

## Terms of Reference (Individual Consultant): Project Coordinator (IC/02)

Expertise	<b>Project Coordinator</b>	Consultant Source	<b>National</b>
Expertise Group	<b>General Administration</b>	TOR Keywords	<b>Project Management and General Administration</b>

### Objective and Purpose of the Assignment

1. The Government of India (GOI) has requested the Asian Development Bank (ADB) for project readiness financing (PRF) loan assistance to support the Government of Mizoram (GoM) to plan and prepare urban transport interventions for the Aizawl Sustainable Urban Transport Project (the ensuing project) for the improvement of urban mobility in Aizawl. The initiative is aimed to enable integrated and sustainable urban transport development in Aizawl, the capital of Mizoram, a landlocked state in the north-eastern region of India.

2. The Urban Development and Poverty Alleviation Department (UDPAD) of GoM has conducted a comprehensive traffic and transportation study (CTTS) in 2011 followed by the Master Plan Aizawl Vision 2030 in 2012. Further an ADB technical assistance along with a city specific plan for non-motorized traffic in Aizawl supported by GOI helped UDPAD to initiate measures to improve urban roads and key traffic junctions using various programs and funding sources. Despite its continuous efforts in implementation of recommended measures from the earlier initiatives, the urban transport situation remains constrained. It is thus imperative to take an overall view of improving the urban transport in Aizawl and prepare a comprehensive mobility plan (CMP) to guide efficient urban transport solutions. The ensuing priority investment ready urban transport project may be funded under one or more loans by ADB or through other funding mechanisms.

3. The PRF will complement ADB's assistance to the sustainable urban transport and will finance consulting services (a Project Planning, Design and Management Consultant (PDMC) firm and nine Individual consultants) to prepare CMP, identify priority investments, and enhance project readiness by supporting requisite due-diligence and preparing activities for investment-ready ensuing project. The PRF will also conduct detailed assessment of institutional strengthening and capacity development (ISCD) requirements of the UDPAD and develop ISCD component of the ensuing project. The PDMC will be recruited and administered by the UDPAD to deliver the Outputs of the PRF. Further, the nine Individual experts will be deployed to support the project management unit (PMU) in general administration, technical, financial, procurement, safeguards and gender aspects.

4. These terms of reference (TOR) refer to the individual consulting service as mentioned above that will be recruited and administered by the PMU created by the UDPAD. An eligible individual with requisite qualifications will be recruited to perform and deliver the aforementioned PRF tasks in accordance with the ADB Procurement Policy and Regulation (2017).

## **Scope of Work**

The Project Coordinator will liaise/support/assist/facilitate the PMU in coordination of the PRF, activities including, organizing workshops, meetings, monitoring the progress, and managing the PMU office.

## **Detailed Tasks and/or Expected Output**

Under the supervision of the Project Director and in consultation with assigned project officer, the Consultant will assist and facilitate the PMU on administration of the PRF, including, but not limited to:

- Liaise with PMU, UDPAD, PPDMC, Individual Consultants, and other stakeholders in the administration and monitoring of the project; and prepare relevant correspondence
- Maintain regular communication with PMU and UDPAD including regular reporting, covering status of PRF loan processing
- In consultation with UDPAD and PMU, Coordinate and monitor progress of PRF Consultants (PPDMC and Individual Consultants) and advise PMU accordingly
- Assist the PMU and UDPAD in workshops, trainings, ADB missions, and organize and participate in meetings
- Preparation of reports and presentations as desired by the PMU, UDPAD and/or ADB
- Assist in translation and interpretation between English and Mizo during meetings and for reports
- Manage the PMU office
- Perform any other tasks as desired by PMU and/ or ADB

## **Minimum Qualification Requirements**

Relevant Experience & Requirements are as under:

- Master's degree or equivalent or above in Transport Planning/ Transport Engineering/ Urban Planning/ Civil Engineering/ Business Administration or relevant fields
- Minimum 20 years of urban development / urban transport / transport project experience with at least 15 years in project management/coordination/administration of urban transport, urban development, or transport sector projects
- Preferably, prior working experience in State Government, Central Government, Urban Local Bodies, public sector undertakings or development authorities
- Previous experience in projects funded by ADB or other multilateral institutions would be highly desirable
- Experience in implementation/coordination of national and or state government programs in urban development or urban transport is highly desirable
- Solid organizational skills including attention to detail and multi-tasking skills
- Good reporting and communication skills, as well as working skills in computer
- Working experience in North Eastern States and more specifically Mizoram is highly desirable
- Good command of spoken and written English is essential and fluency in Mizo language is preferred

Minimum General Experience	20 Years
Minimum Specific Experience (relevant to assignment)	15 Years
Regional/Country Experience	Required

### Deliverables

Details	Name	Type	Estimated Submission Date
	Inception Report	Report	
	Monthly Report	Monthly Report	
	Interim Report	Report	
	Draft Final Report	Report	
	Final Report	Final Report	

### Schedule and Places of Assignment (chronological and inclusive of travel)

Schedule Type	Continuous		
Max. Working Days/Week	Home Office	5	Field 6

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
Aizawl, India	440	04-April-2023	31-January-2025	
<b>Total</b>				

### Cost Estimate

Cost Items	Amount in USD
Remuneration and Other Expenses All activities and inputs in the TOR but not limited to remuneration, per diem, air travel, miscellaneous travel expenses, report preparation, production, and transmission, land transportation, communications, etc.	41,772
Contingency	2,089
<b>TOTAL</b>	<b>43,861</b>

Note: Amount excludes GST

## Terms of Reference (Individual Consultant): Support Staff – Project Coordination (IC/03)

Expertise	<b>Support Staff -Project Coordination</b>	Consultant Source	<b>National</b>
Expertise Group	<b>General Administration</b>	TOR Keywords	<b>Project Administration</b>

### Objective and Purpose of the Assignment

1. The Government of India (GOI) has requested the Asian Development Bank (ADB) for project readiness financing (PRF) loan assistance to support the Government of Mizoram (GoM) to plan and prepare urban transport interventions for the Aizawl Sustainable Urban Transport Project (the ensuing project) for the improvement of urban mobility in Aizawl. The initiative is aimed to enable integrated and sustainable urban transport development in Aizawl, the capital of Mizoram, a landlocked state in the north-eastern region of India.

2. The Urban Development and Poverty Alleviation Department (UDPAD) of GoM has conducted a comprehensive traffic and transportation study (CTTS) in 2011 followed by the Master Plan Aizawl Vision 2030 in 2012. Further an ADB technical assistance along with a city specific plan for non-motorized traffic in Aizawl supported by GOI helped UDPAD to initiate measures to improve urban roads and key traffic junctions using various programs and funding sources. Despite its continuous efforts in implementation of recommended measures from the earlier initiatives, the urban transport situation remains constrained. It is thus imperative to take an overall view of improving the urban transport in Aizawl and prepare a comprehensive mobility plan (CMP) to guide efficient urban transport solutions. The ensuing priority investment ready urban transport project may be funded under one or more loans by ADB or through other funding mechanisms.

3. The PRF will complement ADB's assistance to the sustainable urban transport and will finance consulting services (a Project Planning, Design and Management Consultant (PDMC) firm and nine Individual consultants) to prepare CMP, identify priority investments, and enhance project readiness by supporting requisite due-diligence and preparing activities for investment-ready ensuing project. The PRF will also conduct detailed assessment of institutional strengthening and capacity development (ISCD) requirements of the UDPAD and develop ISCD component of the ensuing project. The PDMC will be recruited and administered by the UDPAD to deliver the Outputs of the PRF. Further, the nine Individual experts will be deployed to support the project management unit (PMU) in general administration, technical, financial, procurement, safeguards and gender aspects.

4. These terms of reference (TOR) refer to the individual consulting service as mentioned above that will be recruited and administered by the PMU created by the UDPAD. An eligible individual with requisite qualifications will be recruited to perform and deliver the aforementioned PRF tasks in accordance with the ADB Procurement Policy and Regulation (2017).

## Scope of Work

The Support Staff -Project Coordination will liaise/support/assist/facilitate the PMU in coordination of the PRF activities including, assistance in general administration, procurement planning, contract management and compliance with standard guidelines.

### Detailed Tasks and/or Expected Output

1. Under the supervision of the Project Director and in consultation with assigned project officer, the Consultant will assist and facilitate the PMU, including, but not limited to:

- Assist Project Coordinator on project administration aspects
- Assist in procurement planning under PRF and regular updates in the light of ADB Procurement Guidelines, GOM and GOI requirements, as applicable
- Ensure that all recommendations given in the context of the contract management by the PMU and UDPAD on various awarded contracts are in line with procurement and contract management guidelines / condition / clauses of the contract documents signed with the Consultants (PPDMC and Individual Consultants)
- Assist in preparing annual contract award and disbursement projections and monitor the actual contract awards and review periodic (quarterly / semi-annual) progress reports from the aspects of procurement and contract awards
- Assist in negotiations, preparation of contract agreements, issuing notification of award, signing of contracts and disclosure of information
- Ensure procurement compliance with ADB's Guidelines on the Use of Consultants and ADB's Procurement Guidelines and other Government (GOM and GOI) requirements
- Provide technical support on all procurement related processes to PMU and UDPAD
- Perform any other tasks assigned by PMU and UDPAD through Coordinator

### Minimum Qualification Requirements

Relevant Experience & Requirements are as under:

- Bachelor's degree, or equivalent or above, in Business Administration/ Engineering/Procurement/Law or other related fields
- Atleast 5 years' experience of procurement and contract administration of services, works, goods, plans, etc with focus on ADB or other multilateral institutions procedures
- Solid organizational skills including attention to detail and multi-tasking skills
- Good reporting and communication skills, as well as working skills in computer
- Working experience in North Eastern States and more specifically Mizoram is highly desirable
- Good command of spoken and written English is essential and working experience in Mizo language will be considered favourably

Minimum General Experience	5 Years
Minimum Specific Experience (relevant to assignment)	5 Years
Regional/Country Experience	Required

## Deliverables

Details	Name	Type	Estimated Submission Date
	Report	Report	
	Monthly Report	Monthly Report	

## Schedule and Places of Assignment (chronological and inclusive of travel)

Schedule Type Continuous

Max. Working Days/Week Home Office 5 Field 6

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
Aizawl, India	440	01-April 2023	31-January-2025	
<b>Total</b>				

## Cost Estimate

Cost Items	Amount in USD	
Remuneration and Other Expenses All activities and inputs in the TOR but not limited to remuneration, per diem, air travel, miscellaneous travel expenses, report preparation, production, and transmission, land transportation, communications, etc.	27,848	
Contingency	1,392	
<b>TOTAL</b>	<b>29,240</b>	

Note: Amount excludes GST

**Terms of Reference (Individual Consultant): Support Staff – Project Financial Management and Accounting (IC/04)**

Expertise	<b>Support Staff – Project Financial Management and Accounting</b>	Consultant Source	<b>National</b>
Expertise Group	<b>General Administration</b>	TOR Keywords	<b>Finance and Accounting</b>

**Objective and Purpose of the Assignment**

1. The Government of India (GOI) has requested the Asian Development Bank (ADB) for project readiness financing (PRF) loan assistance to support the Government of Mizoram (GoM) to plan and prepare urban transport interventions for the Aizawl Sustainable Urban Transport Project (the ensuing project) for the improvement of urban mobility in Aizawl. The initiative is aimed to enable integrated and sustainable urban transport development in Aizawl, the capital of Mizoram, a landlocked state in the north-eastern region of India.

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Max. Working Days/Week

Home Office

5

Field

6

<b>City and Country</b>	<b>Working Days</b>	<b>Estimated Start Date</b>	<b>Estimated End Date</b>	<b>Other Details (use if place selected is Others)</b>
Aizawl, India	440	01-April-2023	31-January-2025	
<b>Total</b>				

### Cost Estimate

<b>Cost Items</b>	<b>Amount in USD</b>	
Remuneration and Other Expenses All activities and inputs in the TOR but not limited to remuneration, per diem, air travel, miscellaneous travel expenses, report preparation, production, and transmission, land transportation, communications, etc.	27,848	
Contingency	1,392	
<b>TOTAL</b>	<b>29,240</b>	

Note: Amount excludes GST