entire project. and should have responsibility for managing the team and ensuring outputs to the PIU/PMU. Reporting and overall coordination and monitoring of all stages of the assignment and providing strategic and technical advice to the Employer. He /she will be expected to work with the responsible officers for cross-cutting issues such as monitoring and evaluation, procurement, finance, legal, community, and environment issues.

The major tasks for the Team Leader shall include but not be limited to the following:

- (a) Establishment of Offices.
- (b) Ensure the Contractor's responsibilities and liabilities towards securities, insurance and safety plans pertaining to construction material, labour welfare, social screening, environmental protection etc.
- (c) Scrutinize the Contractor's work programs, and plan for the deployment of labour, plant, equipment and machinery for approval of the Engineer's representative of the Employer.

- (d) Making the Interpretation of provisions in the Contract documents and technical specification.
- (e) Handing over the site and issuing stage pass order to commence the works at different levels.
- (f) Regular supervision of works.
- (g) Evolve and implement quantity and quality Control procedures;
- (h) Prepare and issue variation orders after the approval of the Employer;
- (i) Verify and certify Contractors' Interim Certificates for approval of the Employer.
- (j) Monitoring physical and financial progress of the works;
- (k) Conducting monthly progress meetings;
- (l) Liaise with the Employer/Engineer/Representative in all matter concerning the works.

- (m) Time schedule and management of team's resources.
- (n) all matters related to the progress of works, with particular reference to delays, possible reasons and mitigating measures.
- (o) responsible for all technical presentations concerning the various facets of the construction of works and shall maintain close communication with Employer. Team leader shall be full-time on the job.

(ii) Civil Engineering Expert I and II

The engineering experts will be mainly responsible for design, preparation of cost estimates of road, drain, street lighting, water supply system, sanitation, community toilets in 84 slums and make implementation of all proposed infrastructure investments ,preparation and evaluation of bidding documents for engineering related assignments;

The major tasks to be carried out by the Sr civil Engineer shall include but not be limited to the following:

- (a) Prepare detailed designs, survey ,investigations, cost estimates, bidding documents, packaging information and procurement plan etc. and revise based on review by the PIU/PMU/World Bank.and get approval from Govt.
- (b) Keep proper records of the Contractors' activities and work progress;
- (c) Ensure that the respective Contract are properly administered;
- (d) Strictly monitor the progress of work for timely completion of the project;
- (e) Supervision, scrutiny, approving the final setting out by the Contractor.
- (f) Monitoring Contractors' operations including adherence to safety and environmental requirements;
- (g) Maintaining construction records;
- (h) Quality control of works including, inspection of works, acceptance /rejection of the completed item of works;
- (i) Verification of Contractors' monthly bills of the completed works and preparation of Interim Certificates;
- (j) Preparing monthly Progress Reports;
- (k) Final inspection of works;

- (l) Compilation and verification of “As-Built Drawings”; and
- (m) Preparation of contract Completion Reports.

(iii) Procurement Expert

Responsibility to prepare and adopt the methods of procurement of civil works, goods, and consulting services in compliance with the World Bank (WB) procurement Guidelines and as appropriate for Government of Odisha (GoO). The expert will participate in developing invitations for bids for all procurement packages within the scope of the Project; preparation of bidding documents (for Goods and Works) in conformance with WB Guidelines and as appropriate of GoO procurement regulations; preparation of evaluation reports using World Bank's standard evaluation report forms for all contracts; regularly updating the procurement plan as implementation progresses; contract management and administration of all signed Contracts; preparation of periodic procurement progress reports and work

closely with the Finance to ensure disbursement is smooth; assist auditors / Bank staff during auditing / post procurement reviews.

(iv). Social and Community Expert

ODRP recognises that community participation is key to the success of the implementation. The beneficiary communities will be consulted throughout the project cycle for their input and recommendations. For effective participation, communities are required to be well versed with the Project.

The community development expert will be expected to work closely with officers at municipal level and civil society actors as necessary. The expert will work in mainstreaming of cross-cutting issues during project implementation. The expert will review the consultation and stakeholder engagement processes that already exist and then develop strategies to strengthen participatory engagement during BeMC implementation and to ensure long-term sustainability after the termination of ODRP; develop generic training materials for formation and capacity building of local community actors; preparation of RAPs and other required reports and follow up on the implementation of the recommendations and also make in preparation of work plans and progress reports for social/community development activities.

The major tasks to be carried out by the *Social and Community Expert* shall include but not be limited to following:

- Organizing stake holder consultations and prepare documentation necessary for identification of works, location, RAP,EMP as per ESMF.
- Based on the identified slums, and other city level infrastructure work such as arterial roads, water supply network collect all information necessary for planning and designing of the infrastructure works, that includes obtaining layout/alignment maps,available land widths(ROW), levels and bringing in missing information.
- Carry out social and environmental screening and preparing required social/environment assessment including preparing detailed resettlement action plan/environment management plan as per ESMF.

(v)Environment Expert

Prepare and develop an Environmental Management Framework (EMF), identify critical issues that need to be addressed during the course of the project and include mitigation strategies for any potential negative impacts identified. The EMP should be integrated into the Final Design Report- for standalone implementation and also to influence design decisions. The expert will also review DPRs and works construction from environment angle and provide due importance to Environmental Management Plan

and reports. The environment expert will also prepare the sub-sectoral master plans.

(vi)Urban Planner

The urban planner will prepare and design in identifying, planning and phasing the informal settlements for the city area on land tenure regularization, surveying and planning within the framework of the 4-year strategic plan; ensure that planning regulations are adhered to during the implementation of engineering designs and that implementation is done in compliance with the approved physical development plans of the city and make on necessary amendments

(vii)Project Coordinating Officer (Urban Management) in PMU based in Bhubaneswar

The Project Coordinating Officer (Urban Management) in PMU will give daily technical assistance and advice to the nodal officer in H&UD Department and support the coordination of the Project.

The expert will support H &UD Department in strategic planning and usage of the ODRP funds. He/She will assist in providing effective financial management of funds by ensuring that the Project’s financial management systems are functioning appropriately. The consultant will in particular assist in draft budget for the project /PERT to be completed in scheduled period of completion, review the financial reports, records, accounts, financial statements; work closely with the nodal officer in H&UD Department to ensure the processes of procurement and disbursement are smooth; assist the Department, auditors and Bank staff during auditing and all financial reporting for the project.

5.3. Team Composition for consultancy services of PIU&PMU

S.No	Expert/Field	Qualification	Maximum Age	No. of years of relevant experience	Required input (months)
Project Implementing Unit (based in Berhampur); reporting to BeMC Commissioner and/or designated person					
1.	Team leader	Post-graduation in Civil Engineering	65 years	15 years in Road ,Storm water drain and water supply projects	36
2.	Senior Civil Engineering (I)	post-graduation in Civil Engineering (P.H.Engineering)/Degree in Civil Engineering	65 years	10 years for P.G./15 years for Degree Engg in Water supply projects	36
3.	Senior Civil Engineering (II)	post-graduation in Civil Engineering (Highway Engineering)/Degree in Civil Engineering	65 years	10 years for P.G./15 years for Degree Engg in Road projects	36
4.	Procurement Expert	Degree in Civil Engineering with post-graduation in Management	65 years	10 years	36
5.	Social and Community Expert	Post-Graduation in social sciences	65 years	7 years	36
6.	Environment Expert	Post graduate in Environment Engineering /Sciences	65 years	5 years	36
7.	Urban Planner	Degree in Civil Engineering/Architect with	65 years	5 years	36

		post-graduation in Urban/Regional planning			
Project Management Unit (based in Bhubaneswar); reporting to Nodal Officer in H&UD					
8.	Project Coordinating Officer (Urban Management)	Post-graduation in urban planning or urban management	65 years	10 years	36

6. Time frame

The period of duration of the supervision consultancy services shall be 36 months basing on the performance of the consultant. The consultants should make their own assessment considering the requirement of work output in terms of TOR including the assessment of requirement of support personnel, both technical and administrative taking consideration of the minimum and mandatory work personnel requirement as specified in 5.3 above and submit their technical and financial proposal accordingly.

Sd /-21.09.2015
Project Director, ODRP-cum
Municipal Commissioner
BeMC, Berhampur

Annexure-I

No of Slums to be Taken up as per Procurement Plan of World Bank	Ward No	Sl.No	Slums Selected by BeMC
Selected 12 No of Slums to be taken up from Ward No:-1 to 3	1	1	Dharma Nagar
	1	2	Dhoba Street
	1	3	Kailash Nagar
	1	4	Laxmi Nursingha Street Right Side 6th and 7th Lane
	2	5	Kalupatra Street
	2	6	Chitanya Nagar
	2	7	Kasi Nagar Street
	3	8	Anand Nagar
	3	9	Bariha Bila Sahi
	3	10	Dhoba Bandha Huda
	3	11	Panigrahi Nagar
	3	12	Sandha Mohanty Sahi
Selected 11 No of Slums to be taken up from Ward No:-4 to 6	4	1	Ganapati Nagar
	4	2	Dhanamera Sahi
	4	3	Kansari Street
	4	4	Khandiakumuti Sahi
	4	5	Panigrahi Pentha Street
	4	6	Kumbhara Street
	5	7	Pandara Street
	5	8	Sitaram Sahi
	6	9	Adua Sahi
	6	10	Balinki Peta
	6	11	Meta Sahi
Selected 13 No of Slums to be taken up from Ward No:-7 to 15	7	1	Mangalbaram Peta
	7	2	Prahallad Nagar
	8	3	Sita Dhimbira Sahi
	9	4	Gobachha Nagar
	9	5	Mochi Sahi
	9	6	Nirakar Nagar
	10	7	Medri Street
	11	8	Leprosy Colony
	11	9	Nilakantheswar Smasan Padia
	12	10	Mathura Nagar
	13	11	Balaji Pentha Street
	13	12	Tribeni Nagar
	14	13	Dhoba Sahi
Selected 14 No of Slums to be taken up from Ward No:-16 to 20	17	1	Adua Billa Sahi Shanti Nagar Bila Sahi
	17	2	Bhabani Nagar
	17	3	Brundabati Nagar
	17	4	Burma Colony
	17	5	Dasiri Sahi

	17	6	Mukteswar Bila Sahi
	17	7	New Street Near ORT Colony-Gate Bazar
	18	8	Invalid Peta
	19	9	Badhei Sahi
	19	10	Bhandari Sahi
	19	11	Damba Sahi
	19	12	Gollapalli Street
	19	13	Raghunath Mandira Street
	20	14	Muktipatha Street
Selected 13 No of Slums to be taken up from Ward No:-21 to 28	21	1	Bandha Sahi
	21	2	Bijipur Sana Bauri Street(Laxmi Street)
	21	3	Boarding Sahi
	21	4	Canal Street(In front of Hotel Moti)
	21	5	Kalua Sahi
	21	6	Ratha Street and Canal Street
	21	7	Sunari Bandha Sahi
	22	8	Beda Bandha Street
	23	9	Deepa Street
	23	10	Kadalibada Street
	23	11	Main Road Dhoba Sahi
	23	12	Medri Street
	24	13	Trinath Mandir Street
Selected 12 No of Slums to be taken up from Ward No:-29 to 33	29	1	Deepa Harijan Sahi
	29	2	Srikrushna Nagar
	30	3	Chancheda Pathara
	30	4	Chandrasekharapur Road
	30	5	Dandasi Sahi
	33	6	Bada Sahi
	33	7	Bapuji Nagar
	33	8	Bauri Sahi
	33	9	Chandi Sahi
	33	10	Dandasi Sahi Adua Sahi
	33	11	Jail Road
	33	12	South Sahi
Selected 9 No of Slums to be taken up from Ward No:-34 to 37	34	1	Brundaban Nagar
	34	2	Industrial Area
	34	3	Lanjipalli Tota Sahi
	34	4	Subasha Nagar
	35	5	Ankuli Main Road & Dhoba Sahi
	35	6	Badaghar Street
	35	7	Kaji Sahi
	35	8	Nigam Nagar
	35	9	Redika Street