

**EXPRESSION OF INTEREST
CUM
REQUEST FOR PROPOSAL (RFP)**

**Engagement of Individual Consultant for State Project Coordination Unit (SPCU) at Lucknow under
U.P. Pro Poor Tourism Development Project**

A. BACKGROUND

1. The state of Uttar Pradesh (UP) is India's biggest tourist draw, attracting 155 million domestic and 1.8 million international tourists out of 748 million domestic and 6.2 million international tourists visiting India in 2011. These tourists contributed a total of USD 6 billion to Uttar Pradesh's economy in 2011. Despite such staggering numbers, tourism's economic (and service delivery) benefits have had little trickle-down effect in the state in general, in the communities adjacent to these cultural assets in particular. Paradoxically, Uttar Pradesh remains India's third most lagging state, with a 37.7 percent poverty rate. The majority of tourism earnings are captured by airlines, travel agencies and tour operators. Additionally, the iconic built and living assets in Uttar Pradesh are not only home to some of the state's poorest communities, but they are also facing great threats.

Department of Tourism, Government of Uttar Pradesh (GoUP) ("the Authority") is implementing "Pro Poor Tourism Development Project" with the financial assistance of World Bank ("the Project"). The proposed the Project aims to address this paradox by unlocking the potential of UP's unique heritage through pro-poor tourism development for inclusive growth and poverty reduction in asset-rich, but lagging areas in the state. Ultimately, the Project is expected to improve living standards, create job opportunities, while protecting the state's unique heritage, with the poor population living in selected destinations along the Buddhist Circuit, the Braj region and Agra being the main beneficiaries.

The Project targets the three main tourist areas in the state – Agra, the Braj region and the Buddhist Circuit; where some of India's and Uttar Pradesh's prime and greatest wealth of heritage assets meet some highest poverty rates. The Project targets 11 destinations within these three areas, including: Agra, as well as Mathura, Vrindavan, Barsana, Nandgaon, Gokul-Mahavan, Baldeo and Govardhan in the Braj region, and Sarnath-Varanasi, Kushinagar and Sravasti in the Buddhist Circuit.

To this end, the Project is expected to provide GoUP with policies, approaches, capacities and financing to help structure its tourism economy in a pro-poor way, (i) increasing the benefits to the state's residents and its poor through the provision of jobs and public services to some of the poorest communities in the state living in heritage rich, but lagging areas,(ii) enhancing the management of the state unique natural and cultural assets as endogenous sources of inclusive growth, and (iii) enabling productive private subprojects and associated job creation opportunities especially to the youth and women.

The Project has four proposed components: (i) destinations coordination and governance, (ii) development and management of tourist products, (iii) support to local creative economy, and (iv) project management. The key partners and implementing agencies of the Project will include the respective Municipal Administrations and Development Authorities, Town Panchayats, Archeological Survey of India, Public Works, Forestry Department, among others.

2. It is proposed to establish a State Project Coordination Unit (SPCU) at state level to support the Department of Tourism in the various activities related to the implementation of the UP Pro Poor Development Project in the State. The SPCU shall be responsible for achievement of the various deliverables of the project in the State of Uttar Pradesh including a) preparing proposals/plans/projects, deliverables to be presented before the empowered committee for decision making; b) assisting in designing and preparing training modules, dissemination materials etc. related to project; c) they will be responsible for monitoring the progress at field level in the issues related to work quality, benchmarks, timelines and other performance indicators by using MIS and other tools for effective and efficient functioning etc ;d) they will assist the Development Authorities

(implementing agencies) in the project implementation and also expected to support and hiring of local teams;

3. Department of Tourism, GoUP invites application from experienced professionals (Individual Consultants) for a full time Consultants of the State Project Coordination Unit (SPCU) at Lucknow towards successful execution of the UP Pro Poor Tourism Development Project.

B. EXPRESSION OF INTEREST CUM REQUEST FOR PROPOSAL (RFP)

1. Team Structure and other requirements

In the first phase of the project, following experts are required for SPCU :-

Sl. No	Name of Post	Numbers
1.	Project Coordinator (full time)	01
2.	Financial Management Expert (full time)	01
3.	Environment Expert (full time)	01
4.	Civil Engineer (full time)	01

The detailed Terms of Reference along with the Scope of Works including Eligibility Criteria & Required Qualifications is given at **Annexure I**.

2. General Terms

- a) All communications including Expression of Interest cum Request for Proposal (RFP) and Expert's contract for the proposed consultancy will be issued in English language only.
- b) Proposals submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected
- c) The Expert will be selected in accordance with the Quality Cum Cost Based System (QCBS) procedures described in this RFP and in accordance with the procurement guidelines for the Selection of Experts/Consultants/Advisors, Developers for PPP Projects & Private Partners for Disinvestments in Uttar Pradesh, Department of Infrastructure Development, Government of Uttar Pradesh.
- d) The selected Expert will have to sign an Agreement with the Authority.
- e) The Proposal shall be valid for a period of 90 days from the date of opening of the Financial Proposal.
- f) No Applicant shall submit more than one Proposal for the consultancy.
- g) The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process, visits to the Authority, etc. The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

3. Right to reject any or all Proposals

- a) Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance rejection or cancellation, and
- b) The Authority reserves the right to reject any Proposal if:
at any time, a material misrepresentation is made or uncovered, or the Applicant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal.

4. Reporting and Output

This is a full time position and shall be based at Lucknow (within DoT office) and work closely with the officials of DOT. The experts shall report directly to the Additional Chief Project Director through the Project Director, DoT, GoUP. It is the sole responsibility of the respective experts to provide outputs by way of periodic reports, technical preparation/supervision, reports, reviews on various documents and other matters related to the Project.

5. Compliance with Regulatory Requirements

The assignment must be conducted in accordance with relevant environmental, social and cultural/heritage laws, regulations, and any other requirements of the Government of India (GoI) and

the Government of Uttar Pradesh (GoUP). On Resettlement & Rehabilitation (R&R) issues, the assignment will take into account the provisions of the National Laws and R&R Act 2013.

If the Department of Tourism obtains information on the conduct of any Experts of SPCU which is a criminal offence under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the Department will hold no liabilities towards this misconduct and will inform the Vigilance Office and in addition can initiate disciplinary actions.

6. Support from GoUP

The consultancy will be extended full support from the State Tourism Department, GoUP, through its designated representatives, regarding access to basic available data and information relevant to the preparation of the documents as well as to key agencies and other stakeholders. The consultancy will also be extended advisory support from the World Bank on its policies and the project, as appropriate.

However, it is the sole responsibility of the qualified experts to contact the identified stakeholders, gather the necessary information, synthesize and analyze it as well as prepare all the assignment deliverables satisfactory to the GoUP and the World Bank. All information gathered belongs to the GoUP and the World Bank's Project teams.

7. Period of Services

The consultancy will be initially for three years, with the possibility of renewal subject to work requirements and satisfactory performance of the Experts. The appointment is only for the contract period and the candidate will not have any lien to the Authority in any manner after the end of the contract period.

8. Remuneration and Reimbursable expenses, support to be provided by the Authority

- The Experts are eligible for Monthly Retainership Fees, Travel Allowance and Daily Allowance equivalent to Class 1 Officers (Grade Pay @ 10000/=) of Government of Uttar Pradesh. The monthly retainership fees shall not exceed to the aggregate of the upper limit as admissible in pay scale of PB-4 Rs 37400/- to Rs.67000/- grade pay @ Rs 10000/= of Govt. of U.P.
- The Experts has to raise monthly invoice for payment of monthly Retainership Fee
- Payment has to be made within 15 days after receiving the invoice for each month.
- The Fees payable are exclusive of Service Tax and other taxes as applicable from time to time.
- TDS to be deducted as per Government Rule.
- The Experts are eligible for 15% of annual increment.
- In house infrastructure facility for office space/furniture/office equipments/office supplies will be provided to the Experts.

9. Submission of Proposal

- a) Interested experienced and qualified individual professionals (Individual Consultants) must provide information strictly as per format given at Annexure II to V.
- b) The Applicant shall provide all the information sought under this RFP. The Authority will evaluate only those Proposals that are received in the required formats and complete in all respects
 - Technical Proposal: Annexure II, III and IV
 - Financial Proposal: Annexure V
- c) The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the Applicant and Assignment/job. The original Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Applicant and Assignment/job. The Consultant shall prepare another envelope, which would contain both the envelope of Technical Proposal and the envelope of Financial proposal envelop which will be sealed and clearly marked "Engagement

Individual Consultants for State Project Coordination Unit (SPCU) at Lucknow Under U.P. Pro Poor Tourism Development Project” and delivered at the address below no later than **15:00 hours on 21st August 2017**

**Director General Tourism, Government of Uttar Pradesh
4th Floor, Paryatan Bhavan, C-13, Vipin Khand, Gomtinagar
Lucknow-226010 (Uttar Pradesh)**

- d) For assistance/query, please contact:
akspdpropoor@gmail.com, procurement.uptourism@gmail.com

10. Evaluation Criteria and Selection Process

- a) The Authority has adopted a two-stage selection process (collectively the “Selection Process”) in evaluating the Proposals comprising Technical and Financial proposals to be submitted in two separate sealed envelopes. In the first stage, a technical evaluation will be carried out as specified below.
- b) The Authority shall open the **Proposals at 15:30 hours on** the Proposal Due Date, at the Office of Director General Tourism, Government of Uttar Pradesh and in the presence of the Applicants who choose to attend.
- c) All the proposals will be scrutinized and candidates shortlisted. The Applicants will be evaluated based on appropriate marking system. The categories for marking and their respective marks are as under:

Criteria	Maximum Marks
1. Educational Qualification o As mentioned in the TOR	[20]
2. Work Experience	[70]
o Total professional experience	20
o Working Experience in the Region	10
o Working with Central Ministries/State Governments/ Urban Local Bodies	20
o Working experience with Donor Agencies like World Bank/ ADB etc.	20
3. Statement of Interest	[10]
Total Marks	100

- d) Quality and competence of the consulting service shall be considered as the paramount requirement.
- e) In the first stage, the Technical Proposal will be evaluated on the basis of Applicant’s CV, Work experience and Statement of Interest. Only those Applicants who’s Technical Proposals get a **score of 75 marks or more out of 100 (St)** will only be considered for financial evaluation. The financial proposal of others will not be considered and returned unopened after completing the technical selection process. The client shall notify the consultants, results of the technical evaluation and invite those who have secured the minimum qualifying mark for opening of the financial proposals indicating the date and time.
- f) In the second stage, the financial evaluation will be carried out. Applicant shall submit the Financial Proposal in the format at **Annexure V** clearly indicating the total cost of the Consultancy i.e. **Monthly Retainership Fee only**.
“Monthly Retainership Fee” shall include all the costs associated with the assignment. These shall normally cover remuneration for the Personnel man month.
- g) The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

- h) The Authority will determine whether the Financial Proposals are incomplete, unqualified and unconditional.
- i) The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores of all the proposals will be computed as follows:
 $Sf = 100 \times Fm/F$ (F - amount of financial proposal)
- j) Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using a weight of 70% for technical proposal and 30% for financial proposal.
 $S = St \times 0.70 + Sf \times 0.30$
- k) The Proposal securing the highest combined score and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.
- l) An Expert Committee comprising of external experts from multidisciplinary background shall be formed by the authority for evaluation of technical proposals received from the applicants. Applicants are advised that the selection of Experts shall be on the basis of an evaluation by the Authority through the Selection Process specified in this RFP. Applicants shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and Authority's decisions are without any right of appeal whatsoever.

11. Termination of Contract

The Authority, if not satisfied with the work performance of the Experts, may terminate the Contract with 30 days notice in advance. If the Experts decides to resign then he/she should give at least a month's advance notice to the Authority.

12. Acknowledgement by Applicant

It shall be deemed that by submitting the Proposal, the Applicant has:

- made a complete and careful examination of the RFP document;
- Received all relevant information requested from the Authority;
- Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP document or furnished by or on behalf of the Authority.
- Acknowledged that it does not have a Conflict of Interest.

13. Declaration:

Department of Tourism, GoUP is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, national origin, or disability.

ANNEXURE I: TERMS OF REFERENCE

1) Name of The Position: Project Coordinator

Qualifications Required:

The Project Coordinator must have a PG in Civil Engineering/Architecture/ Urban Planning or MBA in Business Management/Production & operations/Project Management from a reputed institute/university. The Project Coordinator shall have minimum of 15 years of professional experience in development sectors and must have the previous knowledge and capacity to work with Government sector.

The essential qualifications are:

- Exceptional knowledge of urban development/ infrastructure & Tourism Development related policy and management at national and city levels in India.
- Proven experience in effectively assisting urban local and state governments in Project management, including hand on support for managing diversified teams.
- Proven capacity to convene and establish strategic relationships with relevant government and expert agencies to ensure an integrated and environmentally sound approach to city/regional development planning, and environmental/social/economic standards are followed especially in infrastructure and service delivery.
- Proven experience in ably managing teams and ensuring delivery of quality results.
- Experience desirable in tourism development and heritage management including natural, built and intangible heritage within a development perspective and in a participatory manner.
- Must have knowledge of capacity building programs and previous experience in capacity building in Govt. sector is desirable.
- Knowledge of GoUP working procedures including finance & procurement will be an asset.
- Knowledge of the World Bank's Environmental & Social Safeguard Policies including finance & procurement.

Other requirements:

- Strong oral and written communication skills in Hindi and English language with a capacity to communicate effectively to a wide variety of audience, including conducting periodic presentations.
- Ability to convey ideas and positions clearly.
- Ability to manage tasks effectively.
- A strong team player with excellent leadership and interpersonal skills.
- Working computer knowledge.
- Ability to work under pressure and handle multiple activities concurrently.

The Project Coordinator at the SPCU, a technical specialist, directly supports the PD in the day to day management of the Project and personnel.

His/her primary responsibilities are inter alia to:

- Coordinate on a daily basis with the Project personnel at Department of Tourism (DoT) and at the IEs, the specialists at State Project Coordination Unit (SPCU) and the Technical Support Unit (TSU) for effective Project planning, implementation and monitoring.
- Assist the Chief Project Director (CPD), Additional Chief Project Director (ACPD) and the Project Director (PD) in carrying out any technical related directions of the Empowered Committee (EC) and the Steering Committee (SC).
- Closely monitor the Project activities on a regular basis and report any technical issues to the PD for timely action.
- Assist the Project Director (PD) and the Finance Controller (FC) in Project financial management and funds planning for IEs for smooth Project implementation.
- Provide technical guidance to the Project personnel at all levels in performing Project activities.
- Organize training to Project personnel at various levels, as needed.
- Ensure that all Project personnel submit the necessary technical reports as prescribed.

- Regularly review the Project progress and advise the PD for initiating necessary action for addressing delays and bottlenecks in Project progress.
- Assist the PD and FC in revising the Annual Procurement Plan, Quarterly Work Plans, Annual Budget and other documents and reports.
- Prepare agenda papers, minutes of Project meetings including SC and EC meetings.
- Monitor work of IEs, SPCU and TSUs specialists and issue instructions in case of non-performance.
- Coordinate with implementation support missions of the Bank.
- Ensure that all Project documentation is maintained as prescribed and is up to date.
- Assist the PD in sending all reports to the state government, central government, the Bank, and other agencies on time.

ANNEXURE I: TERMS OF REFERENCE

2) Name of the Position: Financial Management (FM) Expert

The Financial Management Expert should be a qualified Chartered Accountant with at least 08 years of relevant experience. The essential qualifications are:

- Proven experience in the maintenance of accounts, monitoring of expenditure and forecasting of the budget requirements.
- Familiarity with the use of off-the-shelf accounting packages/working knowledge of MS Office (Excel/Word/Power Point/Tally).
- Familiarity with government financial procedures and reporting including consolidation of accounts.
- Experience with Externally Aided Projects is desirable.
- Must possess good IT skills in particular MS word and MS projects.
- Ability to work under pressure and handle multiple activities concurrently.
- Excellent fluency in spoken and written English and Hindi.

Scope of Work and Responsibilities:

The main functions and responsibilities of the FM Expert are to handle/provide support in all accounts & financial matters pertaining to the project including financial sanctions, annual budget estimates, ensuring timely release of funds to implementing entities, monitoring of expenditure re-imburement from The World Bank, audit (external/ internal) and audit follow-up. S/he will ensure adherence of all agencies to the Project Financial Management Manual, and will work under the Finance Controller of the DoT. Specific tasks are:

- Assist in the preparation and consolidation of annual and revised budget estimates for the project and ensuring that activities are budgeted under appropriate budget codes to facilitate generation of financial reports.
- Prepare and review annual and quarterly budgets and annual plans of Department/ Implementing Agencies.
- Ensure satisfactory account maintenance and update by the Implementing agencies, including regular reporting to SPCU.
- Review project costing, expenditures, claims and disbursements and reconcile with information from Client Connection (Bank website).
- Visit implementing locations periodically for the purposes of monitoring, training, review of book-keeping and reporting arrangements. Report to DoT on issues and challenges.
- Monitor expenditure and receipt of reimbursement claims from the various implementing units and prepare consolidated reimbursement claims to be sent to the Controller of Aid, Accounts and Audit (CAAA)/ The World Bank.
- Monitor adequate staff capacities, skills and resources at the Implementing agencies for Financial Management. Provide/facilitate timely training to the finance staff in the various implementing units i.e. line departments and other agencies.
- Prepare consolidated annual financial statements of the project.
- Manage the internal audit of the project by a firm of Chartered Accountants (CA) and follow up compliance of audit observations.
- Follow up with implementing agencies in getting the accounts/financial statements and statements of expenditure of the project audited in a timely manner by the Accountant General/ CA in line with the TOR agreed with the World Bank.
- Facilitate in getting the accounts of the SPCU audited in accordance with the ToR agreed with The World Bank.
- Attend to audit queries and take prompt action to settle the audit objections.
- Coordinate with The World Bank and the State Finance Department on all financial matters/ release of funds.

ANNEXURE I: TERMS OF REFERENCE

1. Name of The Position: **Environment Expert**

Qualifications Required:

The Environment Expert should be a post-graduate in Environmental Engineering/Science from a reputed institute. The Environment Expert shall have minimum of 10 years of experience in environmental management with at least 5 years of the experience in carrying out Environmental Assessment (EA/EIAs), preparation of Environmental Management Plans (EMPs) and management of environmental issues in infrastructure and services provision. Background in urban environmental management programs is essential. Experience of the Tourism/Urban Sector is an asset.

The essential qualifications are:

- Exceptional knowledge of environmental policy and management at national and city levels in India.
- Proven experience in ably managing teams and ensuring delivery of quality results.
- Proven experience in coordinating quality environmental assessments and management studies
- Proven experience in effectively assisting urban local and state governments in environmental management, including support for preparation of key technical documents and clearances from competent agencies.
- Proven capacity to convene and establish strategic relationships with relevant government and expert agencies to ensure an integrated and environmentally sound approach to city/regional development planning, and environmental standards are followed especially in infrastructure and service delivery.
- Experience desirable in tourism development and heritage management including natural, build and intangible heritage within a development perspective and in a participatory manner.
- Knowledge of the World Bank's Environmental Safeguard Policies and central government in India's environmental legal requirements preferably.
- Working computer knowledge.
- Ability to work under pressure and handle multiple activities concurrently.
- Excellent fluency in spoken and written English and Hindi.

Scope of Work and Responsibilities:

The scope of work for the Environment Expert is as follows: -

- Ensure to follow the provision of Environmental and Social Management Framework (ESMF) document and all related documents for the Project. Ensure the World Bank standards and safeguards procedures are duly followed.
- Supervise the work and provide advisory and technical support to the environmental Expert/staff to be hired by the UP Tourism Department in the Project Implementation Units at site levels.
- Coordinate with the Project implementing agencies at state and local levels, and any expert consultants, providing advice on the environmental aspects to be considered during design and implementation phases of various sub-Projects to be financed under the Project.
- Review the Environmental Assessment Reports (EAR) and other related documents with regard to their compliance with the ESMF, various environmental issues and the adequacy of management measures and provide necessary guidance to the consultants in improving the reports prior to forwarding to the World Bank for necessary clearance and approval.

- Coordinate with the Project implementing agencies and provide necessary support in securing regulatory clearances such as Environment, Forest, or consents from UP Pollution Control Board (UPPCB) and other agencies
- Carry out monthly visits to sub-Projects implementation sites to monitor as well as to provide onsite guidance to the Project implementing agencies and the contractors on the implementation of respective Environmental Management Plans (EMPs) and the ESMF.
- Participate in progress review meetings of the SPCU and provide advice on environmental aspects of the respective sub-Projects during implementation.
- Coordinate with the Project Management Consultants, Quality Auditors and consultants/agencies of the Project (both at SPCU and at Project implementing agencies) and ensure that the environmental aspects related to the task of respective agencies are performed in compliance with the ESMF.
- Maintain a data base in a standard form, on the status of various environmental activities of the Project (clearances, compliances, EA reports, progress reports, etc.) and update the same on a regular basis.
- Prepare and submit monthly progress reports to the GoUP and quarterly progress reports to the World Bank, on all the aspects related to environmental management of the Project.
- Function as a nodal-point contact at the SPCU and for other external agencies, including the World Bank, and provide all support on environmental matters for the successful implementation of the Project.
- Follow up with the Project implementing agencies and other agencies in addressing various environmental safeguard actions agreed during the World Bank missions from time to time, and provide timely update to the SPCU, other key stakeholders and the World Bank.
- Perform such other tasks as the Chief Project Director (CPD), Assistant Chief Project Director (ACPD) and the Project Director (PD) may direct from time to time for proper implementation of the Project.

ANNEXURE I: TERMS OF REFERENCE

3) Name of the Position: Civil Engineer

The Civil Engineer should have Bachelor's degree in Civil Engineering (BE/BTech) from recognised university/institute and have at least 15 years of relevant experience in planning multi-sectoral construction and engineering based interventions for area/region socially inclusive development, multi-stakeholder's engagement and management in a pro-poor and participatory manner.

The essential qualifications are:

- Exceptional knowledge of inclusive spatial planning and city/regional development at national and city levels in India.
- Proven experience in ably managing teams and ensuring delivery of quality results.
- Proven experience in effectively assisting urban local and state governments in inclusive spatial planning in infrastructures sectors as well as in integrating socio-economic and livelihood issues into area development framework preferably in India, including support for preparation of Development Plans (DP) and Detailed Project Reports (DPR).
- Capacity to convene sectoral agencies and experts for developing an integrated and socially sensitive approach to city/regional development planning.
- Proven capacity to establish strategic relationships with key infrastructure, tourism and heritage related government and expert agencies in India preferably.
- Experience desirable in tourism development and heritage management including natural, build and intangible heritage within a development perspective and in a participatory manner.
- Proficiency in Computer operation/ knowledge.
- Ability to work under pressure and handle multiple activities concurrently.
- Excellent fluency in spoken and written English and Hindi.

Desirable qualifications:

The experts/retired government officials having similar experience in the region will be desirable.

Scope of Work and Responsibilities:

The main functions and responsibilities are to support the Tourism Department of Government of Uttar Pradesh in the design, planning and implementation of physical works, and engaging with state sector departments and local agencies for convergence of the Project components with the area spatial, infrastructure, socio-economic and tourism development and heritage management plans.

Specific tasks are:

- Assist in criteria-based identification and prioritization of investment packages in the destination, in the perspective of the Project development objectives and aspirations of the people in the selected destinations under the Project.
- Provide technical inputs in supervising and reviewing the plans/DPRs/costing/ /engineering drawings and designs etc. prepared for the selected destinations under the project. The expert shall work closely with the Development Authorities (DAs) at each destinations on construction related activities.
- Coordinate with various state departments and parastatals for convergence of Project interventions with their development and service delivery plans.
- Support the local implementing agencies in convening partnerships with various stakeholders for the preparation of inclusive tourism/area development plans/DPRs for the Project investments in the destinations, in the perspective of its city development plans.
- Support the local teams in the implementation of subprojects on the ground and monitoring for quality and impact.
- Have regular interactions with the World Bank task team on M&E of the Project.
- Support missions commissioned by the state authorities and the World Bank.
- Accomplish others tasks related to Project preparation, implementation, monitoring and evaluation as per the need of the Project.

ANNEXURE II

Dated:

To

Director General Tourism,
Government of Uttar Pradesh
4thFloor, Paryatan Bhavan,
C-13 Vipin Khand, Gomti Nagar
Lucknow-226010(Uttar Pradesh)

Sub: Engagement of Project Coordinator/ Financial Management Expert/ Environmental Expert/ Civil Engineer (Individual Consultant) for State Project Coordination Unit (SPCU) at Lucknow under U.P. Pro Poor Tourism Development Project

Sir,

1. With reference to your advertisement, and having examined the RFP Document and understood their contents, I hereby submit this proposal for the said post. My proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the RFP document for selection and I certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this proposal are true copies of their respective originals.
3. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the proposal.
4. I acknowledge the right of the Authority to reject the proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by the Authority.
6. I also certify that the proposal is valid for a period of 90 days from the date of opening of the Financial Proposal
7. I further certify that no investigation by a regulatory authority is pending against me.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

E-mail ID:

ANNEXURE III

Name of Expert					
Post Applied For					
Sex (Male / Female)					
Date of Birth					
PAN Number					
Address for Communication					
Key Qualification					
Total Experience					
Statement of some of the major Tourism assignments undertaken					
Sl.No.	Client/Organization	Designation	Project Name	Key Task performed	Duration
A	Details of experience in the Region (Uttar Pradesh)				
1					
2					
3					
4					
5					
B	Working with Central Ministries/State Governments/ Urban Local Bodies				
1					
2					
3					
4					
5					
C	Working experience with Donor Agencies like World Bank/ ADB etc.				
1					
2					
3					
4					
5					
<p>Statement of Interest (minimum 1 Page)</p>					

ANNEXURE IV: CURRICULUM VITAE OF THE APPLICANT

Position Applied For	
Name of Expert	
Date of Birth	
Citizenship	
Education	<i>Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained</i>
Membership in Professional Associations	
Other Training	
Countries of Work Experience	
Languages	Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.
Employment Record <i>Starting with present position, list in reverse order every employment held. For experience in last 8 years, also give types of activities performed and client references, where appropriate.</i>	From: Date to Date Employer: Position Held:
Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned	
Certification	
(signature with date)	
I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes my qualifications and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Authority.	

ANNEXURE V: FINANCIAL PROPOSAL

Dated:

To

Director General Tourism
Government of Uttar Pradesh
4thFloor, Paryatan Bhavan,
C-13 Vipin Khand, Gomtinagar
Lucknow-226010(Uttar Pradesh)

Sub: Engagement of Project Coordinator/ Financial Management Expert/ Environmental Expert/ Civil Engineer (Individual Consultant) for State Project Coordination Unit (SPCU) at Lucknow under U.P. Pro Poor Tourism Development Project

Sir

1. I the undersigned, offer to provide the consulting services for the above in accordance with your Request for Proposal dated [Date], and my Proposal (Financial Proposals).
2. My Financial Proposal is given below.

Monthly Retainership Fee* payable	(in figures)
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**The Fees payable are exclusive of Service Tax and other taxes as applicable from time to time.*

** The Monthly Retainership Fee quoted shall be taken into account for Financial evaluation*

3. My financial Proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any.
4. No fees, gratuities, rebates, gifts, commissions or other payments have been given or received in connection with this Proposal
5. I undertake that, in competing for (and, if the award is made to me, in executing) the above contract, I will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
6. I understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address

Mobile No:

E-mail ID: