



GOVERNMENT OF TAMIL NADU

Commissionerate of Municipal Administration

**Urban Administrative Building, 11th Floor, Raja Annamalaipuram,
MRC Nagar, Chennai-28**

Phone: (044) 29864457 Website: <https://tnurbantree.tn.gov.in>

Email: pao.tncma@nic.in

INDIA

Loan No. 8488 IN

Request for Expression of Interest

The State of Tamil Nadu, India has received a loan from the international Bank for Reconstruction and Development (IBRD) and intends to apply a part of the loan proceeds to make payments under the contract for engaging a consultancy services for preparation of Sustainability Plan for the Technical Expert Cell's functions and responsibilities after the projects closing date for 3 Model Cities namely Erode, Vellore and Hosur City Municipal Corporations.

Objectives:

The Sustainability Plan shall outline the course of action to be taken by the Model City with respect to the job roles and responsibilities under taken by the Technical Experts Cell.

Scope of Works:

The detailed scope of work will include

- ✓ Analysis of the improvement in the organizational capacity during the term of the programme. Towards this, the ULB may compare the personnel capacity, internal systems and processes of the organization vis-a-vis what was reported in the Capacity Enhancement plan.

- ✓ Assess the Capacity gaps in the ULB and suggest recommendations for improving the same including the support needed by the Commissioners / Top Management
- ✓ Mapping of the functions, roles and responsibilities of the TEC in the Eligible ULBs as well as evaluation of the performance of the TEC till date.
- ✓ Explain the management of various Central / State and ULB schemes.
- ✓ Diagnostic review and recommendations for strengthening of organizational capacity and staffing pattern of the ULB across primarily the professional / managerial cadre with specific focus on personnel capacity to handle the roles and responsibilities of the TEC
- ✓ Recommendations on the technical expert cell's functions and responsibilities after the Project's Closing Date
- ✓ Specific recommendation to maintain the TEC positions (all or part) through extension of Contract or alternatively make recommendations for mainstreaming of those capacities within the ULB through a proper handover process.

The Terms of Reference (ToR) for the above assignment and Request for Expression of Interest (EoI) are available from the Commissionerate of Municipal Administration, MRC Nagar, Chennai-28 and in the website: <http://tnurbantree.tn.gov.in>

(Please check in "What is New" Section in the Website)

The Commissioner of Municipal Administration now invites Institutions and Consultancy firms to register their interest with the following details for the Preparation of Sustainability Plan for the Technical Expert Cell's functions and responsibilities after projects closing date for 3 Model Cities.

- a) Name, address and fax number of Consultancy Firm
- b) Ownership and Organizational Structure of the Firm
- c) Financial Statement for the last three years
- d) Name and short CV's of Key Staff (Format enclosed)
- e) Details of Experience in Similar nature of the assignment

Expression of Interest must be submitted during office hours on or before 11.12.2020 to the above address: Documents received thereafter will not be accepted.

On the basis of obtained information from interested Consultancy firms, the Commissioner of Municipal Administration will prepare and short list of Six Consultants who will be invited to submit their proposals.

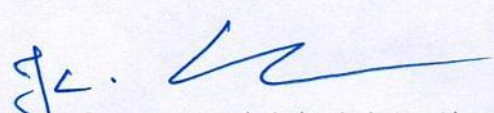
Interested parties may obtain further information about the assignment from the following officers

Contact personnel:

- 1) Thiru. R. Lingasamy, Procurement and Financial Management Specialist, TNSUDP, O/o CMA.
Mobile Number: 94443 43063
- 2) Thiru. K. Seenuvasan, Urban Development Specialist,
TNSUDP, O/o CMA
Mobile Number: 94449 40005

Sd/-K. Baskaran
Commissioner of Municipal Administration

/True copy/


For Commissioner of Municipal Administration


23/11/2020

TERMS OF REFERENCE

To engage consulting services for Preparation of Sustainability Plan for the Technical Expert Cell's functions and responsibilities after the Project's closing date for Three Model Cities namely Erode, Vellore and Hosur City Municipal Corporations)

Background

Tamil Nadu is the eleventh-largest state with an area of 130,058 square kilometres (sq.km.) and the seventh-most populous state in India. As per the 2011 census, the state has a population of 7.2 crore out of which 48.45% of the population are living in urban areas. The increase in urbanization is due to better living standards, employment opportunities, education, industrialization, etc.

The World Bank (WB) has had a long partnership with the Government of Tamil Nadu (GoTN) in the area of urban development starting from the 1980s with Chennai centered MUDP I & II to three consecutive statewide urban development programs. These projects, in addition to creation of infrastructure assets, have influenced reforms in urban sector as well as build new institutions such as the Tamil Nadu Urban Development Fund (TNUDF). These projects have been going hand-in-hand with urban sector reforms in the state where, Tamil Nadu (TN) has been one of the leading states in India.

TNSUDP is in continuation to the series of urban development projects supported by WB in Tamil Nadu. TNSUDP consists of 3 components viz Urban Governance Component, Urban Investment Component and Urban Sector TA Component. One of the main Project Development Objective (PDO) of TNSUDP is to pilot urban management reforms in Tamil Nadu and to improve urban services in participating Urban Local Bodies (ULBs) in a financially sustainable manner.

The main objective of the Urban Governance Component is to demonstrate effective models of urban management. The component employs a results-based approach to urban reforms by empowering and incentivizing the ULBs to improve governance, transparency and accountability as well as enhanced municipal service delivery performance. Towards this, TNSUDP utilizes Disbursement Linked Indicators (DLIs) framework whereby it ensures that the ULBs shall be supported only if they meet certain pre-defined policy or

institutional reform targets. Erode, Vellore and Hosur City Municipal Corporation have been selected as Model Cities for support under this component.

2. Establishment of Technical Experts Cells in Model Cities:

Each Model City has to achieve 3 to 4 Disbursement Linked Indicators (DLIs) every year from 2015-16 to 2020-2021 to receive financial assistance under this component. To assist each Model City in achieving the Disbursement Linked Indicators (DLIs) every year and to support project implementation and in project delivery, a Technical Expert Cell (TEC) was established for a period of 4 years in each Model City on 24.02.2016 as per the orders in G.O.(2D) No 83 MA&WS Department dated 26.11.2015.

The Technical Expert Cell (TEC) has been staffed with the following personnel with wide range of expertise in the Urban Management and reform space.

Sl.No.		Erode	Vellore	Hosur
1.	Urban Planner	1	1	1
2.	Municipal Finance Specialist	1	1	1
3.	Urban Infrastructure	1	1	1
4.	IT Specialist	-	1	-
5.	HR Specialist	1	-	-

The Technical Expert Cell (TEC) have facilitated the City Government Departments and city level entities, authorities and agencies and co-ordinated with them on various ULB activities on a regular basis. Apart from the assistance in ensuring improved efficiency and effectiveness of the ULB process, the Technical Expert Cell (TEC) have assisted the Model City in meeting the Disbursement Linked Indicators (DLIs) as follows

- The Technical Expert Cell assisted the Model City by undertaking a diagnostic assessment of the ULBs organisational capacity covering aspects like Staffing, Service Rules, HR Processes, Succession Planning and handover, training etc. Based on the assessment, a capacity

enhancement plan which provides as action plan for strengthening the organisational capacity of the Model City was prepared.

- The Technical Experts Cell assisted the Model City in timely completion of Annual Accounts and in Budgeting process.
- The Technical Experts Cell assisted the Model City in selection of suitable specified area within the jurisdiction of the Model City for urban design improvements and in preparation of Urban Design Improvement Plan for that area through consultative process.
- The Technical Experts Cell prepared a Multiyear Capital Investment Plan and assisted in aligning the Budgets in line with the plan.
- The Technical Experts Cell assisted the Model City in undertaking a diagnostic assessment of the ULBs finance covering major revenue heads and identified avenues for increasing revenue potentials and prepare a road map for improving the revenue realisation over the medium term (Revenue Improvement Plan).
- The Technical Experts Cell assisted the Model City in preparing an E-Governance Action Plan as well as assisted the Model City in finalizing as well as integrating the E-Governance processes in to the ULBs workflow process.

3. Objectives:

The Sustainability Plan shall outline the course of action to be taken by the Model City with respect to the job roles and responsibilities under taken by the Technical Experts Cell.

4. Scope of Works:

The detailed scope of work will include

- ✓ Analysis of the improvement in the organizational capacity during the term of the programme. Towards this, the ULB may compare the personnel capacity, internal systems and processes of the organization vis-a-vis what was reported in the Capacity Enhancement plan.
- ✓ Assess the Capacity Gaps in the ULB and suggest recommendations for improving the same including the support needed by the Commissioners / Top Management

- ✓ Mapping of the functions, roles and responsibilities of the TEC in the Eligible ULBs as well as evaluation of the performance of the TEC till date.
- ✓ Explain the management of various Central / State and ULB schemes.
- ✓ Diagnostic review and recommendations for strengthening of organizational capacity and staffing pattern of the ULB across primarily the professional / managerial cadre with specific focus on personnel capacity to handle the roles and responsibilities of the TEC
- ✓ Recommendations on the technical expert cell's functions and responsibilities after the Project's Closing Date
- ✓ Specific recommendation to maintain the TEC positions (all or part) through extension of Contract or alternatively make recommendations for mainstreaming of those capacities within the ULB through a proper handover process.

5. Period of Assignment: 5 Months

6. Informations and documents to be provided by the Client / The Commissioners of Model Cities:

1. The Documents prepared by the Model Cities such as
 - a Revenue Improvement Plan,
 - b) Capacity Enhancement Plan,
 - c) Multiyear Capital Investment Plan,
 - d) E-Governance Action Plan and
 - e) Urban Design Investment Plan.
2. Details of Works attended by each expert in the TEC for the past 4 years.
3. Work allocation to each officer / staff working in the Model Cities.
4. Details of training undergone by each staff.
5. Other informations required by the Consultant for preparation Sustainability Plan

7. Role and Responsibilities of Clients:

i. Commissioner of Municipal Administration

In the capacity of Nodal Agency, the Commissioner of Municipal Administration shall be responsible for the overall monitoring in the preparation of Sustainability Plan for each Model City. The Commissioner of Municipal Administration shall supervise on a

regular basis the preparation of Sustainability Plan and co-ordinate with the officers in the Model Cities and Team Leader, TEC

ii. Commissioners of Model Cities

- a) The Commissioner of Model Cities and other Senior Officers shall work with the Consultant appointed for the preparation of Sustainability Plan.
- b) Provide adequate furnished working space to the Consultant whenever they visited the Model Cities.

9. Key Personnel:

The following key personnel will need to be deployed for the preparation of Sustainability Plan for each Model City namely Erode, Vellore and Hosur Corporations

Position	Qualification and Experience
HR Specialist (Team Leader)	Public Administration / MBA (HR) or equivalent with more than 15 years experience in similar nature of work
Finance Specialist	Public Finance MBA /CA with more than 10 years experience in Urban Finance
Urban Infrastructure specialist	Master Degree in Civil Engineering / Structural Engineering / Environmental Engineering with more than 3 years experience in developing Urban Infrastructures or Bachelor Degree in Civil Engineering / Structural Engineering / Environmental Engineering with minimum 5 years experience in developing Urban Infrastructures
Urban Planning Specialist	Master Degree in Urban Planning or equivalent with more than 5 years experience in Urban Development activities or Bachelor Degree in Urban Planning or equivalent with minimum 10 years experience in Urban Development Activities
IT Specialist	BE (CS) / B.Tech (CS / IT) with minimum 5 years experience

9. Review Committee:

The following Officers will review the deliverables submitted by the consultant in each stage.

1. The Commissioner of Municipal Administration or his nominee
2. Joint Commissioner of Municipal Administration, O/o CMA.
3. Financial Advisor, O/o CMA.
4. The CE or SE (TNSUDP).

5. Joint Director (C), O/o CMA
6. Procurement and Financial Management Specialist, TNSUDP, O/o CMA.
7. Urban Development Specialist.(TNSUDP)
8. The Commissioner of Model City.
9. City Engineer / Municipal Engineer of Model City.
10. Assistant Commissioner (Accounts) of Model City.

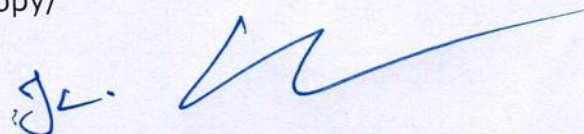
10. Payment:

The professional fee will be paid to the consultant by the Commissioner of Municipal Administration at each stage within 15 days after reviewing and accepting the deliverables as follows:

Report	Period of Submission	Percentage of Consultant Cost
Inception Report	One month from the date of issue of Work Orders	10%
Interim Report	In the next one month from the date of submission of inception report	25%
Draft Final Report	In the next two months from the date of submission of interim report	30%
Final Report	In the next one month from the date of submission of draft final report	35%

Sd/- K. Baskaran
Commissioner of Municipal Administration

/True Copy/



For Commissioner of Municipal Administration

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29/4/2020

**FORM TECH-6
(CONTINUED)**

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks in which the Expert will be involved}	

Expert's contact information: (e-mail....., phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

		{day/month/year}
Name of Expert	Signature	Date

		{day/month/year}
Name of authorized Representative of the Consultant (the same who signs the Proposal)	Signature	Date