

**GOVERNMENT OF NAGALAND
STATE INVESTMENT PROGRAM MANAGEMENT AND IMPLEMENTATION UNIT
ASIAN DEVELOPMENT BANK – ASSISTED NERCCDIP PROJECT**

Advance Action on Recruitment of Consultants

**Invitation for Submission of Expression of Interest for Institutional
Development Consultancy (IDC)**

Country/Borrower: India

Title of Proposed Project: North Eastern Region Capital Cities Development Investment Program . Project 2

Project No: 35290-03

Package No: B2

Name and Address of Executing Agency:

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Brief Description of the Project:

The Government of India/Government of Nagaland is implementing an infrastructural development program for the State capital Kohima with the first loan from the Asian Development (ADB) towards the North Eastern Regional Capital Cities Development Investment Program (NERCCDIP) under ADB's Multi-tranche Financing facility (MFF). The MFF will finance an investment program to improve urban conditions in the in North Eastern Region capital cities namely Agartala, Aizawl, Gangtok, Shillong and Kohima. The expected impact of the Investment program is improved environment and well being of urban residents in the five capital cities. The Program will (i) improve urban infrastructure and services (ii) strengthen urban institutions for better service delivery build project management and implementation capacity. The Project will comprise two parts: Part A will cover urban infrastructure and services improvement including the rehabilitation, improvement and establishment of (i) water supply, (ii) sewerage and sanitation and (iii) solid waste management. Part B will cover Investment Program Management and implementation support and comprehensive capacity building assistance to support the accomplishment of the urban institutional and financial reform agenda, and enhance planning, operation and maintenance

(O&M), revenue mobilization, and financial management capabilities of service providers. Part B is proposed to be implemented under the second loan of the MFF for which the State is taking necessary advance actions.

In Kohima in order to implement reform activities, institutional development and capacity development activities, a separate consulting firm will be recruited to undertake the following:

- (i) Achieving agreed ULB reforms for furthering the decentralized urban governance,
- (ii) Implementing utility reforms for sustainable and accountable water supply and sanitation service delivery, including (a) reforms required to improve the performance of the utilities and (b) reforms required to introduce fair and accountable regulation;
- (iii) Implementing municipal finance reforms as agreed by the Kohima Municipal Council (KMC)
- (iv) Evaluating the role and potential of PSP in urban infrastructure and service provision.
- (v) Providing training to KMC on all aspects pertaining to e-governance.

Scope of work for IDC:

The consultant in Kohima will be responsible for the following:

1. Assisting the Municipalization Process

- (a) Assess feasibility of and prepare time-bound detailed action plans to complete devolution of functions to KMC and undertake capacity development, including organizational, managerial and service delivery systems development within KMC;
- (b) Preparing the necessary legislative and regulatory instruments;
- (c) Assist the Government of Nagaland in finalizing the transfer of associated assets;
- (d) Establish managerial and operational systems to strengthen internal administrative management;
- (e) Assess the scope of the application of information technology and e-governance in service delivery.
- (f) Assist authorities in conducting a public debate, involving all stakeholders, on the need for an urban governance setup for the Greater Kohima Planning Area (GKPA) and prepare a specific report on options and path. Accordingly prepare urban governance arrangements for the GKPA and integrate the traditional governance structures into the urban governance framework and a time bound action plan for its delivery.

2. Migration to a Double Entry Accrual based accounting System

- (a) Support the ULB in the preparation and passing of relevant resolutions;
- (b) Prepare registers for assets and liabilities and Accounting manual for KMC;
- (c) Compilation of all entries required for preparation of Opening Balance Sheet and support for adoption;
- (d) Development of Municipal Financial Management Computer Software and Reengineering of Municipal management processes to align with accrual based accounting system;
- (e) Legislation /Modification of Municipal Finance Rules for migrating to double entry accounting system;
- (f) Training of accounting staff, etc.

3. Property Tax reform

- (a) Preparing and supervision property tax surveys;
- (b) Preparation of digital property maps for municipality;
- (c) Creation of GIS database of property;
- (d) Assessment of guidance value (unit area value)
- (e) Development of software and training of personnel etc;

4. Sustainable and Accountable Water and Sewerage Service Delivery

- (a) Support for establishing the Service Regulators;
- (b) Water Utility Reforms for ring fencing and improved operational management;
- (c) Rationalization of charges and
- (d) Evaluation of private sector opportunities.

Refer to the Terms of Reference for detailed information regarding the nature of services to be provided.

Interested consulting firm(s) may obtain information from the above.

Key Data:

Expected duration of assignment	: 3 years
Tentative commencement date	: April, 2011
Type of consultant	: National
Selection method	: QCBS
Budget (USD)	: 1.17 million
Total number of national experts	: 12
Assignment period in person- months (for National Experts)	: 112 (excluding support staff)
Types of proposal requested from entities	: Full Technical Proposal

The Consulting firm shall be selected and engaged in accordance with the Guidelines on the Use of Consultants by ADB and its Borrowers (2007, as updated from time to time). The employer shall be using the Quality and Cost-based selection (QCBS) method with full technical proposal.

Interested Consulting firms will be required to provide the following information including their eligibility that they are qualified to perform the services (in not more than 20 pages on A4 size papers):

- i) Background of the firm(s);
- ii) General and overall experience of the firm(s), including experience in country and outside, staffing and key financial information (such as annual turnover)
- iii) Eligibility;
- iv) Management Competence;
- v) Technical Qualifications;
- vi) Summary of similar projects undertaken in the country or region;
- vii) Project Sheets (including Experience in similar urban infrastructure projects).

Sample EOI forms can be obtained from the office of the Program Director. Anticipated Deadline for Submitting EOIs with supporting document is 19th July, 2010, in sealed envelopes, marked with **“EOI for Consultancy Services for Institutional Development Consultant for Kohima (NERCCDIP)”** and delivered to above address.

The prospective Consultants can download the program details, terms of reference and detailed EOI and the prescribed format for submission of information from the website: <http://nagaland.nic.in> as NERCCDIP-Kohima-EOI or may be obtained from the office of the undersigned during normal working hours.