

Government of Uttarakhand

Expression of Interest (EoI)
for
Engagement of Engineers in
Uttarakhand Forest Resource Management Project

(Disaster Mitigation Component)

Office of Chief Project Director
Project Management Unit (PMU)
Uttarakhand Forest Resource Management Project
24, IT Park, Sahasradhara Road, Dehradun
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November 2016

Government of Uttarakhand
Office of Chief Project Director Project Management Unit (PMU)
Uttarakhand Forest Resource Management Project 24, IT Park, Sahasradhara Road,
Dehradun

Ref: 382/17-3

Date: November 25, 2016

Request for Expression of Interest (EoI)
for
Engagement of Engineers in Uttarakhand Forest Resource Management Project
(Disaster Mitigation Component)

1. "Uttarakhand Forest Resource Management Project" ("the Project") is being implemented in selected Forest Divisions of Uttarakhand which is funded by Official Development Assistance (ODA) Loan from Japan International Cooperation Agency (JICA). The objective is to contribute towards eco-restoration and enhancement of forest resources, expansion of livelihood opportunities & income generation of the forest dependent people and mitigating the risks of sediment disasters in highly vulnerable areas by taking measures of erosion control and sediment disaster mitigation, thereby contributing to environmental conservation and harmonized socio-economic development of Uttarakhand.
2. Following Engineers are proposed to be engaged in their individual capacity by the Project Management Unit (PMU) of the Project for activities related to erosion control, treatment of landslides & their management and sediment disaster mitigation:

1) Chief Engineer	1;
2) Construction Engineer	1;
3) Design Engineer	1;
4) Construction Planning/Cost/Procurement Engineer	1;
5) Field Engineers	2; and
6) Survey / CAD Engineer	1
3. The scope of each Engineer is mentioned in Terms of Reference (ToR) (Attachment 1)
4. Expression of Interest (EoI) is invited from suitable Engineers in their individual capacity, who have the academic qualifications and sufficient and demonstrated experience of conducting works related to erosion control, treatment of landslides & their management and sediment disaster mitigation in hills with respect to their area of specialization to indicate their interest in providing the desired services.
5. After screening of the applications received from suitable candidates till the last date of submission of Expression of Interest, a shortlist shall be prepared and selection of the shortlisted candidates will be made following the procedure of Quality Based Selection (QBS).

6. Initially, the selected personnel shall be engaged on probation for 6 months and after successful completion of the probation, if found suitable for the assigned tasks, the duration of engagement of selected personnel may be further extended up to 4.5 years. Thus the total duration of the assignment is envisaged to be 5 years.
7. Remuneration (negotiable) of each Engineer and upper age limit for the applicants are as follows:

Position	Age (not more than)	Remuneration (negotiable)
Chief Engineer	65 years	Rs. 2,00,000 per month (Consolidated).
Construction Engineer	50 years	Rs. 1,75,000 per month (Consolidated).
Design Engineer	50 years	Rs. 1,75,000 per month (Consolidated).
Construction Planning/Cost/ Procurement Engineer	45 years	Rs. 1,50,000 per month (Consolidated).
Field Engineers	40 years	Rs. 1,25,000 per month (Consolidated).
Survey / CAD Engineer	40 years	Rs. 1,25,000 per month (Consolidated).

Note:

1. Reimbursable expenses e.g. travelling/ DA will be separate as per negotiations.
 2. *In case of serving or retired Government servant/PSU personnel, relevant Government rules would apply with respect to remuneration and other conditions of engagement.*
8. EoI should include the following information (See the Form available on web-site):
- 1) Curriculum Vitae (CV) of the candidate for the proposed position applied for (Form 1); and;
 - 2) Copy of the ID card in India of the applicant
9. EoI as well as forms/supporting documents attached shall be in English. Documents which are originally in a language other than English should be translated by the applicant into English and attached to the copy of the original duly attested by competent authority.
10. Outline of the project and Forms of Expression of Interest are posted on the website of Uttarakhand Forest Resource Management Project (UFRMP), <http://www.jicauttarakhand.org/>
11. Five (5) signed copies of EoI shall be submitted in a sealed envelope through Registered post/ Speed post/ Courier superscribing “EoI for the Disaster Mitigation Component under Uttarakhand Forest Resource Management Project (*name of the position applied for*) ” on top of the envelope so as to reach the following address on or before January 6, 2017 by 17:00 hrs.
- Office of Chief Project Director
Project Management Unit (PMU),
Uttarakhand Forest Resource Management Project,
24, IT Park, Sahasradhara Road, Dehradun 248001
12. PMU reserves the right to accept/reject one or all EoIs or stop the process of selection at any stage, at its sole discretion without assigning any reasons and shall bear no liability whatsoever consequent upon such a decision.

13. EoIs submitted by individual applicants will be screened, and applicants with high score will be shortlisted. Only short-listed individual applicants will be invited to submit proposals. The result of EoIs and names of the shortlisted individual applicants will be informed by the undersigned in writing by Fax and/or email within 14 days from the date of submission of EoIs.

Chief Project Director
Project Management Unit (PMU),
Uttarakhand Forest Resource Management Project,
24, IT Park, Sahasradhara Road, Dehradun 248001
Telephone & Fax No: 0135-2608576
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Date: November 25, 2016

Terms of Reference for each position

1. Scope of Work

(1) Chief Engineer

To support Task Team in

- 1) Managing the Erosion Control and Sediment Disaster Mitigation Team
- 2) Ensuring all deliverables are prepared in accordance with quality and time constraints.
- 3) Ensuring maintenance of full and detailed permanent site records, which will include survey data, quality acceptance data, site diaries, measurement and certification, minutes of meetings, and records of all other contractually relevant matters.
- 4) Certifying advance payments in accordance with the contracts when necessary.
- 5) Certifying interim and final payment certificates for submission to the employer (MOI), and assist the employer in preparing the Statement of Expenditure (SoE) for submission to JICA through PMU
- 6) Facilitate capacity building in accordance with approved training plans.
- 7) Preparation of inception /progress/ completion report as specified in the contract
- 8) To report the work progress to the Chief Project Director on a regular basis
- 9) To Prepare schedule of procurement/ deliveries of construction materials, deployment of equipment and work force in accordance with the programmed project schedules (PERT-CPM)
- 10) To ensure that Field Engineers undertake comprehensive day-to-day field contract supervision, quality assurance, measurements and administration services at the site.
- 11) To instruct and advise Field Engineers to maintain full and detailed permanent site records, which will include site correspondence, survey data, quality acceptance data, site diaries, measurement and certification, minutes of meetings, and records of all other contractually relevant matters
- 12) To provide the contractors with all necessary survey data and reference for setting out the works
- 13) To receive, assess and approve the contractors' implementation work plans and programs.
- 14) To ensure that the planned works are executed in accordance with all the provisions of the contract, including those concerning standards of workmanship, and other safety provisions and protection of the environment
- 15) To maintain regular estimates of the costs and time regarding completion for each contract

- 16) To assess time and cost claims submitted by contractors and advise the contractors accordingly
- 17) To ensure that as-built drawings are prepared for the planned works
- 18) To attend the periodical site inspection during the defects liability period and order the contractors' actions to be taken and matters related to payment methods
- 19) To accomplish the tasks related to the Project as directed by the Chief Project Director; and
- 20) To prepare brief travel reports and monthly accomplishment reports pertaining to his/her specialty and submit them to the Chief Project Director

(2) Construction Engineer

- 1) To conduct geological survey and boring testing on proposed infrastructure in coordination with UKFD
- 2) To prepare comprehensive geo-technical analysis based on the results of geological survey and boring test as basis in the preparation of structural analysis of physical establishments to be constructed
- 3) To recommend alternative project sites if results of geo-technical analysis do not meet the structural design criteria or mitigating measures
- 4) To review/ analyse the draft manual for erosion control and sediment mitigation works and recommend necessary improvement
- 5) To investigate the suitability of locally available construction materials, where necessary
- 6) To prepare a factual report (without interpretation of the results) on the results of all materials-testing carried out for the purpose of designing the works and incorporate it in a compilation of information for bidders
- 7) To guide Field Engineers and Survey Engineer in the identification of vulnerable areas, and appropriate areas for planned works to be undertaken in coordination with PMU
- 8) To accomplish the tasks as directed by the Disaster Mitigation Specialist (International), Grand Planning and M&E Specialist for Erosion Control
- 9) To prepare brief travel reports and monthly accomplishment reports pertaining to his/her specialty and submit them to the Chief Project Director

(3) Design Engineer

- 1) To prepare engineering designs, working drawings, work specification, structural analysis, bill of materials and cost estimates, contract documents and other requirements of civil engineering works and with PMU
- 2) To design the experimental schemes in coordination with PMU
- 3) To guide Field Engineer and Survey Engineer in the identification of vulnerable areas, and appropriate areas for planned works to be undertaken in coordination with PMU
- 4) To accomplish the tasks as directed by the Disaster Mitigation Specialist (International), Grand Planning and M&E Specialist for Erosion Control

- 5) To prepare brief travel reports and monthly accomplishment reports pertaining to his/her specialty and submit them to the Chief Project Director

(4) Construction Planning/Cost/Procurement Engineer

- 1) To estimate the work volume required for establishing experimental schemes
- 2) To prepare the cost estimate for experimental schemes
- 3) To prepare construction schedule showing anticipated progress of works of each experimental scheme
- 4) To prepare bills of quantities, and calculate detailed cost estimates for civil works, broken down into foreign (direct and indirect) and local components as well as taxes and duties
- 5) To accomplish the tasks related to the Project as directed by the Chief Project Director
- 6) To accomplish the tasks as directed by the Disaster Mitigation Specialist (International), Grand Planning and M&E Specialist for Erosion Control/ and by the Chief Project Director
- 7) To prepare brief travel reports and monthly accomplishment reports pertaining to his/her speciality and submit them to the Chief Project Director
- 8) To assist the PMU to design, administer and monitor all procurement activities to ensure compliance with agreed procurement framework
- 9) To prepare pre-qualification (PQ) documents in compliance with JICA and GoI procurement guidelines
- 10) To assist PMU in the preparation of invitation for bids, evaluation of bids received, and award of civil works contracts
- 11) To assist PMU to procure necessary goods and services through an appropriate procurement method for execution of the planned works under Erosion Control Sediment Disaster Mitigation
- 12) To prepare and update database of procured goods, works and services
- 13) To prepare procurement documents for goods, works and services in coordination with PMU
- 14) To monitor the procurement procedures
- 15) To provide technical advice in the procurement of goods, works and services

(5) Field Engineer

- 1) To measure the day-to-day quantities at site and consult with the foreman or site supervisor of the contractor
- 2) To keep and maintain full and detailed measurement records, which will include quantity measurement data, site diaries and other records
- 3) To assist the Cost Engineer/ Construction Planning (National) / Procurement Engineer in managing quantity and cost
- 4) To assist Grand Planning and M&E Specialist to assess the contractors' claims
- 5) To undertake day-to-day field contract supervision, quality control and measurements at

the site

- 6) To keep full and detailed permanent site records, which will include site correspondence, survey data, quality acceptance data, day work, records, site diaries, measurement and other field records
- 7) To provide measurement and inspection data required for interim payments
- 8) To provide the contractors with all necessary survey data and reference for setting out the works
- 9) To ensure that the planned works are executed in accordance with all the provisions of the contract, including those concerning standards of workmanship, and other safety provisions and protection of the environment
- 10) To attend and supervise the activities so that all day-to-day field and laboratory quality tests are conducted in accordance with the technical specifications and instruction of the PMU
- 11) To approve or disapprove the materials to be used by the contractors in accordance with the contract and technical specifications
- 12) To approve or disapprove the works executed by the contractors in accordance with the contract and technical specifications
- 13) To keep and maintain full and detailed permanent site and laboratory records, which will include test data, quality acceptance data, site diaries and other quality-related data
- 14) To assist in preparing quality assurance reports to be submitted monthly or attached to the interim certificates, if so required
- 15) To accomplish the tasks as directed by the Chief Project Director
- 16) To prepare brief travel reports and monthly accomplishment reports pertaining to his/her specialty and submit them to the Chief Project Director

(6) Survey/CAD Engineer

- 1) To carry out necessary topographic surveys for design and documentation works
- 2) To establish control points, benchmarks and reference beacons as required to prepare detailed engineering design that would enable calculation of construction quantity with reasonable accuracy
- 3) To conduct boundary relocation and topographic survey of each experimental scheme sites using the prepared base map as pre-determined reference map
- 4) To conduct location survey of infrastructure prior to commencement of construction and prepare survey networks plan
- 5) To assist Design Engineer in the design and implementation of experimental schemes by the contractors
- 6) To accomplish the tasks as directed by the Disaster Mitigation Specialist (International), Grand Planning and M&E Specialist for Erosion Control and by the Chief Project Director

- 7) To prepare brief travel reports and monthly accomplishment reports pertaining to his/her specialty and submit them to the Chief Project Director
- 8) To coordinate timely and accurate transfer of survey information to the design engineers
- 9) To analyse and process topographic survey data as basis for the design
- 10) To develop the design using Civil 3D Software

2. Qualification of each position of Engineer

Position	Minimum Qualification			
	Education	General Experience	Professional Experience (Relevant experience)	Language (English and Hindi)
Chief Engineer	Bachelor's Degree (Master 's Degree is preferable) in Civil Engineering (Water Resources Engineering or Hydrology Landslide Dynamics or Structural Dynamics)	<ul style="list-style-type: none"> • About 15 years' experience 	<ul style="list-style-type: none"> • Experience in the field of erosion control works e.g. check dams, bank protection works/road construction in hills. 	Proficient in writing and speaking
Construction Engineer	Bachelor's Degree (Master 's Degree is preferable) in Engineering (Civil)	<ul style="list-style-type: none"> • About 10 years' experience 	<ul style="list-style-type: none"> • Experience in field of drawing models, structures and technical guidelines of construction engineering related to erosion control works e.g. check dams, bank protection works/road construction in hills. Should have expertise in project costing, with capability of designing 	Proficient in writing and speaking
Design Engineer	Bachelor's Degree (Master 's Degree is preferable) in Structural Designing	<ul style="list-style-type: none"> • About 10 years' experience 	<ul style="list-style-type: none"> • Experience in designing civil engineering projects related to designing of erosion control works e.g. check dams, bank protection works/road construction in hills. 	Proficient in writing and speaking
Construction Planning/Cost /Procurement Engineer	Bachelor's Degree (Master 's Degree is preferable) in Civil Engineering	<ul style="list-style-type: none"> • About 10 years' experience 	<ul style="list-style-type: none"> • Experience in handling project cost, budgeting, cost forecast, cost control 	Proficient in writing and speaking
Field Engineer	Bachelor's Degree in Civil Engineer	<ul style="list-style-type: none"> • About 5 years' experience 	<ul style="list-style-type: none"> • Experience-of erosion control works e.g. check dams, bank protection works/road construction in hills. Hands on experience of working on projects in comparable field conditions and supervision, dealing with contractors/sub-contractors, preparing daily 	Proficient in writing and speaking

Position	Minimum Qualification			
	Education	General Experience	Professional Experience (Relevant experience)	Language (English and Hindi)
			progress reports etc.	
Survey/CAD	Bachelor's Degree in Civil Engineer	<ul style="list-style-type: none"> About 5 years' experience 	<ul style="list-style-type: none"> Experience of carrying out surveys of CAD based engineering design principles, ability to interpret survey, drawings and generate application drawings for new products in similar capacity as detailed in the Project scope, in similar topographic and geographical conditions. 	Proficient in writing and speaking

Expression of Interest Forms: Contents

1. Form of Letter of “Expression of Interest”
2. Form -1 Curriculum Vitae (CV) for proposed Engineer

Form of Letter of “Expression of Interest”

Date:.....

To:

Chief Project Director
Project Management Unit (PMU)
24, IT Park, Sahasradhara Road, Dehradun
Telephone & Fax No: 0135-2608576
Email: cpdufrmp@gmail.com

Sir,

1. I (*name of the applicant*), (hereinafter referred to as “the Applicant”), having reviewed and fully understood all of the information provided in Request for Expression of Interest, hereby expresses my interest in and apply to be short-listed by yourselves as a submitter of proposal for the my engagement as (*name of the position applied for*) under Disaster Mitigation Component of Uttarakhand Forest Resource Management Project:
2. Attached to this Expression of Interest are copies of my ID card in India.
3. Chief Project Director, Project Management Unit (“PMU”) and its authorized representatives (“the Representative of PMU”) are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this Expression of Interest, and to seek clarification
4. This Expression of Interest is made with the full understanding that:
 - (a) All information submitted in this Expression of Interest for qualification and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants;
 - (b) The Representative of PMU reserves the right to reject or accept any application, cancel the process at any stage, and reject all applications;
 - (c) The Representative of PMU shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them.
5. The undersigned affirms that on the statements made and the information provided in this Expression of Interest are complete, true, and correct in every detail.

Signed

Name

EXPRESSION OF INTEREST FORM -1

Curriculum Vitae (CV) for Proposed Engineer

1. General

Position Title	[e.g., CHIEF ENGINEER]
Name of the Applicant	[Insert full name]
Address (Permanent)	
Address (Postal)	
Email	
Phone	
Date of Birth	[day/month/year]

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

3. Employment record: [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 should also be included.]

Period	Employing organization and your title/position. Contact information for references*	Country / State	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.....; Dr/Mr. /Ms Name, Designation]		

*Contact information for references is required only for assignments during the last 3 years.

4. Membership in Professional Associations and Publications:

5. Language Skills (Mark the language level):

English: 1) Excellent 2) Good 3) Average 4) Below Average

Hindi: 1) Excellent 2) Good 3) Average 4) Below Average

6. Adequacy for the Assignment:

Detailed Tasks Assigned as Expert in relevant field:

[List major deliverables/tasks in relevant field]

Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

7. Certification:

I, the undersigned, certify that to the best of my knowledge and belief:

- (i) this CV correctly describes my qualifications and my experience;
- (ii) I am committed to undertake the assignment within the validity of Proposal;

I understand that any misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____

[Signature of the Applicant]

Day/Month/Year