February 2016

EXPRESSION OF INTEREST FOR SUBCONTRACTOR Consultancy Services for contribution of specific technical expertise on IUWM Implementation Terms of Reference for Sub Contractor under Project on Adopting Integrated Urban Water Management in Indian Cities (AdoptIUWM)

1.0 Background

This Expression of Interest is for the Constitution of Pool of Sub Contractors under the European Commission funded Project on Adopting Integrated Urban Water Management in Indian cities (AdoptIUWM). ICLEI South Asia is the lead partner for the project; ICLEI European Secretariat and Association of Flemish Cities and Municipalities are the European partners for the project (hereafter collectively referred to as ‘Project Partners’).

The aim of the project is to build the capacity of Indian local authorities (LAs) to undertake water sector reforms through the adoption of Integrated Urban Water Management (IUWM) principles and practices in their planning and implementation processes. The key sectors on which the project focuses are water, wastewater and storm water. Since waste disposal also impacts quality of water in Indian cities, interactions between waste and water are also included.

The Project is being implemented in 2 cities in Rajasthan and 2 cities in Maharashtra. These cities are:

- Rajasthan: Kishangarh (Ajmer district), Jaisalmer (Jaisalmer district)
- Maharashtra: Solapur (Solapur district), Ichalkaranji (Kolhapur district)

The key components of the project are:

- Capacity building of identified key stakeholders in cities on planning and management of water and allied sectors on the basis of principles of IUWM.
- Development of Integrated Urban Water Management (IUWM) toolkit for Indian cities based on ‘SWITCH: Managing water for the city of tomorrow’ Training kit; and experiences from project implementation in the 4 project cities.
- Development of IUWM based city level actions for project cities to enable integration across water and allied sectors (short term, medium term and long term).
- Implementation of 2 pilot projects in each city to demonstrate alternative low cost technology options for improving service delivery, especially to the urban poor.
- Propagating adoption of IUWM toolkit by Ministry of Urban Development as a planning tool for Indian cities.
- IUWM toolkit dissemination at National and International level.

2.0 Purpose

The purpose of this Expression of Interest is to invite Sub Contractors (Individual Consultants or institutions) to form a Pool for providing technical expertise to the Project cities for implementation of pilot projects, and other aspects of the project, where needed. Details of scope of work are given in the subsequent section.
3.0 Detailed scope of work

The detailed scope of work for the Subcontractor is as given below:  

- **Guidance to project cities on implementation of pilot projects:** Through stakeholder consultations, 2 pilot projects (Section 4.0) have been identified in each project city for implementation in socio economically weak areas of the city. The Subcontractor(s) would be required to guide the city officials, stakeholders, project Contractor (where applicable) and project team on various aspects of implementation of the pilot project like feasibility assessment, tendering, construction supervision, M&E plan formulation, O&M plan formulation, costing estimates, financial feasibility, payback period of the project and any other requirement that may arise. Under some pilot projects, Project Contractor might be selected through tendering process. The Subcontractor(s) would be responsible for ensuring handholding and guidance to selected Contractor(s) to ensure successful implementation of the pilot project. Subcontractor(s) would be required to ensure that designing and implementation of pilot project is in accordance with the standards set by local, state level and National level Authorities.

Other than this, the Subcontractor can also provide inputs on the following aspects, where required.  

- **Contribution to Indian adaptation of IUWM toolkit:** Technical inputs on select aspects of the IUWM Toolkit, especially on technologies and case studies related to water and allied sectors in accordance with the principles of IUWM.  
- **Contribution to formulation of Action Plan for the city and for Pilot Projects:** A set of actions are being developed for project cities to help cities undertake integration across water and allied sectors in future (short term, medium term and long term). Based on the existing condition of water and allied infrastructure, the Subcontractor(s) would be required to guide the cities formulate the most suited actions in terms of financial, social and environmental sustainability. Subcontractor(s) would also be required to contribute towards formulation of the Action plan document which will require inputs on city level actions for IUWM based integration of sectors and on selected pilot projects.  
- **Contribute to Focus Group Discussions (FGDs) or other consultations:** Subcontractor(s) would be required to participate in the Focus group discussions associated with the selected pilot projects. For the city/cities in which the pilot projects selected by the Subcontractor(s) are located, the Subcontractor(s) would be required to participate in 1 Focus group discussion for formulation of city level action plan and 1 slum level focus group discussion for each pilot project (3 to 4 FGDs).  
- **Contribution to Training programmes in Project cities:** Training programmes on IUWM would be undertaken in each project city by ICLEI South Asia. Based on the issues faced by the Project cities, technical training module(s) would be prepared by ICLEI South Asia and Partners. In addition to these training modules, Subcontractor(s) would be required to develop one training module along the lines of their expertise (in consultation with ICLEI South Asia and Project Partners), develop training material for this module and would be required to undertake training for this module in all 4 Project cities. Subcontractor(s) would also be required to undertake training on this module at the National Level Workshop (and Closure workshop, if required).  
- **Coordination with ICLEI South Asia team and Project partners on project activities**  
- **Participation in IUWM workshops** (National workshop, National level training programme and Closure workshop).
Contribution to Reporting to European Commission (where required): The Subcontractor(s) would be required to contribute to Narrative reporting that would be submitted to European Commission by ICLEI South Asia at the end of each project year or as required by European Commission. In case of any financial or technical queries from European Commission or Project team, the Subcontractor(s) would be required to provide the relevant information.

Addressing selected issues identified by the city: The Subcontractor(s) would be required to give inputs towards addressing the specific issues identified by the project cities as part of the City Action plan. These identified issues are (a) Reduction of Non-Revenue water (Solapur), (b) Water Quality management (Ichalkaranji), (c) Wastewater treatment of nallahs entering the pond (Kishangarh) (d) Conservation of Water Resources (ponds and traditional water harvesting structures) (Jaisalmer)

Any other requirement that might arise during the term of the project

Successful implementation of the selected pilot projects and their documentation would be the top most responsibility of the Subcontractor(s). Subcontractor(s) are required to indicate 2 pilot projects on which they would provide technical guidance. These pilot projects can be in the same city or in different cities. These pilot projects would be the key responsibility of the Subcontractor(s) and the Subcontractor(s) would be responsible for related data procurement, quantification, designing, mapping, drawing, data collection, site detailing, tendering, quantification, costing or any other requirements associated with the pilot project. Where required, tenders for construction components under the Pilot Project would be floated separately by the respective Municipality or ICLEI South Asia. Other than the pilot projects, the Subcontractor(s) would be required to give technical inputs on other aspects of the project, listed above. It should be noted that both pilot projects would not be started simultaneously.

Subcontractor(s) who might be interested in taking up more than 2 pilot projects can mention the same in the proposal. Decision on Subcontractor(s) taking up more than 2 pilot projects would be taken on case to case basis depending upon the capability of the Subcontractor(s). In cases where Subcontractor(s) inputs are considered valid for only one pilot project, the same can also be considered by ICLEI South Asia.

4.0 Selected Pilot Projects

2 pilot projects for implementation in socio economically weak areas have been selected in each project city. For the purpose of this tender, the following pilot projects are still open.

1. Solapur Pilot Projects
   a. Improved slum infrastructure for one slum pocket (defunct community toilets and/or stand posts, etc.)
      (primarily water related infrastructure)

2. Ichalkaranji Pilot Projects
   a. Wastewater treatment for Kala Nallah near Indira Nagar using decentralized treatment plant and reuse this water for supply to industries and slums for secondary purposes
3. **Kishangarh Pilot Projects**
   a. Improvement of defunct community infrastructure in select slum pocket with focus on 100% door to door collection in the selected pocket (improvement of community toilets/stand posts and door to door collection)

4. **Jaisalmer Pilot Projects**
   a. Revival of one small pond/Traditional Rain Water Harvesting structure
   b. Plastic waste management (and reuse) for select pocket/ward

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### 5.0 Duration of Contract

Duration of the contract would be for the duration of the project. The Subcontractor(s) would be required to contribute to the Project from the date of signing of Contract to the end date of Project (July 31st, 2016; with proposal for extension till March 2017). Since reporting for the Project (financial and narrative reporting) can continue for 3 or more months beyond the date of closure, additional inputs from Subcontractor(s) might be sought during this period.

In case of project extension, the Subcontractor(s) would be required to continue his/her inputs till the date of extension and the subsequent reporting period. In case of ‘no cost extension’, no additional payments would be made to the Subcontractor(s). In case of project extension with payment, the Subcontractor(s) would be paid on pro rata basis. The Scope of work would remain the same, unless additional inputs are required by European Commission.

Activity wise man-days required for each component are indicated below.

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### 6.0 Selection of Subcontractor(s)

The selection of Subcontractor(s) would be on the basis of Technical and financial bid submitted by the Subcontractor(s). 70% weightage would be given to the technical suitability of the Subcontractor(s) and 30% to financial bid. Technical Bid should cover the following aspects:

1. CV of key personnel (World Bank format, Max 2 pages).
2. Details of organization/institute (Only in case of Institutes). In case of institutions, CVs of key personnel along with time distribution should be given.
3. Selected Pilot projects (2 nos) and reasons for selection (Maximum 500 words)
4. Outline of how the Subcontractor(s) can contribute to the overall project (Max 500 words)
5. Proposed Methodology for implementation of selected pilot projects (2 nos) (Max. 500 words)

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<thead>
<tr>
<th>Activity</th>
<th>Key components</th>
<th>Minimum man-days required for overall project</th>
<th>Maximum man-days required for overall project</th>
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</thead>
<tbody>
<tr>
<td>Coordination and</td>
<td>Contribution to Toolkit</td>
<td>5</td>
<td>10</td>
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<tr>
<td>Advisory inputs</td>
<td>IUWM workshops</td>
<td>3</td>
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</tr>
<tr>
<td>Others</td>
<td>Coordination with Project Team</td>
<td>3</td>
<td>5</td>
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<tr>
<td>Others</td>
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<tr>
<td>City level activities</td>
<td>Contribution to Focus Group Discussions</td>
<td>5</td>
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<tr>
<td></td>
<td>Contribution to development of City level and Pilot Project related Action Plans and related documents.</td>
<td>3</td>
<td>5</td>
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<td></td>
<td>Training Programmes</td>
<td>6</td>
<td>10</td>
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<tr>
<td>Pilot Project Implementation</td>
<td>Technical inputs on implementation of both pilot projects</td>
<td>20</td>
<td>30</td>
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<tr>
<td>Total</td>
<td></td>
<td><strong>45</strong></td>
<td><strong>74</strong></td>
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</tbody>
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6. Indicative timeline Financial bid should include:
   - Cost of man-days (unit rate)
   - Minimum and maximum number of days that can be committed by the Subcontractor(s)
   - Any additional costs/overheads/administrative charges. Travel, per diems (where applicable) and accommodation expenses should be quoted separately as part of the bid.

Brochures for showcasing related works undertaken by the Subcontractor(s) can be shared. Institutions should also submit their company brochure.

7.0 Eligibility
The following criterion for eligibility would be considered
1. Minimum experience of 10 years in water sector and/or allied sectors. Experience in working across sectors would be preferred.
2. Institutions as well as individual consultants can apply. For institutions, minimum experience of 5 years in water and allied sectors is required.
3. Should have prior experience of working in projects related to water and allied sectors in India for at least 5 years.
4. Minimum desired qualification is a Post graduate degree from recognized institution, preferably in water or environment related sectors. For candidates, without a Post Graduate degree, minimum 15 years of work experience in related projects is required.
5. Subcontractor(s) should be able to undertake travel to project cities.

8.0 Deliverables
The following deliverables are required from the Subcontractor(s)
1. Background document giving details of the selected pilot projects
2. Documents on various aspects of implementation of the pilot projects like feasibility assessment, tendering (bid process management and selection), construction supervision, monitoring and evaluation plan formulation, designing, detailing, mapping, O&M plan formulation, M&E framework, costing estimates, financial feasibility, payback period of the project and any other requirement that may arise for successful implementation of selected pilot project. Successful implementation of the pilot project would be the responsibility of the Subcontractor(s).
3. Training programme in all 4 project cities and at National level workshop (and Closure workshop, if required) and preparation of training material for the same in the form of presentations and practical training/group exercises.
4. Participation in Focus group discussions in selected cities and selected slum pockets and report on FGDs (city level and slum level) giving details of contribution to Action plan
5. Act and contribute as member of Project Management Committee, where required.
6. Action plan (in format given by ICLEI South Asia) for the city (ies) and selected pilot projects to enable integration within and across water and allied sectors.
9.0 Conflict Resolution
In case of a conflict, the same would be addressed through mutual discussions. In case the conflict cannot be mutually sorted, the Lead Partner’s (ICLEI South Asia) decision would be final and binding.

10.0 Termination of Contract
In case the Subcontractor(s) is unable to perform as per the expectations of the Project partners and/or project cities, the Contract of the Subcontractor(s) can be terminated based on mutual consent. In case of contract termination, the Subcontractor(s) would be paid on the basis of deliverables completed to the satisfaction of Project Partners.

11.0 Force Majeure
In case of extraordinary events under force majeure, the terms of contract can be redrafted through mutual consent. In such cases, none of the parties can be held liable under the Contract.

12.0 Date of Submission and Notification
Subcontractor(s) are requested to submit their bids by 15th April 2016. The shortlisted Subcontractor(s) would be notified through email latest by 15th May 2016. First revision: Extension of deadline for submission of proposals to 10th June 2016.

13.0 Release of Payment
1. First installment: At the time of signing the contract (20%)
2. Second installment: (25%)
   a. Submission of background document giving details of selected pilot projects
   b. Satisfactory submission of document(s) on various aspects of pilot project detailing (as given in Section 8) and tendering (where required)
3. Third installment: (30%)
   a. Training programmes in 4 project cities and preparation of training material for the same
   b. Participation in Focus group discussions in selected cities and selected slum pockets and report on FGDs (city level and slum level) giving details of contribution to Action plan
   c. Successful completion of pilot project
4. Fourth installment: (25%)
   a. Successful functioning of pilot project for 3 months
   b. Action plan (in format given by ICLEI South Asia) for the city (ies) and selected pilot projects to enable integration within and across water and allied sectors.
   c. Training Programmes at National workshop (and Closure workshop, if required).
   d. On acceptance of all the necessary documents listed in work order/under section deliverables as per satisfaction of Project Partners.
14.0 General Conditions

1. The project is being proposed under AdoptIUWM Project funded by European Commission. ICLEI South Asia is responsible for managing the project and for ensuring timely payments, through project funding. Project cities have no liability towards financial payment to Subcontractor(s).

2. ICLEI South Asia reserves the right to verify any information provided, or to request additional information after EOI packages are received.

3. All data and information received from ICLEI South Asia for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without written approval from ICLEI South Asia.

4. Correspondence related to this EOI should be addressed in writing only.

5. ICLEI South Asia reserves the right to modify/cancel this call for Expressions of Interest as may be required.

6. Details provided for the pilot project in this document are preliminary and the Subcontractor(s) would be required to source the exact details that they require from the site or from other sources, in consultation with ICLEI South Asia.

7. The Subcontractor(s) would be required to work in consultation with the Project Management Committees, Core Teams, Stakeholder committees, Municipalities and all other stakeholders related to the selected pilot projects.

14.0 Contact Information

Please email the Expression of Interest to meesa.tandon@iclei.org. For further information, please contact:

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