



National Institute of Urban Affairs

CONSULTANCY SERVICES FOR:

**ENGAGEMENT OF EXPERTS FOR
MAINSTREAMING INCLUSIVE AND CLIMATE-
RESILIENT CITYWIDE SANITATION IN THE INDIAN
HIMALAYAN REGION**

UNDER

SANITATION CAPACITY BUILDING PLATFORM 3.0

REQUEST FOR PROPOSALS

Issue Date : 23rd July, 2024

Closing Date : 12th August, 2024

National Institute of Urban Affairs

1 Floor, Core 4B India Habitat Centre Lodhi Road,

New Delhi –110003

(91-11) 24643284 24617543, 24617517

(91-11) 24617513

Letter of Invitation

[RFP No. NIUA/SCBP/P-162]

[New Delhi, 23rd July, 2024]

Dear Sir/Madam,

1. The rapid growth of infrastructure in Urban Centres in the Indian Himalayan Region (IHR) presents both opportunities and challenges for sustainable development. While centrally sponsored programs and missions can provide much-needed support for infrastructure development, it's essential to adopt a holistic approach that considers the long-term sustainability of safeguarding the natural ecosystem. Furthermore, the urban sanitation sector in India, including hill cities, faces challenges with a gap between policy goals and actual implementation. It is crucial to recognize the unique challenges and dependencies of hill cities. Hill cities often have specific environmental and geographical considerations that must be taken into account in urban sanitation planning. Factors such as terrain, water sources, and ecosystem sensitivity can significantly impact the design and implementation of sanitation infrastructure and services. Incorporating principles of sustainability, accountability, and community engagement into urban sanitation initiatives is essential for addressing the challenges faced by hill cities. Addressing these issues would likely require a comprehensive approach that not only emphasizes infrastructure development but also prioritizes service delivery, sets clear targets for quality and affordability, establishes accountability mechanisms, and ensures sustainable financing and resource allocation. This could involve revisiting existing city sanitation plans and strategies to incorporate these elements and engaging relevant stakeholders, including public service providers, communities, and regulatory bodies, in the planning and implementation process. Sanitation Capacity Building Platform (SCBP) is an initiative of the National Institute of Urban Affairs (NIUA) (hereinafter called "Client") for addressing urban sanitation challenges in India. It is supported by the Bill & Melinda Gates Foundation grant. It is aimed at promoting decentralised sanitation solutions for faecal sludge, septage and Used Water management at city wide scale especially with a focus in Indian Himalayan Region in the current project phase. To address these issues the SCBP conceptualised a forum known as 'Parvat Manthan' – *Manifestation of Clean and Sustainable Hills* - intends to provide capacity building; policy and advocacy; and technical support to select urban centres of IHR.
2. The NIUA now invites proposals from **TECHNICAL EXPERTS** through an open RFP to provide the following consulting Services: **Engagement of Experts for Mainstreaming Inclusive and Climate Resilient City-Wide Sanitation in the IHR**. The experts will offer reviews, suggestions, and collaborate on developing

knowledge products in the areas of Research, Capacity Building, and Technical Support for the SCBP. More details on the consulting services are provided in the **Annexure A. Terms of Reference (TOR): The TECHNICAL EXPERTS have to ensure availability for a maximum of 50 person days and a minimum of 25 days as per the requirements in the TOR and submit an undertaking regarding the same as per Annexure B.**

3. **Two Technical Experts i.e., one senior expert (TE-1) and one midlevel expert (TE-2) will be selected under this RFP. The method of selection is Fixed Budget Selection (FBS) with a ceiling amount of INR 11,25,000/- (Rupees Eleven lakhs twenty-five thousand (inclusive of all applicable taxes) for TE-1 and INR 7,75,000/- (Rupees Seven lakhs seventy-five thousand only) for TE-2 (inclusive of all taxes) over the entire duration of this contract. The Bidders are requested to provide their best Technical and Financial bids.**
4. The Financial Proposal of the Consultant with highest Technical Score will be opened and it will be verified that the Financial Proposal is within the permissible budget. In case, the Financial Proposal exceeds the permissible budget, the Consultant will be disqualified and financial evaluation will continue with the proposal that has the second highest Technical Score, until a consultant is selected.

The technical scores as per following criteria would be evaluated:

Proposal Component	Technical Score (Max Marks 100)
1. CONCEPT NOTE (30)	
i) Understanding of the objectives of the services	10
ii) Proposed outline and methodology of activities	10
iii) Alignment with objectives and activities	10
2. WORK EXPERIENCE (70)	
i) Technical Expert (TE) 1: Relevant work experience of minimum 15 years with Post Graduate Degree or 11 years with PhD degree as per Annexure – 1 Qualification: Minimum qualification – Post Graduate in Civil Engineering/ Environmental Engineering / Environmental Science / Infrastructure Development / Urban Planning/ Urban Development /Urban Policy / Urban Management/Environmental Management / Climate Change / Waste Management/ or any other relevant background.	25

<p>Technical Expert (TE) 2: Relevant work experience of 10 - 15 years with Post Graduate Degree or 7 years with PhD degree as per Annexure – 1</p> <p>Qualification: Minimum qualification – Post Graduate in Civil Engineering/ Environmental Engineering / Environmental Science / Infrastructure Development / Urban Planning/ Urban Development /Urban Policy / Urban Management/Environmental Management / Climate Change / Waste Management/ or any other relevant background.</p>	
<p>ii) Have successfully delivered two or more relevant projects as a team lead/research manager/ independently or any other equivalent positions on Liquid Waste Management with a project cost of more than 35 Lakhs INR each for TE-1 and 25 Lakhs INR each for TE-2.</p> <p>In addition, the bidder will be evaluated on the following parameters:</p> <ol style="list-style-type: none"> 1. The bidder’s experience in Liquid Waste management including Faecal Sludge, Septage and and her/his knowledge/skills in providing technical support to States and ULBs, shall be a critical criterion in the selection. Experience in preparing City Sanitation Plan – have worked fully or partially on the 5 aspects of CSPs (as per NUSP 2008) (i) Access to Toilets, (ii) Water Supply, (iii) Used water management (iv) Stormwater management 2. Experiences in large scale data collection and analysis, urban sanitation infrastructure projects, social/ cultural aspects of sanitation strategies/plans, and developing monitoring and evaluation frameworks. 	15
<p>iii) Have successfully delivered as a team lead/research manager/ independently/ or any other equivalent positions two or more relevant projects on Solid waste management with a project cost of more than 35 Lakhs INR each for TE-1 and 25 Lakhs INR each for TE-2.</p>	15
<p>iv) Have successfully carried out Liquid and Solid Waste management projects experience in hilly or mountainous regions, comprehending the distinctive</p>	15

<p>challenges and factors inherent to such terrains, as well as a background in sanitation projects amidst disaster or extreme events.</p> <p>In addition, the bidder will be evaluated on the following parameters:</p> <ol style="list-style-type: none"> 1. Experience in Finance and Policy: Demonstrate experience in municipal finance, particularly in the context of infrastructure projects. Additionally, have experience working with government agencies and policy formulation related to sanitation and infrastructure development. 2. Experience with Government Agencies: Showcase experience working with government agencies, including knowledge of government processes, regulations, and funding mechanisms relevant to the project. 	
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5. This Request for Proposals includes the following documents:
 - This Letter of Invitation;
 - The letter of Submission of the Proposal;
 - Technical Proposal;
 - Financial Proposal;
 - Terms of Reference
 - Standard Contract Forms
6. The RFP shall be published on the GEM Portal/NIUA website and is free of cost for download. Bid Security / Earnest Money Deposit (EMD) is not required for the submission of the proposal. It is not permissible to transfer this invitation to any other Technical Expert.
7. The proposal shall comprise your Proposal Submission Form, a Technical Proposal, and Financial Proposal inclusive of all taxes, and must be received at the following address **via physical copy** to National Institute of Urban Affairs, Core 4B, 1st Floor, India Habitat Centre, New Delhi-110003 by **12nd August, 2024, 17:00 hr IST**.
8. Any queries in relation to the RFP to be sent prior to **1st August, 2024 17:00 hr IST** at the mail ID niuascbp@niua.org and the responses will be available online by **5th August, 2024**.
9. To substantiate their credentials and to respond to any queries, the Technical Expert may be asked to make a presentation of their Technical Proposal, during the technical evaluation stage.
10. If, during the evaluation process, the top qualified bidders in both categories, i.e. TE-1 and TE-2, receive the same marks, resulting in a tie, the bidder with the most years of experience and the highest number of projects completed in the hills criteria will be chosen.

11. The final qualified bidders for categories TE-1 and TE-2 must accept the Letter of Intent from the client and sign the contract within 10 working days of the contract award. If the bidders do not sign the contract within the stipulated time, it will be awarded to the next runner-up qualifiers.

12. The issue of the RFP does not imply that the NIUA is bound to select bid(s), and it reserves the right without assigning any reason to
 - reject any or all of the bids, or
 - cancel the tender process; or
 - abandon the procurement process; or
 - issue another bid for identical or similar work

Yours sincerely,

Director

National Institute of Urban Affairs,

1st Floor, Core 4B, India Habitat Centre,

Lodhi Road, New Delhi - 110003

Standard Contract

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of the Services]*, by and between *[insert Client’s name]* (“the Client”) having its principal place of business at *[insert Client’s address]*, and *[insert Consultant’s name]* (“the Consultant”) having its principal office located at *[insert Consultant’s address]*; Telephone: _____, Email: _____.

BACKGROUND

The National Institute of Urban Affairs (the “NIUA”) and *[insert name of Client]* have signed a Financing Agreement for *[insert name of project]* (the “Project”).

The Client requires the Consultant to perform the Services described in Annex A as part of the implementation of the Project.

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

- 1. Services**
 - i. The Consultant shall perform the Services and submit the reports specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).
 - ii. The Consultant shall mobilize the expertise and shall use the methodology specified in Annex B, “Technical Proposal of the Consultant”.
- 2. Contract Period**

The Consultant shall perform the Services during the period commencing *[insert start date]* and ending on *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
- 3. Payment**
 - i. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.
 - ii. Payment modalities

The payment schedule and conditions are specified in Annex C.

Payments shall be made no later than 30 days following submission of original invoices in duplicate to the Coordinator designated in article 4 on the following bank account:

Bank account number:

Bank account's name:

- 4. Contract Administration**
- i. Coordinator
- The Client designates Mr./Ms. *[insert name]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of the Services under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.
- ii. Reports
- The reports listed in Annex A, "Terms of Reference and Scope of Services" shall be submitted as part of the Services, and will constitute the basis for payments to be made under article 3.
- 5. Performance Standard**
- The Consultant undertakes to perform the Services in compliance with the highest ethical and professional standards.
- 6. Confidentiality**
- The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
- 7. Ownership of Material**
- Any study, report or other output such as drawings, software or else, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
- 8. Consultant Not to be Engaged in Certain Activities**
- The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant shall be disqualified from providing goods, works or non-consulting services resulting from or closely related to the Services.
- 9. Insurance**
- The Consultant will be responsible for subscribing to an appropriate insurance coverage.
- 10. Assignment**
- The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language**
- The Contract shall be governed by the laws of *[insert country of the Client]*, and the language of the Contract shall be the English language.
- 12. Termination**
- The contract may be terminated by the Client if the Consultant fails to perform the Services or fails to submit satisfactory reports as specified in Annex A.

The termination shall be preceded by a 30 days' notice.

13. Dispute Resolution

Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by The Arbitration and Conciliation Act, 1996.

14. Consultant's Status

If the Consultant has the status of an independent consultant, the Consultant shall not be deemed to be an employee of the Government of the Country of the Client or an employee of the Client by virtue of the Contract. The Consultant shall have no right to payments, allowances, compensation, pension or reimbursements of any kind, except as explicitly specified in the Contract.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

ANNEX A - Terms of Reference and Scope of the Services

Engagement of Experts under SCBP 3.0 Programme

A. Background

To address the issues and gaps in the sanitation delivery across Hill cities, the Sanitation Capacity Building Platform (SCBP), NIUA under its forum ‘Parvat Manthan’ – *Manifestation of Clean and Sustainable Hills* on course to develop a model sanitation plan for two select cities in the Indian Himalayan Region (IHR) - that not only develops a model Citywide Sanitation strategy towards an inclusive and climate resilient city but also helps integrate data systems that can help the city monitor and evaluate the progress concerning sanitation service delivery which will be replicated context specific to other hills cities and towns.

With the preliminary idea of understanding the ethnographic conditions, a detailed field based study will provide a comprehensive idea of sanitation systems and their service patterns. Furthermore, the program's purview will be elongated to suggestions for incremental and inclusive service level targets, sustainable technological advancements, upgradation of existing treatment infrastructure, pro-poor tariffs, profitable business models, enforcement of regulations, improving accountability mechanisms and specifying details for Information, Education & Communication (IEC) required, capacity building of city's stakeholders based on their functions, roles and competency mapping and investment required for making Hill Cities – Clean and Sustainable. The Technical Expert will provide consultancy services to NIUA under the Parvat Manthan initiative. Therefore, all assignments given to the consultant will be aligned with the objectives of the Parvat Manthan programme.

B. Objectives of Parvat Manthan initiatives under SCBP 3.0

The objectives of the forum are to bring forth the dialogue on the sustainable and inclusive sanitation into practices through research, capacity building programme and technical handholding support the states in the IHR:

- i. Research: Numerous Indian cities in the past have developed city sanitation plan, following the guidelines of national policy/missions – National Urban Sanitation Policy, AMRUT, for example. For the component of wastewater management, it has been observed that conventional approach of sewerage system is aspired by the Urban local government without fully understanding the existing situation, feasibility, financial and technical skill availability. Research study will be undertaken in two hill cities to understand the challenges of adopting the inclusive and integrated sanitation approach in these cities to provide sanitation services in every neighbourhood/ settlement, particularly unrecognized low-income settlements and unauthorized layouts, and across various socio-economic population segments. The research inputs will be used by developing templates of citywide sanitation plan, which will provide criteria for deciding on the co-existence of sewerred and non-sewerred options and among various technologies for non-sewer options for extending sanitation services; and prioritization of settlements for annual investments, in a phased manner. Besides, national and global good practices will be documented for

learning to prepare the state policy advisory on delinking the tenure status of settlement and service delivery.

- ii. **Capacity Building:** The research will be used to develop training modules compatible to online and in person modes on citywide sanitation, to be developed in association with members of the National Faecal Sludge and Septage Management Alliance (NFSSM) with quality assurance of the Training Module Review Committee (TMRC), for capacity building of various stakeholders in the urban sanitation sector in hill states.
- iii. **Technical Assistance to Uttarakhand state and Darjeeling, West Bengal:** Based on the outcomes of the research study handholding support will be provided to select cities in the Uttarakhand state and Darjeeling, West Bengal to prepare citywide sanitation strategies/plans, identify the most feasible solutions to provide sanitation services in non-serviced settlements across various socio-economic population segments, phased implementation strategy and financing plan of the ULBs.
- iv. **Advocacy:** The research would assist in rapid assessments of WASH capacities, institutional framework and potential of engagement to select one state beside Uttarakhand. Intense advocacy efforts on the citywide inclusive sanitation (CWIS) framework and FSSM will then be made in the selected states to mobilise the state departments, ULBs and state parastatals for their active engagement in the programme. The content and learnings from SCBP 1.0 and 2.0 will be used for developing the IEC materials.

SCBP works in close collaboration with the National Faecal Sludge and Septage Management (NFSSM) Alliance and many other organizations such as International Water Association, ICIMOD, BORDA - SA, Environment and Public Health Organisation (ENPHO), Integrated Mountain Initiative (IMI) and Darjeeling Municipality and Darjeeling Welfare Society (DWS) who have been partnered to take forward the agenda of sustainable development of the urban centres of the hills and thus the partners play a key role in supporting the forum in their best possible manner.

C. Role of the Technical Expert - Senior Expert (TE-1)

The Senior Consultant (TE-1) will play a pivotal role in guiding and supporting the assignments undertaken by the Service Capacity Building Program (SCBP), National Institute of Urban Affairs (NIUA), in collaboration with respective States and Urban Local Bodies (ULBs).

Key responsibilities:

- i. Provide need-based guidance and suggestions on assignments prepared by SCBP, NIUA, in association with respective States/ULBs.
- ii. Respond to assistance requests raised by SCBP, NIUA during the working process. Discuss the need for assistance with ULB officials and respond with timelines for assistance after reviewing the request.

- iii. Assist SCBP, NIUA in capacity building, advocacy, liaising with officials, and providing technical handholding support to States/ULBs.
- iv. Allocate at least 10% of total working hours to travel to clients' working locations (excluding travel to the NIUA office in Delhi). This can be increased by another 10% based on mutual consent and need. For site visits, the working hours (person days) will account for the days spent at the client's site location (including local travel) but will not include the time spent during transit from home location to the client's site and return. Review, suggest, and provide strategic directions to the SCBP team and TE-2 for conducting a comprehensive study in five assessment areas under the City Sanitation Plan (CSP) for two select cities in the IHR i.e Darjeeling city and one in Uttarakhand state. Identify existing shortcomings or gaps in current practices or infrastructure hindering progress towards desired outcomes and prepare a roadmap for improved sanitation programming in the respective cities. Necessary data and information will be provided by NIUA-SCBP.
- v. Review and suggest proposals for interventions addressing gaps and issues identified under the CSP's five assessment areas for two cities, develop a representative financial plan considering the costs of proposed interventions and link each proposed intervention with relevant State/National schemes, CSR funds, grants, or loans for funding.
- vi. Support in identifying institutional arrangements and opportunities for convergence between different State/National schemes to maximize resources and effectiveness.
- vii. Participate in stakeholder meetings (offline/online) and site visits to gather input, share findings, and ensure alignment with stakeholder expectations and requirements.
- viii. Review reports, articles, blogs prepared in-house and by partner academic institutes/organizations related to the SCBP project. Provide feedback and recommendations to ensure accuracy, relevance, and alignment with project objectives.
- ix. Perform tasks assigned by the SCBP team independently. TE-2 and members from the SCBP team will provide necessary assistance as required, based on mutual agreement via email at the inception of the task.

The overall role of TE-1 shall encompass high-level strategic directions, reviews, and suggestions. The TE-1 will provide visionary suggestions that support the objectives of the Parvat Manthan Initiative.

D. Role of the Technical Expert - Midlevel Expert (TE-2)

The Mid-Level Expert (TE-2) will provide essential handholding support to the SCBP team and Senior Consultant (TE-1) in executing the assignments undertaken by the Service Capacity Building Program (SCBP), National Institute of Urban Affairs (NIUA), in collaboration with respective States and Urban Local Bodies (ULBs).

Key responsibilities:

- i. Assist SCBP, NIUA in capacity building and advocacy efforts. Support liaison with officials and provide technical handholding support to States/ULBs in collaboration with TE-1.

- ii. Support TE-1 and the SCBP team in conducting desk based and field based study in the five assessment areas under the City Sanitation Plan (CSP) for two select cities in the IHR. Help identify existing shortcomings or gaps in current practices or infrastructure that hinder progress towards desired outcomes. Assist in preparing a roadmap for improved sanitation programming in the respective cities, utilizing necessary data and information provided by the SCBP, NIUA team. Allocate at least 20% of total working hours to travel to clients' working locations (excluding travel to the NIUA office in Delhi). This can be increased by another 10% based on mutual consent and need. For site visits, the working hours (person days) will account for the days spent at the client's site location (including local travel) but will not include the time spent during transit from home location to the client's site and return.
- iii. Assist TE-1 in reviewing and suggesting proposals for interventions addressing gaps and issues identified under the CSP's five assessment areas for two cities. Contribute to developing a representative financial plan considering the costs of proposed interventions. Help link each proposed intervention with relevant State/National schemes, CSR funds, grants, or loans for funding. Support in identifying institutional arrangements and opportunities for convergence between different State/National schemes to maximize resources and effectiveness.
- iv. Participate in stakeholder meetings (offline/online) and site visits to gather input, share findings, and ensure alignment with stakeholder expectations and requirements.
- v. Review reports, articles, blogs prepared in-house and by partner academic institutes/organizations related to the SCBP project. Provide feedback and recommendations to ensure accuracy, relevance, and alignment with project objectives.
- vi. Perform tasks assigned by the SCBP team and TE-1. Provide necessary assistance to TE-1 and collaborate effectively with SCBP team members as required.

The overall role of TE-2 is to provide substantial handholding support to the SCBP team and TE-1, ensuring the smooth execution of project tasks and contributing to the successful achievement of the Parvat Manthan Initiative's objectives.

The Team Lead, SCBP, NIUA, or the Senior Programme Manager, SCBP, NIUA, will assign specific tasks to the technical experts. The final decision regarding the tasks and any resolutions will rest with the Team Lead, SCBP, NIUA. Both experts will report to the Team Lead, SCBP, NIUA.

E. Time Duration and Location

The duration of assignment is maximum 50 days for each Technical Expert and a minimum of 25 days upto July, 2025 or any other period as may be subsequently agreed by the parties in writing and the quantum of the assignments both the parties carried out together. Thus, the contract will not guarantee exact 50 days of employment to the consultant.

The Technical Experts would make himself/herself available to work from any part of the India online and in-person to meet at mutually convenient times as per the project requirements.

F. Payment Terms

- i. The ceiling amount of the remuneration is TE 1: INR 22,500/- per day and TE 2: INR 15,500/- per day including all taxes. All Tax liabilities and personal insurance are to be managed and covered by the Technical Expert herself/himself. TDS will be deducted as per Income Tax Act, 1961.
- ii. In the event of travel to any cities and the NIUA office (non-resident of Delhi only) for assistance to ULBs, the travel expenses, including flight tickets, accommodation, local travel, and food, will be covered and arranged by NIUA according to NIUA's travel policy, and will be exclusive of the contract amount. The travel itinerary must be approved by the Team Lead, SCBP, before the journey. For site visits, the working hours (person days) will account for the days spent at the client's site location (including local travel) but will not include the time spent during transit from home location to the client's site and return. The technical expert will be accompanied by SCBP team members during the site visits. Technical Expert with residence in Delhi will be reimbursed for local conveyance to visit to NIUA office.
- iii. Remuneration for services would be provided on a monthly basis by the CLIENT towards the TECHNICAL EXPERT after approval of the Team Lead, SCBP, NIUA. The exact amount of remuneration will be decided on the basis of the submitted invoice and timesheet; refer to the format given in the Annexure C, form -i and ii, by the TECHNICAL EXPERT indicating the work carried out and the total hours and thereby person-days engaged for the assignment.
- iv. This contract defines 1 person-day to be equivalent to a total of 8 working hours.

ANNEX B - Check List for Submission of the Proposal

The bidder has to ensure that the physical copy of her/his proposal is page numbered. After scanning the page numbered physical copy, the soft copy of the Technical Proposal is e-mailed at niuascbp@niuua.org. The physical copy of the Technical Proposal is properly bound.

The main envelope of physical copy of the proposal to be submitted at the NIUA Office shall comprise the following:

Inner Envelope with the Technical Proposal
Inner Envelope with the Financial Proposal

The original and all the copies of the Technical Proposal and Financial Proposal; shall be placed inside a sealed envelope clearly marked “TECHNICAL PROPOSAL” and Financial Proposal, “[Category of Technical Expert (TE) applied for: (TE1) / (TE2)]” “[Name of the Assignment]”, [reference number], [name and address of the Consultant], and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL SUBMISSION DEADLINE].”

The contact details of the Technical Expert like name, address, mobile number and e-mail ID should be clearly mentioned on each envelope.

Following check list should be adhered with Technical Proposal -

S. No.	Description	Page Number
1	Technical Proposal Submission Form	
2	Financial Proposal Submission Form	
3	Concept Note	
4	CV including work experience as per Annexure - 1	
5	Signed confirmation for as Independent Technical Expert / Endorsement from the Current Employer i.e., Option A or Option B as per Annexure - 2	

Proposal submission Forms
(i) Technical Proposal Submission Form

(specifying his/her name and address)

Location

Date

To:

The Director,

National Institute of Urban Affairs

Core 4B, 01st Floor, India Habitat Centre Lodhi Road, New Delhi – 110003

Dear Sir,

I, the undersigned, offer to provide the Services for **Engagement of Experts for Mainstreaming Inclusive and Climate Resilient City-Wide Sanitation in the IHR**. in accordance with your Request for Proposals dated [XXXX] and our Proposal. I am hereby submitting my Proposal, which includes this Technical Proposal sealed in a separate envelope.

I, hereby, declare that:

- a) All the information and statements made in this Proposal are true and I accept that any misrepresentation contained in this Proposal may lead to the rejection of my Proposal by the Client;
- b) My Proposal shall be valid and remain binding upon us for the period of 60 days;
- c) My Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

I acknowledge and agree that the Client reserves the right to annul the selection process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to me.

I remain,

Yours sincerely,

Name of the Technical Expert: _____

Category of Technical Expert (TE) applied for: (TE1) / (TE2)

Signature of the Technical Expert: _____

Address:

Technical Proposal Concept Note

Category of Technical Expert (TE) applied for: (TE1) / (TE2)

Specify your understanding of the objectives of the Services, your methodology for carrying out the activities and meeting the expected outputs that shall be detailed and your alignment with objectives and activities with clear definition of milestones.

Expert's Curriculum Vitae (CV)

Detailed and up-to-date CV(s) shall be provided as per Annexure 1 and Annexure 2.

Annexure 1

Submission Format (maximum limit considered for evaluation is 10 pages, Times New Roman Font, Font size 12, Line spacing 1.0)

1. General information

S.no	Information required (all field are mandatory*)
1	Full Name
2	City currently based in
3	Country of Citizenship/residence
4	Year of Graduation
5	Total experience (in years and months)
6	Currently working as (and since)
7	Language skills (indicate only languages in which you can work)
8	Education [List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]
9	Biggest contract and nature of assignments handled:
10	References (if any):

2. Employment record relevant to the Services:

[Starting with present position, list in reverse chronological 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 Services does not need to be included.]

Period	Employing organization and your title/position. Contact information for references	Summary of activities performed relevant to the Services
[e.g., May 2005-present]	[e.g., Ministry of, advisor/Technical Expert to... Name of the project for references: Tel... /email.....; Mr/Ms. , deputy minister] (Continued) Project website URL:	

3. Adequacy for Services

Main experience required (Projects with a focus on Citywide Sanitation Plan, strategies and roadmap for total sanitation)	Reference to prior work/assignments that best illustrates capability to handle the assigned tasks (Reference list of relevant projects, especially in India)
Experience of working and/or offering technical assistance to ULBs/ SPVs/Developments Banks/Private entity and or preparing DPRs of Sanitation infrastructure. (Use the following format to list out details mentioned under Letter of Invitation - Pointer 2- Work Experience)	<ul style="list-style-type: none"> - Name of the project: - Year of execution: - Client name: - Role: - Budget handled: - Size of the team handled: - Project website URL:
Experience in designing and leading capacity development activities and/or institutional development, especially for Urban Local Bodies	<ul style="list-style-type: none"> - Name of the project: - Year of execution: - Client name: - Role: - Budget handled: - Size of the team handled:

4. Expert's contact information: [e-mail, phone]

Financial Proposal

Location_____

Date_____

To:

The Director,

National Institute of Urban Affairs

Core 4B, 01st Floor, India Habitat Centre

Lodhi Road, New Delhi – 110003

Dear Sir,

I, the undersigned, offer to provide the Consultancy Services for **Engagement of Experts for Mainstreaming Inclusive and Climate Resilient City-Wide Sanitation in the IHR.** in accordance with your Request for Proposal dated

[XXXX] and our Technical Proposal. My Financial Proposal is for the amount of INR [XXXX]

[Indicate amount in words and figures], including taxes, duties and fees as follows –

<i>Description</i>	<i>Unit Price (Person day rate in INR):</i>	<i>Number of Days</i>	<i>Total (INR)</i>	<i>Taxes (INR)</i>	<i>Total including taxes (INR)</i>
<i>Remuneration (same rate for On-site/Remote work) (Ceiling Amount is INR. TE1: 22,500/- and TE 2: 15,500 per day including all taxes)</i>		<i>50</i>			

My Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

I understand you reserve the right to annul the process and reject all Proposals at any time prior to Contract award.

I remain,

Yours sincerely,

Authorized Signature: _____ *[In full and initials]*

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

Email: _____

Annexure: 2

Confirmation as Independent Technical Expert / Endorsement from the Current Employer

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience, and myself

(Please choose the appropriate option below)

(Option A)

As an independent Technical Expert, I certify to be available to undertake the Services for a maximum of 50 person-days (On-site/Remote Work) up to July 2025 in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

[Date/month/year]

Name of Expert	Signature	Date
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(Option B)

As an Expert having contractual obligations with the current employer to submit RFP on individual basis, I declare hereby to have got my employer's consent to make myself available to undertake the Services for a maximum of 50 person-days (On-site/Remote Work) up to July 2025 in case of award. My employer understands that a shortage of availability will lead to the cancellation of the contract by the Client, as no change of CV will be acceptable for the client.

[Date/month/year]

Name of Expert	Signature	Date
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[Date/month/year]

Name of Employer	Signature	Date
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Authorized Signature: _____

Name and Title of Signatory: _____

Address: _____

Email: _____

ANNEX C - Payment Schedule and Modalities

The contract is a unit price contract time-based remunerated

<i>Description</i>	<i>Unit Price (Person day rate in INR):</i>	<i>Number of Person Days</i>	<i>Total (INR)</i>	<i>Taxes (INR)</i>	<i>Total including taxes (INR)</i>
<p><i>Remuneration</i></p> <p><i>(same rate for On-site/Remote work)</i></p> <p><i>(Ceiling Amount is INR. TE1: 22,500/- and TE 2: 15,500/- per day including all taxes)</i></p>		50			

Consultant Invoice Sheet

Category: TE 1 / TE 2



1.Name of the Consultant:	Date :	
	Invoice No.	
	GST No.	
	PAN No.	
2.Registered Address:	Transit/Travel Charges:	
	Bank Name:	
	A/C No.	
3. Contact details:	IFSC code:	
	Bank Branch:	
	Bank Address:	
4. Mode of Payment:		
	- Bank Transfer	
	- Demand draft	
	- Cheque	
Bill To : National Institute of Urban Affairs, Core 4B, 1 st & 2 nd Floor Indian Habitat Centre, Lodhi Road New Delhi -110003		

S.No.	Task Details	Amount (₹)
	Total Amount (including IGST 18%)	

Consultant Monthly Time Sheet

Category: TE 1 / TE 2



Consultant Name	Start Date:	
Client Name	End Date:	

S.No.	Date	Day	Assignment	Total hrs.	Remarks

Consultant Signature		Total hrs.	
		Pay per hr.	
Client's Signature		Total Pay.	