

DEPARTMENT OF WATER SUPPLY AND SANITATION DEPARTMENT, PUNJAB
(PUNJAB RURAL WATER & SANITATION SECTOR IMPROVEMENT PROJECT)
PROJECT ID.: P150520, LOAN No.: IBRD- 84870-IN

REQUEST FOR EXPRESSION OF INTEREST
(Consulting Services--- Firms Selections)

Assignment: Hiring a Consulting Firm for Formulating a Strategy to Improve Service Delivery in Canal Based Rural Water Supply Schemes in Punjab

1. IBRD (The World Bank) has approved a credit amount of Rs. 2200 crore to Punjab Government for the implementation of Punjab Rural Water and Sanitation Sector Improvement Project (PRWSSIP). This project is under implementation since 2015. Now the Government of Punjab (GoP) intends to apply part of the available proceeds of this loan for hiring a Consulting Firm for Formulating a Strategy to Improve Service Delivery in Canal Based Rural Water Supply Schemes in Punjab.
2. **Objective:** The assignment is to hire a consulting firm to undertake a study of selected canal-based schemes and recommending solutions for improvement of service delivery parameters which may include but not limiting to:
 - a) Shifting/ upgrading sources; upgrade treatment systems/ use of improved treatment technology and improved conveyance (transmission) system of existing canal-based schemes to ensure water is drawn from dependable/ sustainable sources and upgrade schemes that are energy efficient with less operational complexities.
 - b) Better O&M arrangements for improved services delivery and monitoring of schemes through innovative solutions such as IOT, SCADA etc.
 - c) Specific recommendations on managing and storing raw water supplies to sustain service levels
3. The Department of Water Supply and Sanitation now invites eligible consultants to indicate their interest in providing these services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, and so forth). The Eligibility criteria is as under:

Eligibility criteria:

- i) Minimum Average Annual financial Turnover of Rs. 60 Lakhs of last 5 financial years (FY16-17 to 20-21).
 - ii) Consultants should have experience of working on one similar Multi-village water supply schemes based on Surface water within last 5 years from the last date of submission of EoI.
 - iii) Availability of skilled staffing.
4. **Selection of consultancy firms** shall be done through **Consultants Qualification Selection procedure (CQS)** set out in the World Bank guidelines. The Bidders have to submit the detail EOI proposal meeting the Eligibility Criteria as well as Selection criteria **as per the ToR Sr. no. 8**. The most qualified firm on the basis of the EOI evaluation shall be asked to submit a combined Technical and Financial Proposal and if such proposal is responsive and acceptable, then the firm will be invited to negotiate the contract.
 5. The Consultancy duration shall be for 3 months from the date of signing of the consultancy agreement.
 6. Interested Consultants may refer detailed "ToR" placed at the Departmental Website: www.dwss.punjab.gov.in. Expressions of Interest must be delivered in a written form to the address below (in person/courier, and by e-mail) **on or before 29-12-2021 upto 3:00PM**

"Note": Any corrigendum(s) to the Request for Expression of Interest shall be published on the website only.

OFFICE OF HEAD
DEPARTMENT OF WATER SUPPLY & SANITATION
Water Works Complex, Phase-2, SAS Nagar-160055
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Terms of Reference

Punjab Rural Water Supply and Sanitation Sector Improvement Project

Terms of Reference for Hiring a Consulting Firm for Formulating a Strategy to Improve Service Delivery in Canal Based Rural Water Supply Schemes in Punjab

1. Introduction

Punjab Rural Water Supply and Sanitation Sector Improvement Project (PRWSSIP) is being implemented (approved in 2015) with the financial support of the World Bank. This project covers mainly tube well, canal based single village or multi-village rural water supply schemes in Punjab state. The Canal based water supply schemes are mainly used in the southwest of Punjab which involves complex operations for storage and treatment of raw canal water when compared with the tubewell based schemes. Canal based water supply schemes are facing numerous challenges such as in adequate hours of supply at household level due to constraints in availability of raw water, open channels for conveyance of raw water, contamination and alga growth in raw water storage tanks, high cost in O&M, restricted hours of operations producing less filtered water (leading to inadequate utilization of available capacity of slow sand filters/ pressure filters) and also for reasons like clogged/old filter media. It is also due to not having good understanding/skills in operating slow sand filters. Ground water in this region is saline (brackish) and unfit for consumption due to which canal water is used to cater the water supply demands of villages. Distribution of water from Canal based schemes have issues like supplying in multiple zones, inadequate quantity, and unequal distribution of water with less pressure thus encouraging usage of booster pumps by some households. House hold connections without taps, connections to overhead tanks without float valves, removal of water meters to increase pressures at connection level etc are other issues. These have resulted in some cases, non-payment of water user charges by families on account of unsatisfactory services. Overall situation in canal-based schemes has been far from satisfactory to meet the project objective of a minimum 10 hours of supply at household level with assured 70 lpcd.

DWSS has collected baseline functionality data of 903 existing canal-based schemes supplying water to 1803 villages in the southwest part of the state. These schemes are facing numerous challenges in giving delivery of better services to villages due to constraints as described above. As a result, department intends to carry out the study on issues that the existing canal-based water supply schemes facing for formulating a strategy to improve 'Service Delivery in Canal Based Rural Water Supply Schemes'.

2. Objective:

The objective of the assignment is to hire a technical consulting firm to undertake a study of selected canal-based schemes and recommending solutions for improvement of service delivery parameters which may include but not limiting to:

- d) Shifting/upgrading sources; upgrade treatment systems/use of improved treatment technology and improved conveyance (transmission) system of existing canal-based schemes to ensure water is drawn from dependable/ sustainable sources and upgrade schemes that are energy efficient with less operational complexities.
- e) Better O&M arrangements for improved services delivery and monitoring of schemes through innovative solutions such as IOT, SCADA etc.
- f) Specific recommendations on managing and storing raw water supplies to sustain service levels

3. Scope of Services:

Diagnostic work:

The Firm shall prepare plans for service delivery improvement after conducting study of about 20+representative canal-based water supply schemes using a good mix of filtration technologies such as Slow Sand filtration (upgraded in last five years and unimproved old schemes - fully or partly functional), Rapid Sand Filtration, Dyna Sand Continuous filtration, Pressure Sand filtration, Autonomous Potabilization Unit (UPA) filtration to identify the issues and to analyze as under:

- a. Status of intake structure and its capacity efficiency along with raw water supply mains.
- b. Constraints in managing water supply delivery at full capacity of the scheme and impact of storage adequacy of raw water (S&S or summer storage tanks).
- c. Reasons for poor quality of water in SS tanks (growth of algae etc)
- d. Condition of canal-based water treatment infrastructure – reasons for neglect and poor asset conditions
- e. Operational management of schemes – critical examination to bring out shortcomings in managing electro-mechanical equipment, filters, condition of media and valves, storage tanks, status of disinfection system. Elicit understanding/ knowledge/ skills required for efficient operation of slow-sand filtration in DWSS engineers and operating staff including status of power availability, payment to the electricity board and efficiency of electro-mechanical equipment.
- f. Assessment of current levels of supply such as water production, cost of production, treated water quality, hours of operations and supply hours. Reasons for not producing water as per design capacity of the scheme.
- g. Quantify and assess the non-revenue water or unaccounted water supply due to leakage, theft or poor distribution network etc.
- h. Distribution operations and the need for doing away with zoning systems (being practiced by DWSS currently)
- i. Suggest steps to improve systems through short-term measures such as investments and possible improvement in services by improving S&S tank, upgrading pumps and motors, change of media, steps to avoid zoning, etc., and training operators and other field staff to improve operations.
- j. Suggest long term measures recommending techno economic advanced technological options and their expenditure for improvement of existing system for long term.
- k. Make recommendations to ensure minimum 70 lpcd service level in these schemes and general suggestions to upgrade rest of the schemes by reviewing the total number of schemes and their performance through desk analysis
- l. Preparation of Operational and Maintenance manual for canal based schemes and Suggest specific improvement in operational arrangements and best options for O&M for ongoing contracts as well as under procurements if any in all the canal-based schemes.

4. Methodology:

The Firm must undertake detailed study of 20+ schemes, shortlisted from the full list of canal-based schemes, after initial visits/ rapid assessment of several water supply schemes in all these districts. DWSS will review recommendations and provide the final list of villages to be taken up. Detailed technical performance assessment of the entire scheme covering source, waterworks infrastructure and distribution systems (fixing of meters, taps on connections, float valves for connections to overhead tanks, leak repairs, additional valves etc.), O&M practices, supply arrangements, capacity of operators etc. should be carried out as above to assess bottlenecks and improvements required to improve performance of the scheme and enhance service delivery (supply hours, LPCD etc.).

5. Strategy for Service Delivery Improvements:

Based on above studies, consulting firm will develop strategic vision for all 903 existing canal-based schemes to improve their supply levels on the following options:

- i.) Simple Upgradation: Tentative costs (and average per capita cost) required to improve slow sand filter plants through repair/ simple upgrades. Likely improvement in service delivery. Also comment of sustainability of operations, robustness/ durability of upgrade schemes. Provide detailed reasons and comments. Estimate likely cost of improvement of the schemes that can deliver services with moderate investments. Also provide average cost of producing one KL of water in this slow sand filtration upgrade approach. Suggest likely impact of such change on operations, management (staffing, skills etc) and capacity building needs of operating staff and field engineers.

Or, If changing technology from slow sand filtration is a necessity, propose a best alternate technology/ies that can be used in this region (shall be pressure filtration or any other suitable technology). Estimate likely cost of such a shift to upgrade of all those schemes that can be updated to deliver minimum 70 lpcd /10 hours of daily to all consumers at once (without zonal system). The recommendation should include likely per capita cost for such improvements, details/specification of such technology with economic efficiency; and dependability/ sustainability of such systems. Suggest likely impact of such change on operations, management (staffing, skills etc) and capacity building needs of operating staff and field engineers. Also suggest likely average cost of producing one KL of water in the model.

- ii.) Major Upgradation: If large multi-village water supply scheme models being built in Punjab in Moga, Patiala etc districts can be replicated economically to replace these ageing head water works (not distribution lines), examine feasibility of such small to large MV schemes in these blocks /villages/ districts with common WTP with perennial sources so that there would be no need for raw water storage tanks – this should be purely based on feasibility through desk analysis and field visits. Propose number of schemes that can be proposed and the villages that are likely to be covered. Draw boundaries of coverage of such schemes based on geographical information available from various sources; extent of land for WTP required with tentative location, and availability of sustainable sources (canals with yearlong supply except for a small duration like a month). Arrive at tentative capacities of such schemes that include WTPs and transmission systems to connect to existing reservoirs and distribution lines. Finally, strategy and cost of moving to this long-term approach in the schemes that can be covered with percapita costs. The costs (including per capita cost and cost of production per KL) should be for supplying 70 lpcd as one option and 110 lpcd as a second option.

6. Team Composition and Qualification requirements of experts

The Technical Support Firm should have the following minimum manpower to carry out the assignment and the actual deployment of these personnel may vary depending on the number of schemes undertaken at a time for the study. The exact number of manpower to be deployed for the assignment shall be decided in consultation with the DWSS.

Sr. No.	Descriptions of key person	Number of key persons required	Qualification and Experience	Inputs envisaged
1	Team leader	01	Postgraduate in Civil/ Mechanical Engineering/Management from recognized college/ University / Institute. Having minimum 10 yrs. of experience in water sector (of that, 05 years in rural water sector preferred) with	1X60-man days over three months

			knowledge on various treatment technologies including slow sand filtration, pressure sand filtration and conventional rapid sand filtration and in the operation & Maintenance of water supply schemes. Having good experience in developing O&M models water supply scheme is highly desirable.	
2	Senior Technical experts	03	Engineering Graduation in Civil / Mechanical. Minimum 10 yrs. of experience in Water Sector with some experience on operation and maintenance of water supply schemes (of that, 02 years in rural water sector preferred) Specific Experience: <u>Slow Sand Filtration Expert</u>: Experience: A minimum 3 year in canal based/ surface water-based water supply scheme using slow sand filtration (if an expert with graduation is not available, diploma engineer is allowed provided he/she has more than 15 years of experience). <u>Design Expert</u>: Should have 3 years design experience of water supply schemes with good understanding and ability design water treatment plants with different technologies (surface water /canal-based water treatment plant). <u>Operations and Management Expert</u>: The engineer should have hands on experience of managing water supply in rural and urban context. If graduate is not available, a diploma holder or a management expert with considerable hands-on experience is allowed.	3X60-man days each over 3 months
3	Technical Experts	03	3 graduate engineers with Civil/Mechanical engineering -Experience of more than 5 years. (of that, 01 year in rural water sector preferred)	3X60 man days over three months
4	Social Dev. Expert and economist	02	One <u>social development expert</u> with Masters in Social Work having water sector experience of about 10 years is required to join the field work. One <u>economist</u> with MA Economics having water sector expertise& experience of about 10 years and to join second month of desk work	1X20 man days 1X20 man days
5			Support staff as required	

7. Reporting Requirements and Time Schedule for Deliverable

The firm shall propose implementation work plan that enable completion of task in 3 months as follows:

- **First month:** One team working on studying slow sand filters; one on schemes using other technologies and the third one on identifying villages that have major raw water supply problems or those in need of long term solution and conduct necessary field work. Submit preliminary report
- **Second month:** Analyze data and conduct meetings with stakeholders and DWSS staff. Conduct workshops with staff and draw conclusions. Propose draft final report with vision and suggestions

with cost estimate for improving all the canal-based schemes to deliver minimum 70 lpcd of water without zoning. Such schemes should be resilient from droughts or any disasters.

- **Third month- first fortnight:** Present draft report in a workshop to DWSS management. DWSS will review the draft report and provide comments.
- **Third month- second fortnight:** The team will deliver final report after addressing the comments.

Scheme wise each report will be submitted in five numbers of hard copies along with soft copies to the Nodal Officer, DWSS.

The schedule of submission of reports and their payment shall be as under:

Sr. No.	Deliverables	Timeline	Cumulative time in days from start of assignment	% Of Payment Of total cost
1	Submission and approval of inception report by review committee	10 Days	10 days	15%
ii	Data collection of schemes and proposing findings	30 Days	40 days	25%
iii	Analysing the data collected and propose best solutions in form of draft report.	20Days	60 days	20%
iv	Discussion on draft report by means of presentation	15 Days	75 Days	10%
v	Submission and approval of final report	15 Days	90 Days	30%

8. Eligibility and Selection Criteria for Evaluating the Proposal:

The Consultant will be selected in accordance with Consultant's Qualification (CQS) method set out in the World Bank's Guidelines: Selection and Employment of Consultants by Bank borrower, Jan 2011, revised July 2014.

The eligibility criteria are as under:

- Technical:** Consultants should have experience of working on one similar Multi-village water supply schemes based on Surface water
- Financial:** Minimum average annual financial turnover of Rs. 60 lakh in last 5 (five) financial years (FY 2016-17 to 2020-21).

Full particulars of the constitution, ownership, organizational structure, and main activities of the prospective bidder should be provided, including details such as:

S. No.	Description	Enclosures (Yes/No)	Annexure No.
1.	Name of the firm /Organisation and its registered office		
2.	Address for the correspondence		
3.	Status/Constitution of organization		
4.	Registration under Companies Act		
5.	Project Data sheets demonstrating experience in conducting Water Supply/ infrastructure projects along with completion certificates		
6.	Service Tax Registration		
7.	Permanent Account Number (PAN)		
8.	Details of major assignments undertaken of a similar nature, during the last 5 (Five) years from last date of submission of EoI.		

Selection Criteria, Sub Criteria & Point System for the Evaluation of the full technical proposal

A)	Specific experience of consultant (as firm) relevant to the Assignment																						
1.	Relevant experience of the Consulting firm	Total Marks: 10																					
	Experience of technical audit of at least 1 Multi Village Water Supply scheme based on surface water (Completed assignments shall be considered for evaluation)	2 Marks for each assignment																					
2	Annual average financial turnover of consultancy projects in last 5 years duly audited by Chartered Accountant.	Total Marks: 10 • Minimum Turnover of Rs. 60 lakhs = 2Marks • Turnover of Rs. 60 lakhs – 80 Lakhs = 3 Marks • Turnover of Rs. 80 lakhs – 1 Crore = 5 Marks • Turnover of > Rs. 1 Crore = 10 Marks																					
3	Description of Approach, Methodology and Work Plan in respect of scope of work & deliverables.	Total Marks: 20																					
	i) Technical Approach and Methodology	10 marks																					
	ii) Work Plan	5 marks																					
	iii) Organization and Staffing	5 marks																					
B)	Key Experts' qualifications and competence for the Assignment: Distribution of 60 marks for the key experts for the evaluation of technical proposal would be as under: <table border="1" style="margin: 10px auto; width: 60%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th><th style="text-align: center;">Key Experts</th><th style="text-align: center;">Marks</th></tr> </thead> <tbody> <tr> <td style="text-align: center;">a)</td><td>Team Leader - (01) 1x10</td><td style="text-align: center;">10</td></tr> <tr> <td style="text-align: center;">b)</td><td>Senior Technical Experts (03) 3x8</td><td style="text-align: center;">24</td></tr> <tr> <td style="text-align: center;">c)</td><td>Technical Experts (03) 3x6</td><td style="text-align: center;">18</td></tr> <tr> <td style="text-align: center;">d)</td><td>Social Development Expert (01)</td><td style="text-align: center;">4</td></tr> <tr> <td style="text-align: center;">e)</td><td>Economist (01)</td><td style="text-align: center;">4</td></tr> <tr> <td colspan="2" style="text-align: center;">Total</td><td style="text-align: center;">60</td></tr> </tbody> </table> The number of points to be assigned to each of the above positions shall be determined considering the following 3 sub-criteria and relevant percentage weights: i) General qualifications (general education and experience): 20 % ii) Adequacy for assignment (relevant additional education, training, experience in the sector/ similar assignment undertaken) (based on evidence): 70% iii) Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.): 10% Total weight: 100% Total Marks: 100		Sr. No.	Key Experts	Marks	a)	Team Leader - (01) 1x10	10	b)	Senior Technical Experts (03) 3x8	24	c)	Technical Experts (03) 3x6	18	d)	Social Development Expert (01)	4	e)	Economist (01)	4	Total		60
Sr. No.	Key Experts	Marks																					
a)	Team Leader - (01) 1x10	10																					
b)	Senior Technical Experts (03) 3x8	24																					
c)	Technical Experts (03) 3x6	18																					
d)	Social Development Expert (01)	4																					
e)	Economist (01)	4																					
Total		60																					

- Note:**
1. Consultant's organization and experience should be submitted in the format given in the **Annexure-I.**
 2. Description of Approach, Methodology, Work Plan and Staffing for performing the assignment should be submitted as described in **Annexure- II.**
 3. Work Schedule and Planning for Deliverables should be submitted as per **Annexure- III.**

4. Team Composition, Assignment and Key Expert input and CV should be submitted as per **Annexure IV**.
5. Any change of key personal after the award of consultancy will not be allowed.

9. Time Period:

The consultancy support is required for a period of 3 months.

10. Support provided by DWSS:

DWSS shall provide all necessary designs, drawings including as-built-drawings as required by the Firm for the schemes selected for the assignment for this purpose. DWSS will arrange access of the firm to the water supply facilities in co-ordination with the GPWSCs/GPs.

11. Review Committee:

Review committee for the assignment will comprise of Chief Engineer (Central Zone) DWSS, Superintending Engineer (Muktsar Circle) DWSS and Superintending Engineer (Ferozepur Circle) DWSS along with on Executive Engineer of the two circles.

12. Ownership:

The consultancy will be funded by Punjab Rural Water & Sanitation Sector Improvement Project (PRWSSIP funded by World Bank). The consultant will have no right or claim to the consultancy after its completion. The Consultant shall not use the outputs of consultancy without prior consent of DWSS.

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Email: procurementdwsspb@gmail.com,
Website:<http://dwss.punjab.gov.in>**

FORM

CONSULTANT'S ORGANIZATION AND EXPERIENCE

Form: a brief description of the Consultant's organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organization

1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.
2. Include organizational chart, a list of Board of Directors, and beneficial ownership

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 5 years from last date of submission of EoI.
2. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. Assignments completed by the Consultant's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Duration	Assignment name/ & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment	Reference no.(Page) of work order and completion certificate
{e.g., Jan.2009– Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of ;}	{e.g., Ministry of, country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}	
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government”: drafted secondary level regulations on.}	{e.g., municipality of.....,country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}	

Note:

- I. Work Order, ToR/ Scope of work and Completion Certificate of consultancy assignments dully signed by client are to be attached with each completed assignment.
- II. On-Going consultancy assignments/ project shall not be considered for evaluation

FORM

**DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**

Form: a description of the approach, methodology, and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) **Technical Approach, Methodology, and Organization of the Consultant's team.**
{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs inhere.}
- b) **Work Plan and Staffing.** {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work ScheduleForm.}
- c) **Comments (on the TOR and on counterpart staff and facilities)**
{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

FORM

WORK SCHEDULE AND PLANNING FOR DELIVERABLES

N°	Deliverables ¹ (D-..)	Months											
		1	2	3	4	5	6	7	8	9		n	TOTAL
D-1	{e.g., Deliverable #1: Report A												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5)												
	6) delivery of final report to Client}												
D-2	{e.g., Deliverable#2.....}												
n													

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a barchart.
- 3 Include a legend, if necessary, to help read the chart.

FORM

TEAM COMPOSITION, ASSIGNMENT, AND KEY EXPERTS' INPUTS

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1	D-2	D-3		D-...				Home	Field	Total	
KEY EXPERTS															
K-1	{e.g., Mr. Abbbb}	[Team Leader]	[Home] [Field]	[2 month] [0.5 m]	[1.0] [2.5]	[1.0] [0]									
K-2															
K-3															
n															
											Subtotal				
NON-KEY EXPERTS															
N-1			[Home] [Field]												
N-2															
n															
											Subtotal				
											Total				

1 For Key Experts, the input should be indicated individually for the same positions as required under the Data SheetITC21.1.

- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.
- 3 "Home" means work in the office in the expert's country of residence. "Field" work means work carried out in the Client's country or any other country outside the expert's country of residence.



Full time input Part time input

FORM
(Continued)

CURRICULUM VITAE (CV)

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

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

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

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

Membership in Professional Associations and Publications:

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

Adequacy for the Assignment:

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

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

Certification:

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

{ day/month/year }

Name of Expert

Signature
Date

{ day/month/year }

Name of authorized

Signature Date Representative of the Consultant
(the same who signs the Proposal)