

**GOVERNMENT OF NEPAL,
MINISTRY OF TOURISM AND CIVIL AVIATION**

**SOUTH ASIA TOURISM INFRASTRUCTURE
DEVELOPMENT PROJECT - NEPAL**

ADB Loan No. 2579 -NEP(SF) and Grant (No. 0179 -NEP)

**Expression of Interest for
Selection of Project Management Consultant**

**NOTICE FOR PUBLICATION IN LOCAL NEWSPAPER AND
WEB SITES (MOTCA AND ADB)**

**GOVERNMENT OF NEPAL
MINISTRY OF TOURISM AND CIVIL AVIATION
(MOTCA)**

SOUTH ASIA TOURISM INFRASTRUCTURE DEVELOPMENT PROJECT – NEPAL
Date of Publication of Notice March 11, 2010

**Invitation for Submission of Expressions of Interest for Consulting Services for
Project Management Consultant (PMC)**

The Government of Nepal is receiving a Loan **No. 2579 – NEP(SF) and Grant (No. 0179 –NEP)** from the Asian Development Bank (ADB) in various currencies towards the cost of ‘**SOUTH ASIA TOURISM INFRASTRUCTURE DEVELOPMENT PROJECT – NEPAL**’

The Project will focus on improvement of connectivity and destination management of cultural and natural resources in key tourism based sites of Nepal. This include upgrading of Gautam Buddha Airport to regional international airport, construction of a visitors centre and other facilities at Lumbini and community based heritage tourism in the adjoining VDCs of Lumbini Master Plan Area.

The Project Management consultants (PMC) team under the Project will assist Project Coordination Unit (PCU) in MoTCA and Project Management and Implementation Units (PMIUs) in Civil Aviation Authority Nepal (CAAN) and Lumbini Development Trust (LDT) in setting up of the project management and monitoring systems and assisting PCU in the monitoring of the overall project progress and reporting. The PMC, comprising a core expertise in project management, monitoring, procurement, and financial management will support the PCU; delineate the PCU and PMIUs’ method and detailed program and work plans, procedures for coordination, management, financial management, project accounting, project performance monitoring system, reporting and design, installation and operationalization of new systems as required. PMC will also assist in community awareness and marketing promotion activities and implementation of the Institutional Improvement Action Plan as well.

Each of the PMIUs in CAAN and LDT will have separate Design and Supervision Consultants (DSCs) for their respective components.

The project intends to acquire services of local consulting firm/firms for providing Project Management Services under this package.

Qualified domestic consulting firms experienced in similar projects are hereby invited to submit their Letters of Interest for the purpose of short-listing.

The Letters of Interest should be accompanied by a summary on the Company Profile indicating the competence, organizational setup, annual financial turnover, past experiences in similar works, list of full time and resource personnel, work at hand, etc.

A tentative total of 67 domestic professional man months together with support staff will be procured for consulting services

The Consultants will be engaged for the consulting services as per QCBS method (Quality and Cost-Based Selection), in accordance with *ADB’s Guidelines on the Use of Consultants*.

It is envisaged that the Consultant’s services will be required for the period November 2010 - September 2014.

The Project reserves the right to shortlist or not any or all of the firm(s) without assigning any reason whatsoever. Only shortlisted firms will be invited to submit proposal.

Application forms and the Terms of Reference (TOR) can be requested through email or collected at the following address or can be downloaded from MoTCA’s website. The dead line for submitting application is on or before (date 26 March, 2010, 02 PM) at the following address.

Project Coordinator, PCU, SATIDP-Nepal
Ministry of Tourism and Civil Aviation,
Singhadarbar,
Kathmandu, Nepal
Telephone: 977-1-4211620/4211644
Fax: 977-1-4211758
Website: www.tourism.gov.np
Email: mbkarky@yhoo.com

**GOVERNMENT OF NEPAL,
MINISTRY OF TOURISM AND CIVIL AVIATION**

**SOUTH ASIA TOURISM INFRASTRUCTURE
DEVELOPMENT PROJECT - NEPAL**

ADB Loan No. 2579 - NEP(SF) and Grant (No. 0179 -NEP)

**Expression of Interest for
Selection of Project Management Consultant**

Application Forms

**GOVERNMENT OF NEPAL, MINISTRY OF TOURISM AND CIVIL AVIATION,
SOUTH ASIA TOURISM INFRASTRUCTURE DEVELOPMENT PROJECT
ADB Loan No. 2579 – NEP(SF) and Grant (No. 0179 –NEP)**

**Expression of Interest Consulting Firms for
Project Management Consultant**

Expression of Interest (EOI) Consulting Firms

Project Number	
Project Name	
Project Country	

I. Eligibility

Declaration

We¹ hereby declare that:

- (i) we have read the advertisement, including the terms of reference (TOR), for this assignment;
- (ii) we have not been engaged to prepare such TOR as a firm, association, or joint venture; and
- (iii) no full-time or part-time or contracted expert employed by our firm, association, or joint venture has been engaged to prepare such TOR.

We further confirm that, if any of one or more of our experts is engaged to prepare TOR for any ensuing assignment as part of our work product under the assignment to which this advertisement relates, our firm and any such expert(s) will be disqualified from short-listing and/or participation in such follow-on assignment.

Lead Firm		CMS Registration Number: ²
Signed by :		
Position :		
Associate/Partner1		CMS Registration Number: ²
Signed by :		
Position		
Associate/Partner2		CMS Registration Number: ²
Signed by :		
Position ³ :		

¹EOIs may be submitted by a firm, association, or a joint venture. For short-listing purposes, the combined experience of an association or a joint venture will be evaluated although the qualifications of the lead firm will be given a greater weight. Whereas the firm, association, or joint venture is free to submit additional information in hard or soft copy, short-listing will be based primarily on an evaluation of information included in the EOI template.

² CMS registration is not mandatory for the associated firms.

³ Unless otherwise specified, an international firm, as lead firm, associate or partner can only be nominated one EOI. A national firm as lead firm can only be nominated in one EOI. A national firm as an associate or partner can be nominated in more than one EOI. To avoid confusion and possible elimination after short-listing, lead firms of associations or joint ventures are strongly advised to confirm relationships (exclusive of non-exclusive) with selected associates or partners prior to expressing interest.

II. Management Competence (Please answer each question in no more than 10 sentences)

- a. Provide the name, qualifications and relevant experience of the lead firm's director or manager who will assume overall responsibility for the firm's, association's or joint venture's team coordination, management and output.

- b. If you are proposing an association or a joint venture, outline the rationale for, and benefits to the assignment of, the arrangement.

- c. If you are proposing an association, or a joint venture, outline proposed management coordination of the arrangement, including the role of each firm.

- d. Does your firm/association/joint venture have standard policies, procedures or practices in place that promote quality in: the workplace, your interaction with clients, and the outputs you produce? If yes, describe briefly.

- e. How will you ensure the quality of your firm's/association's/joint venture's performance over the life of this assignment?

- f. How will your firm/association/joint venture deal with any complaints concerning the performance of the staff or the quality of the reports submitted for this consulting assignment? What internal controls are in place to address and resolve complaints?

III. Technical Competence

Narrative Descriptions

With reference to the attached project sheets, and in the context of the assignment's TORs, summarize the relevant technical qualifications of your firm/association/joint venture (maximum of 2 pages). **Also provide brief CV (limited to one page) of professionals you intend to propose, meeting qualification, experience as defined in TOR.**

IV. Geographical Competence

Outline the country /regional experience of the firm/association/joint venture (maximum of one half page).

Applicable only for International consultant

V. Information on Consulting Firm's Registration and Organisation

- a. Registration of firm (Certified)
- b. VAT registration of firm (Certified)
- c. Core business and year of business in this field

d. Profile of the firm, its organization and staffing

VI. Financial Competence

- a. Annual turnover with profit and loss account of past five years (Certified)
- b. Balance sheet of last five years (Certified)
- c. Credit facilities and Bankers

Project Sheets

Indicate up to 10 reference projects from the past 5 years that the firm/association/joint venture feels are relevant.

Project 1 of __

• Project Name			
• Name of Client			
• Country		Project location within Country	
• Participation	<input type="checkbox"/>	As lead firm	
	<input type="checkbox"/>	As associate firm	
• Value of Services		(US\$)	
• Source of Financing			
• Consultancy Services			
(i) No. of staff			
(ii) No. of person months			
• Length of Consultancy Assignment			
• Start Date		(dd/mm/yyyy)	
• Completion Date		(dd/mm/yyyy)	
• Name of Associate Firms (if any)			
• No. of Person-Months of Professional Staff Provided by Associated Firm(s)			
• Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed			
• Detailed Narrative Description of the Project			
• Detailed Description of the Actual Services Provided by your Firm			

**GOVERNMENT OF NEPAL,
MINISTRY OF TOURISM AND CIVIL AVIATION**

**SOUTH ASIA TOURISM INFRASTRUCTURE
DEVELOPMENT PROJECT - NEPAL**

ADB Loan No. 2579 - NEP(SF) and Grant (No. 0179 -NEP)

**OUTLINE TERMS OF REFERENCE
FOR
PROJECT MANAGEMENT CONSULTANT**

Outline Terms of Reference for Project Management Consultant

This Project is part of a South Asian regional project with an aim in sustainable and inclusive development by tapping the potential of contiguous and complementary tourism assets of Nepal. This will be reflected in an increase in the contribution of tourism to the subregion's economy and employment opportunities.

The Project aims to develop the Nepal portion of the "Footsteps of the Lord Buddha circuit by focusing interventions on Lumbini. The importance of Lumbini stems from the Sacred Garden, a World Heritage site that includes the birthplace of Buddha and related archaeological remains and structures. Interventions are directed at (i) enhancing the connectivity to Lumbini, (ii) destination improvements in Lumbini, and (iii) capacity development of relevant public sector site managers and communities.
(transferred from below)

Project outputs include (i) connectivity enhancement; (ii) destination improvements; and (iii) support for fostering community participation, capacity development, and project management. The first output involves upgrading air and road access to selected natural and cultural sites of importance for tourism. The second output includes (depending on the sites' needs) environmental improvements, visitor infrastructure and services, on-site visitor circulation systems, and heritage protection. The third output involves interventions for (i) greater community engagement in heritage management and tourism; (ii) institutional and human resources development of relevant agencies in planning, developing, managing and promoting heritage sites of tourism importance; and (iii) effective project implementation.

- i) Connectivity Enhancement:** This component aims to enhance air access to Lumbini by upgrading the Gautam Buddha airport to international standards. This involves (i) construction of a new runway, exit taxiway, and apron pavement; (ii) rehabilitation of the existing runway for conversion to parallel taxiway; (iii) refurbishment and expansion of existing terminal building as a domestic terminal building; (iv) construction of a new international terminal building; (v) new control tower, customs and cargo building, and crash fire rescue building, (vi) water supply, sewerage, and drainage improvements and other civil works such as Ghaghara Khola irrigation canal diversion, roads, and security fence; (vii) expansion of fuel farm; and (viii) and installation of communication and navigational equipment suitable for international airports. The airport will be constructed as category 4E in accordance with the guidelines of the International Civil Aviation Organization.
- ii) Destination Improvements:** This component focuses on the Lumbini master plan area. It aims to enhance the protection and management of Lumbini and experience of visitors by improving the environmental quality, the outstanding universal value of the site, and visitor facilities. Improvements include (i) development of car parking and bus stop; (ii) completion of the unfinished portion of the perimeter road; (iii) provision of localized source-based drinking water supply; (iv) provision of toilets in key locations; (v) solid waste management improvements; (vi) enhancement of on-site interpretation displays and signage telling the Buddhist history of Lumbini; and (vii) construction of a visitor center, and landscaping and pedestrian walkways around the visitor center to enhance initial reception of visitors and provide visitors with required information and orientation about Lumbini.

iii) **Fostering Community Participation, Capacity Building, and Project Management:**

This component aims to foster community engagement in heritage management and tourism, build the capacity of agencies involved in managing heritage and tourism infrastructure, and support effective and timely implementation of the Project.

a) Community Participation: The subcomponent includes community awareness-raising programs on the importance of Lumbini as a world heritage site and potential benefits from tourism to the local economy, particularly new markets and livelihood opportunities that the local people can access. The subcomponent also supports a demonstration scheme for heritage tourism livelihood generation including (i) social mobilization, (ii) skills development in heritage site management and tourism-related activities based on a value chain analysis, and (iii) linking communities to available microfinance services. Local and non government organizations (NGOs) and microfinance service providers experienced in similar schemes are expected to be involved as needed. The scheme builds on Nepal's good practice "Tourism for Rural Poverty Alleviation project" and emphasizes market linkages

b) Capacity Building: This subcomponent primarily supports capacity building and human resource development of (i) LDT which is responsible for planning and management of the Lumbini area; and (ii) the Civil Aviation Authority of Nepal (CAAN), which is in charge of air transport infrastructure and services.

Assistance to LDT includes developing and implementing measures to strengthen LDT in (i) strategic planning, (ii) heritage protection, (iii) visitor management, (iv) environmental management, (v) maintenance of site infrastructure, (vi) financial management and revenue generation, (vii) coordination of multi stakeholders, and (viii) engagement of communities in heritage tourism. The subcomponent also supports LDT in updating the Lumbini master plan and preparing a management plan for the World Heritage site in cooperation with UNESCO. Support includes defining linkages between the master plan and the broader Lumbini development area, and integrating measures for institutional development and financial management into the updated master plan and development control regulation. As part of the efforts to promote Lumbini, the Project also provides assistance to the Nepal Tourism Board to design and implement a marketing program for Lumbini and other Buddhist sites in its vicinity in coordination with regional TA..

For CAAN, the assistance focuses on enhancing the capacity for management of Gautam Buddha airport: This involves preparation and implementation of a business plan for the airport, including support for setting and restructuring aeronautical and nonaeronautical rates, possible outsourcing of various functions and other cost management measures, as well as staff training programs in airport management and financing.

Project Management: This subcomponent supports funding the costs of the project coordination unit (PCU) in the Ministry of Tourism and Civil Aviation (MOTCA) and project management and implementation units (PMIUs) in LDT and CAAN, including incremental administration and operations related to implementation, provision of equipment, logistics, and consulting services.

This procurement package is for appointing the Project Management Consultant for Project Coordination Unit under the Ministry of Tourism and Civil Aviation.

The Project Management consultants (PMC) will assist Project Coordination Unit (PCU) and Project Management and Implementation Units (PMIUs) of Civil Aviation Authority Nepal (CAAN), and Lumbini Development Trust (LDT), in setting up of the project management and monitoring systems and assisting PCU in the monitoring of the overall project progress and reporting. The PMC, comprising a core expertise in project management, monitoring, procurement, and financial management will support the PCU; delineate the PCU and PMIUs' method and detailed program and work plans, procedures for coordination, management, and financial management and project accounting, project performance monitoring system, and reporting; and design, installation and operationalization of new systems as required; PMC will also assist in community awareness and marketing and promotion activities. Moreover, PMC will also assist Civil Aviation Authority Nepal (CAAN), Lumbini Development Trust (LDT), and Nepal Tourism Board (NTB) in the implementation of the Institutional Improvement Action Plan.

The Project Management Specialist to work closely with the PCU will have the overall management responsibility and will be supported by a project monitoring specialist and a financial management specialist. The Project Manager's technical role will also involve support in select aspects of airport and pavement design. The role of the Project Monitoring specialist will be in terms of establishment and monitoring of the Project Performance Monitoring Systems. The Financial Management specialists function beyond design and production of management report will also be to support the entities in other aspects such as business plan. The Marketing Expert will primarily coordinate promotional activities in consultation with NTB and will support them in procurement of media content from the budget available for promotion.

The consultant will be engaged for a period (Nov. 2010 – September 2014).

A total of 67 professional man months in the following discipline will be engaged:

Project Management Consultants
Project Manager/Project Mgmt Specialist (Airport Design, Management and Pavements- National)
Project Monitoring Specialist (National)
Financial Management Specialist (National)
Marketing Specialist (National)

PROJECT MANAGEMEN CONSULTANT

DESCRIPTION OF QUALIFICATION, EXPERIENCE AND TASKS OF CONSULTANTS

1. Position: Project Manager (National)

Education and Experience: Masters in Civil Engineering with around 20 years experience in design, management and supervision of airport projects and a good understanding of infrastructure and community based themes, demonstrated leadership qualities.

Terms of Reference:

- a) Overall Management of the project- manage all tasks required under the contract and ensure delivery of outputs in a timely and satisfactory manner in accordance with the overall project implementation schedule;
- b) Coordinate and assist the Project Coordination Unit at the centre and the Project Management and Implementing Units (PMIUs) in its functions and responsibilities of sub project design and implementation;
- c) In consultation with the Project Director, PCU, Project Managers at CAAN and LDT, assist in the establishment of annual project work plans, job descriptions, staffing schedules and budgets, and prepare a detailed implementation schedule covering all stages of the implementation process for each project component from field survey and investigations to the acceptance of finished works;
- d) Set up procedures and systems for overall project management and monitoring project implementation;
- e) Assist PIMU in undertaking bidding procedures including prequalification of the contractors, bidding, bid evaluation and preparation of bid evaluation reports and awards of contracts for procurement of equipment, materials and civil works for all contract packages;
- f) Provide solutions to the EA and DSC on key technical issues;
- g) In consultation with the Project Manager at PMIU-CAAN, contribute to design of all Airport pavement and overall design of the facilities and review detailed designs and associated bidding documents for all subproject components suitable for various procurement methods (ICB, IS or LCB) as specified in ADB's Guidelines for Procurement;
- i) Assist PCU and PMIU with overall management and supervision of construction works including the resolution of contractual issues;
- j) Review project implementation progress from the perspective of overall project management and detailed annual work plans, and recommend remedial measures as appropriate;
- k) Review implementation of loan covenants in collaboration with PCU and recommend remedial measures as appropriate;
- l) Contribute to the business plans of CAAN and LDT and
- m) Support the PCU and PMIU in monitoring of sub projects, compliance with regard to assurances, progress on the agreements relating to management reforms and maintenance of PPMS database;

2. Position Financial Management Specialist (National)

Education and Experience: CA/ACCA/CPA/ICWAI Masters in Financial Management with around 15 years experience in project accounting and financial management systems. Should have adequate experience in design, implementation and management of project accounting financial management aspects of donor funded projects.

Terms of Reference:

- a) Prepare financial management and reporting systems of the project and oversee production of Financial Management reports for submission to the ADB by the PCU and PMIU's
- b) Support capacity building of eco development societies and other entities (such as CAAN, LDT trusts) in financial management aspects through structured capacity development programs;
- c) Review and contribute to the finalization of business plans of CAAN and LDT and
- d) In consultation with the community development specialist and institutional development specialist, support communities in transactions (Link to Micro Finance, NGO Support Community Mobilization etc)
- e) Based on the business plans, support in design and implementing a financial improvement action plans.
- f) Contribute to the financial management improvements and revenue enhancement measures of project components

3. Position: Project Monitoring Specialist (National)

Education and Experience: Masters in Engineering/Planning/Social Science with around 15 years of experience in project performance monitoring, preferably projects supported by donors.

Terms of Reference:

In relation to the project outcomes and in discussion with the PM and the Team, design the project performance monitoring mechanisms for the project to include:

- a) Definition of the forms and monitoring schedule;
- b) The outputs and outcome monitoring requirements and
- c) Specify the requirements from the Environmental Engineer/Planner and Cultural Heritage Specialist (Supervision Team) specific requirements on outcome monitoring from culture based activities and eco tourism)
- d) Prepare regular progress reports in formats acceptable to ADB and government ministries.

3. Position: Marketing Expert (National)

Education and Experience: A Masters Degree in Business Administration/Communication/Advertising/ Visual Arts with around 15 years experience in design and marketing of advertising and promotional content for all types of media including the internet, preferably on tourism or development activities. Preferably experience of work with a public agency.

Terms of Reference:

- a) Assist the project in defining the media content on project sites, especially Lumbini and community products that will be designed and additional themes being developed as part of the project and more importantly on the tangible and intangible cultural heritage and nature and community based activities;
- b) Selection of entities for preparation of media content and outputs;
- c) Procurement of services and goods relating to this activity;
- d) Link proposed community based activities with the market/ operators.