

REQUEST FOR PROPOSALS

Selection of Consultants

For

Preparation of an Impartial, Evidence-Based Policy Advice for the Development of Water Services Industry in Sri Lanka

Following

Quality and Cost Based Selection

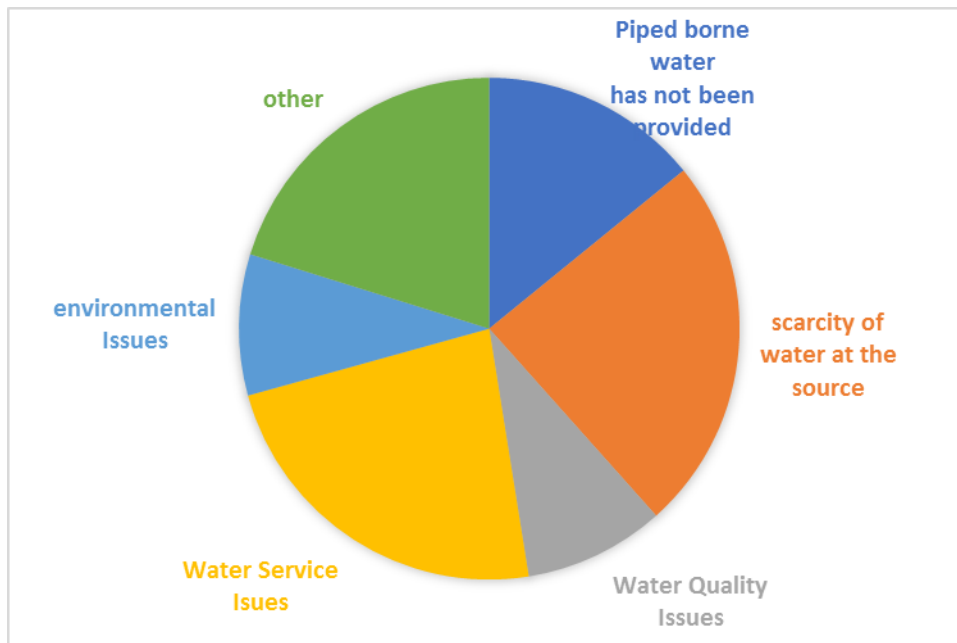
Public Utilities Commission of Sri Lanka

November 2019

Section 1

1.1 Background:

The Public Utilities Commission of Sri Lanka (the Commission) conducted public consultations in nine provinces of Sri Lanka. This initiative was a commitment made to fulfill the statutory function vested with the Commission. In terms of the Section 17 of the Commission Act, it is a function of the Commission to consult, to the extent that Commission considers appropriate, any person or group whom may be affected, or likely to be affected by the decisions of the Commission. Since the water services industry has been listed in the scheduled of the Commission Act, the functions of the Commission extend to water service industry as well. The basic ideas represented during the public consultations has been categorized and presented as follows:



Source: Summary of representations made during the public consultations held in Rathnapura, Kurunagala and Ampara

Scarcity of water at the source particularly in dry season has brought to the Commission's notice by major service provider of National Water Supply Drainage Board (NWSDB) and Community Based Water Supply Schemes and Local Authority who provide water services as well. Water quality and service quality issues also brought to the attention of the Commission.

Upon completion of the public consultation the Commission understood that the scope of the water service is much broader than the water services provided by the National Water Supply and Drainage Board (NWSDB). There are Community Based Water Supply Schemes, bowser services, Water Supply Schemes Manage by local authorities, which are not come under any regulatory framework. Upon recognizing the existing void in the process of ensuring the drinking water quality, and service quality, the Commission in collaboration with the Ministry in charge of water supply intend to address the existing vacuum through policy and legislative interventions. In this context, the Commission in collaboration with the Ministry in charge of water supply organize series of public consultations focus on water service as listed in the table below: A consultation paper will be available for public to make comments and suggestions.

1.2 Schedule of Public Consultation

Province	Special issues to be considered when selecting the representations	Possible Agencies to be Invited	Tentative Date
North Western Province (Kurunagala)	A statute has been introduced by the North Western PC on CBOs. Puttalam District need a fair representation. Pollution of ground water due to excessive use of chemicals and depletion of ground water, Desalination option for drinking water	Water Resources Board, NGO working on Ground Water pollution, NWSDB, CBOs, PCLG GA, Chief Sec, Irrigation Dept. Wayamba Development	Third week of Feb. 2020
Uva Province (Badulla)	Estate sector need a fair representation, Contamination of water Sources due to Agro chemicals,	Plantation Management Companies, Plantation Human Development Trust, Planters Association of Ceylon, Plan International, Pradesiya Saba, CBOs, PCLG, GA, CS	Fourth week of Feb 2020
Central Province (Kandy)	Estate sector need a fair representation Rural Water Supply need fair representation	LAs, NGOs, Plantation, Up Country Development,	Second week of March 2020
Northern Province (Jaffna)	River to Jaffna Project need fair representation, Over extraction of Ground Water, Desalination for Drinking needs, High tariff for desalinated water, CKDu issue and Water quality issue,	JMC, LAs, NGOs, Water Resources Board, Provincial Irrigation, Farmer organizations	First week of April 2020
Eastern Province (Trincomalee)	Depletion of ground water in small schemes, Maintenance of the CBO schemes due to low/no tariff, CKDu issue	LAs staff, CBOs, NGOs	Fourth Week of April 2020
North Central Province (Polonnaruwa)	CKDU issue, depletion of ground water in CBO schemes, Tariff issues, Bulk water supply to CBO schemes from major water supply schemes	LAs staff, NGOs, CBO staff,	Second week of May 2020
Southern Province (Matara)	Flooding of intakes, depletion of ground water, low tariff,	LAs staff, NGOs, Irrigation Dept, Southern Development,	First week of June 2020

Sabaragamuwa Province (Rathnapura)	Flooding of intakes, Pollution of Intakes,	LAS staff, NGOs,	Fourth week of June 2020
Western Province (Colombo)	Water quality of bowser supplies, Bulk water supply to CBO schemes from major schemes,	Secretaries of water, home affairs, Health, Irrigation, Mahaweli, National Policies Major Donors, IWMI,	Third week of July 2020
Consultation with NWSDB staff	Members of Trade Unions		Third week of Aug. 2020

1.3 Scope of Work:

During the Consultation, stakeholders make representations on issues in the water services industry; propose their own solutions to the problems that they encounter in the water services. The consultant requires assessing the evidence submitted during the consultation and search consultant’s own evidence through appropriate data collection and information gathering process, which may include surveys, focus group discussion, workshop literature review, interview etc. Consultant requires developing policy options that could address the prevailing issues in the industry. Hence appropriate evidence collection process to be designed by the consultant which will enable them to defend the final policy recommendations. Consultant must produce policy options that derive through evidence addressing problems in line with international best practices and forward-looking. The policy options should not be superficial nature and cut and paste of previous effort. The policy options should be able to tackle the causes of the problem rather than symptoms of the problem. The policy options are to be derived on a scientific basis from the evidence collected and the coherent relationship between the recommendations and evidence, to be maintained during the entire process. The PUCSL will conduct nine regional public consultations and one consultation for NWSDB staff to express their views on prevailing issues.

Water Service for the purposes of this assignment, means the provision of pipe borne water supply from a public water supply system in any urban or rural area including the provision of water through water bowser and also includes public sewerage services but shall not include irrigated water and bottled water.

1.4 Tasks to be performed:

The PUCSL will conduct public consultations inviting a fair representation of all stakeholders in the water service industry. Water services are very much integrated with regional specific issues which are contrary to the features of industries like electricity where network extend beyond the jurisdiction of a county. This is one of the reasons that water distribution networks are limited to small areas and most countries practice a devolved mechanism to provide water services. Hence hearing of regional issues has a significant element in this process and evidence-based bottom-up approach has been selected to draft the policy advice. There will be a panel of experts who is responsible to hear the representations, and obtain clarifications, during the Consultation. The expert panel should comprise an expert from the Consultant who should lead the hearing of representations. Upon completion of all consultations the collected evidence to be analyzed in terms of international best practices in water service provision. After having a brainstorming session with sector experts, final policy recommends to be made by the Consultant.

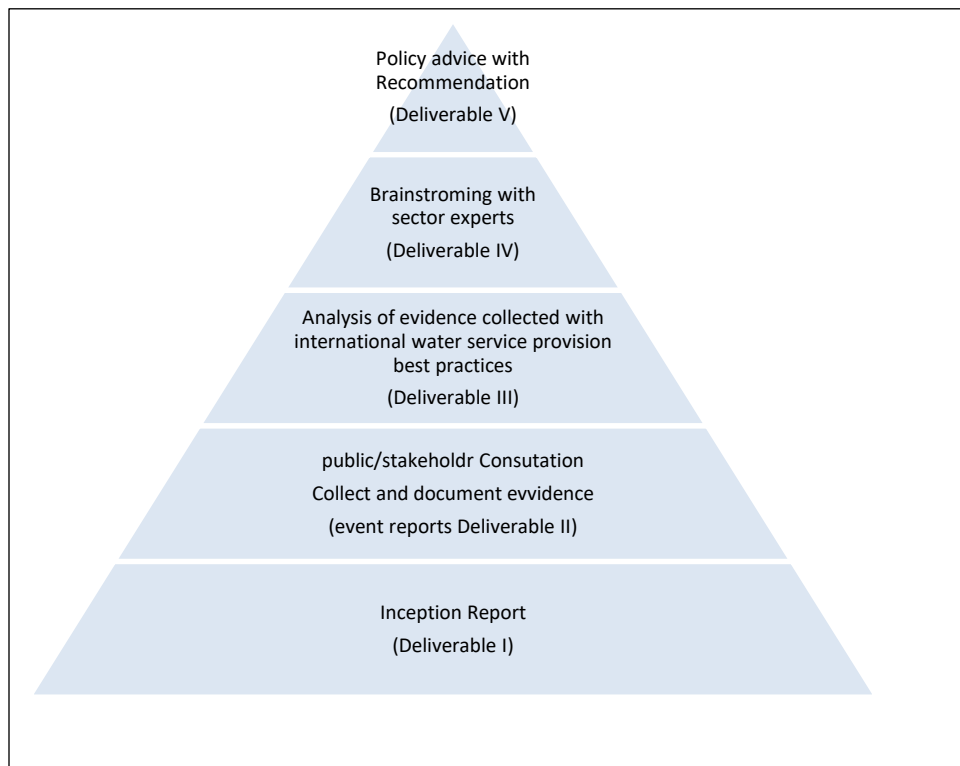
Deliverable I: An inception report which includes the design of an appropriate evidence collection and information gathering process, Comments on the draft consultation paper prepared by the Commission staff and a methodology going to be adopted for developing the policy options. The evidence should not be limited to the submissions made during the public consultation and it is the responsibility of the consultant to find sufficient and appropriate evidence to derive policy recommendations.

Deliverable II: As shown in the diagram below, an event report including raw data/facts and opinions expressed in oral representations and written submission made for that event to be submitted to the Commission for publishing in the Commission web site.

Deliverable III: Upon completion of all the Consultations and other evidence collection designed and mentioned in the inception report, a report including an analysis of collected evidence to be submitted to the Commission.

Deliverable IV: The Commission and the Ministry in charge of water supply may provide observations on the Deliverable III and upon considering such observation consultant may prepare detailed policy document with policy recommendations for an expert consultation. Consultant shall present the policy options for the sector experts for their comments.

Deliverable V: Upon completion of the expert's consultation final report to be submitted to the Commission and the Ministry in charge of water service, with a policy brief document.



Responsibilities of the Commission

- Conduct/Organize the public consultations, and expert’s consultation as per the guideline issued by the commission and guidance of the Consultant.
- Any other evidence requires developing policy options need to be requested under the provisions of Commission’s Act, the Commission shall make such request and endeavor to make such information available on time. However, Consultant also needs to aware that Water Service Industry act has not yet been enacted which is a prerequisite to fully implement the provisions of PUCSL Act.

Responsibilities of the Consultant:

- Review and comment on the consultation paper prepared by the Commission staff.
- Design an appropriate evidence collection process which is appropriate for them to defend the policy options developed by them.
- All representations/submissions made during the consultation to be documented and made available to the commission for publishing as public documents in the Commission web site.
- Follow the guideline issued by the Commission on public consultations which is attached as annex I.
- Literature review on international best practices of water service provision and regulation.
- Develop possible policy options to improve the performance of water service industry up to a level that meet the public expectations.
- Conduct expert consultation/brainstorming session on policy options with sector experts
- Develop a comprehensive final report including annexes of all evidence collected, report of experts’ consultations etc.
- Develop a policy brief which derive from the final report.
- Under the dissemination, deliver few presentations depending on the requirements.

Deliverable and Schedule of Payment

Upon Completion of Deliverable I: Submission of the inception report includes consultant’s comments on the draft consultation paper and design of appropriate evidence collection process and a methodology for analysis. (within one month of the award)	20%
Upon Completion of Deliverable II: compile all events report and submitted to the Commission for publication (in English). Within two weeks period of completion of each event)	30%
Upon Completion of Deliverable III. analysis of evidence collected through consultation and other appropriate methods, develop a report including policy options. Within two months from the date of last consultation event date	20%
Upon Completion of Deliverable IV. Expert Consultation and draft policy recommendations.	
Upon Completion of Deliverable IV: Submission of final report with a final policy recommendation and a policy briefing. Within one month from date of experts Consultation	30%

Section 2: Selection Procedure

2.1 Collection of Request for Proposal

This RFP is available on the Commission's website at www.pucsl.gov.lk. It can also be collected from Reception at Commission's office between the hours of 9:00 am and 4:00 pm until the closing date.

2.2 Submission of Proposals

Proposals are to be:

- (a) submitted on or before 2:30 pm on 13th December 2019 and should be addressed to the Chairman, Procurement Committee, Public Utilities Commission of Sri Lanka
- (b) submitted in two (2) separate sealed envelopes marked in upper left hand corner "Proposal for Water Policy" in respect of:
 - i. Technical Proposal
 - ii. Financial Proposal
- (c) placed in the designated box located at the Reception of the Commission's office, Level 06, BOC Merchant Tower, No. 28, St. Michael's Road, Colombo 03.

It is earnestly request to adhere to the deadline because, the proposals submitted after the deadline will be automatically rejected.

2.3 Opening of Proposals

Proposals will be opened on 13th December 2019 at 2:35 pm in the Conference Room of the Commission's office. Bidders or their representatives who submitted proposals are invited to attend the opening. Only the Technical Proposals would be opened and the name of the principal bidder will be announced at the opening.

2.4 Requests for Clarifications

All requests for clarifications regarding the assignment must be made in writing not later than eight (08) working days before the submission deadline and should be addressed to the Director General with attention Deputy Director-Water Service. Such request could be made by Fax: 0094 11 2392641 or email: consumers@pucsl.gov.lk. Responses to request for clarifications regarding the assignment will be made available displaying in the Commission website, not later than four (04) working days before the submission deadline. Interested parties should examine the commission's website and ensure whether such clarifications are made available, prior to submission of the proposal.

2.5 Technical and Financial Proposals

The Technical Proposal and the Financial Proposal shall be provided in two separate sealed envelopes. Technical Proposal information indicated in the following from (a) to (f) using the attached standards Forms.

- a) A brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature are required in Form TECH-2. For each assignment, the outline should indicate the names of Sub-Consultants/ professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- b) Comments and suggestions on the scope of work including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, equipment, data, etc. to be provided by the Client (Form TECH-3).
- c) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
- d) The list of the proposed professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5).
- e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7. The staff-months input should be indicated separately for foreign (if required) and local professional staff.
- f) CVs of the professional staff signed by the staff themselves or by the authorized representative of the professional staff (Form TECH-6).

The Financial Proposal shall be prepared using the attached Standard Forms. It shall list all costs associated with the assignment, including (a) remuneration for staff (local and foreign (if required)); and (b) other expenses if any, should be broken down by activity using FORM FIN – 4 and, if appropriate, in to foreign and local expenditures. All activities and items described in the Technical Proposal must be

<p>c) Legal & Regulatory Specialist: responsible for reviewing relevant laws and institutional aspects of water industry, governance framework, and requirements related to devolution of power. When points assign following sub-criteria to be considered.</p> <p>General qualification 20%</p> <p>Adequacy for the Assignment 30%</p> <p>Experience with Similar Institutes 30%</p> <p>Fluency in Local Languages 20%</p>	20
<p>d) Water Service Industry Specialist: responsible for reviewing technical element of the Water Service Industry</p> <p>General qualification 30%</p> <p>Adequacy for the Assignment 30%</p> <p>Experience with similar institution 30%</p>	10
Total points for the Criterion (iii)	60
Total points for the criteria	100
The minimum technical score (St) required to pass is: 70 Points	

Evaluation

From the time the proposals are opened to the time the contract is awarded, any effort by Consultants to influence the procurement committee in the examination, evaluation, ranking of proposals, and recommendation for award of Contract may result in the rejection of the Consultants’ Proposal. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

The procurement committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria, and point system specified above. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated above.

After the technical evaluation is completed in accordance with above provisions, the procurement committee shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP, that their Financial Proposals will be returned unopened after completing the selection process. The Procurement Committee shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants’ attendance at the opening of Financial Proposals is optional.

Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores obtained by each qualified Consultant shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.

Following the ranking of technical proposals as described above, The Procurement Committee will examine the Financial Proposal of the first ranked Consultant. First, the procurement Committee will examine whether Financial Proposal is complete.

Quality and Cost Based Selection

The lowest evaluated Financial Proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in below. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated below: $S = S_t \times T\% + S_f \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

The weights given to the Technical and Financial Proposals are:

$T = 0.80$, and

$P = 0.20$

Instructions to Consultants

DATA SHEET

<p>Name of the Client: Public Utilities Commission of Sri Lanka</p> <p>Method of selection: Quality and Cost Based Selection (QCBS)</p>
<p>The assignment is: Preparation of an Impartial, Evidence-Based Policy Advice for the Development of Water Services Industry in Sri Lanka</p>
<p>A Pre-proposal Conference will be held: No</p>
<p>The Commission will provide the following inputs and facilities:</p> <ul style="list-style-type: none">• Conduct/Organize the public consultations, and expert's consultation as per the guideline issued by the commission and guidance of the Consultant.• Any other evidence requires developing policy options need to be requested under the provisions of PUCSL, the Commission shall make such request and endeavor to make such information available on time. However, Consultant also needs to aware that Water Service Industry act has not yet been enacted which is a prerequisite to fully implement the provisions of PUCSL Act.
<p>Proposals shall remain valid until: 31st March, 2020</p>
<p>Clarifications may be requested on or before 4.00 pm (Sri Lanka standard time) on 2nd December 2019.</p> <p>Address: Public Utilities Commission of Sri Lanka, 6th Floor, Bank of Ceylon Merchant Tower, No. 28, St. Michael's Road, Colombo 3, Sri Lanka.</p> <p>Facsimile: (+94 11)2392641</p> <p>E-mail: consumers@puosl.gov.lk</p>
<p>The available budget is: LKR 4,000,000</p>
<p>Other Expenses to be borne by the consultant within the Financial Proposal:</p> <ol style="list-style-type: none">1) subsistence allowance in respect of Personnel of the Consultant for every day in which they will work away from the head office;2) cost of necessary travel (if any), including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route;3) cost of office accommodation, and investigations;4) cost of applicable international (where applicable only) or local communications such as the use of telephone and facsimile required for the purpose of the Services;

<p>5) cost of printing and dispatching of the reports to be produced for the Services;</p> <p>6) other allowances where applicable and provisional or fixed sums (if any); and</p> <p>7) cost of such further items required for purposes of the Services not covered in the foregoing.</p>
<p>Breakdown cost of Activities required: Yes</p>
<p>Consultant must submit the original and 2 copies of the Technical Proposal, the original and 1 copy of the Financial Proposal.</p>
<p>The Proposal submission address is: Public Utilities Commission of Sri Lanka, 6th Floor, Bank of Ceylon Merchant Tower, No. 28, St. Michael's Road, Colombo 3, Sri Lanka.</p> <p>Proposals must be submitted no later than the following date and time: Date: 13th December 2019 Time: 2.30 pm (Sri Lanka standard time)</p>
<p>The opening of the Technical Proposal shall take place at: Address: same as the Proposal submission address indicated above. Date: same as the Proposal submission date indicated above. Time: 2.35 pm (Sri Lanka standard time)</p>
<p>Expected date for commencement of consulting service: February 2020</p>

2.8 Reporting Relationships

1. For administrative purposes, all communications relating to the assignment shall be addressed to the Director General, Public Utilities Commission of Sri Lanka.
2. Any queries or comments concerning this RFP or any aspect of the assignment are to be directed to: Deputy Director-Consumer Affairs, Public Utilities Commission of Sri Lanka

2.9 Other

1. The selected bidder will be required to enter into a Consultancy Agreement with the Commission of which these Terms of Reference will form an integral part.
2. The Commission is not obliged to accept any or all proposals and reserves the right to discontinue the procurement process at any point before the award of the contract without incurring any liability to any bidder.

Section 3: Technical Proposal - Standard Forms

[Comments in brackets [] provide guidance for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
 - A Consultant's Organization
 - B Consultant's Experience
- TECH-3 Comments or Suggestions on the scope of work and on Counterpart Staff and Facilities to be provided by the Client
 - A On the Terms of Reference
 - B On the Counterpart Staff and Facilities
- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-5 Team Composition and Task Assignments
- TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff
- TECH-7 Staffing Schedule
- TECH-8 Work Schedule

FORM TECH -1: TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for Benchmarking Generation operation and maintenance cost, in accordance with your Request for Proposal dated We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]¹

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in award letter to be issued in this regard.

We understand you are not bound to accept any Proposal you receive. We remain,

Authorized Signature [In full and initials]: ----- Name
and Title of Signatory: -----
Name of Consultancy Organization: -----
Address: -----

¹ Delete in case no association is foreseen

FORM TECH- 2: CONSULTANTS ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use maximum of 20 pages.]

Name of the Firm ² :			
Name and address of the Client:			
Assignment Name:			
Approx. value of the contract:		Duration of assignment (months):	
Location:		Total No of staff months of the assignment	
No of professional staff months provided by you		Approx. value of the services provided by firm:	
Start date (month/ year)		Completion date (month/ year):	
Name of associated Consultants, if any			
Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Coordinator, Team Leader)			
Narrative description of Project			
Description of actual services provided by your staff within the assignment:			

² Insert firms' name or associated firms' name

**FORM TECH -3: COMMENTS AND SUGGESSTIONS ON THE SCOPE OF WORK
AND COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT**

A- On the Scope of Work

[Present and justify here any modifications or improvement to the scope of work you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

FORM TECH- 4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORKPLAN FOR PERFORMING THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. Suggested to present the Technical Proposal (maximum of 50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology: Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Should highlight the problems being addressed and their importance, and explain the technical approach that would adopt to address them. Should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan: Should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and 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. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing: Should propose the structure and composition of the team. Should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

FORM TECH-5: TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task/s Assigned

FORM TECH 6: CURRICULUM VITAE OF PROPOSED PROFESSIONAL STAFF

1. Proposed Position³: -----
2. Name of Firm⁴: -----
3. Name of Staff⁵: -----
4. Date of Birth: ----- Nationality: -----
5. Education⁶: -----
6. Membership of Professional Associations: -----
7. Other Relevant Qualifications⁷: -----
8. Languages⁸: -----
9. Relevant Experience: -----
10. Employment Record⁹:

From [Year]: to [Year]: -----

Employer: -----

Positions held (with brief description): -----

11. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal if engaged.

----- Date-----
[Signature of staff member]

----- Date-----
[Signature of authorized representative of the client]

Full name of authorized representative: -----

³ Only one candidate shall be nominated for each position

⁴ Insert name of firm proposing the staff

⁵ Insert full name

⁶ Indicate/ university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment



⁷ Indicate significant qualifications/ training

⁸ For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing:

⁹ Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format): dates of employment, name of employing organization, positions held

FORM TECH-7: STAFFING SCHEDULE¹⁰

No	Name of Staff	Staff input (in the form of a bar chart) ¹¹													Total staff-month input				
		1	2	3	4	5	6	7	8	9	10	11	12	n	Office	Field	Total		
National																			
1		(Office)																	
		(Field)																	
2																			
n																			
													Subtotal						
Foreign¹²																			
1		(Office)																	
		(Field)																	
2																			
n																			
													Subtotal						
													Total						

 Full time input
 Part time input

¹⁰ For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.)

¹¹ Months are counted from the start of the assignment. For each staff indicate separately staff input for office and field work

¹² Only if Expatriate staff is proposed

FORM TECH- 8: WORK SCHEDULE

No	Activity ¹³	Months ¹⁴												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
5														
n														

¹³ Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase

¹⁴ Duration of activities shall be indicated in the form of a bar chart.

Section 4. Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal. Cost of Capacity Improvement to be separately identified in the Financial Proposal

- FIN-1 Financial Proposal Submission Form
- FIN-2 Summary of Costs
- FIN-3 Breakdown of Remuneration
- FIN-4 Breakdown of Other expenses

FORM FIN- 1: FINANCIAL PROPOSAL SUBMISSION FORM
FOR

[Location, Date]

To: [Name and address of Client]

We, the undersigned, offer to provide the consulting services for in accordance with your Request for Proposal dated our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹⁵]

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal,

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]: -----

Name and Title of Signatory:-----

Name of Firm: -----

Address: -----

¹⁵ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2

FORM FIN-2: SUMMARY OF COSTS

	Local cost	Foreign Cost	
	(Sri Lankan Rupees)	Currency	Amount
Remuneration (from FIN 3)			
Other Expenses (From FIN 4)			
Total costs of Financial Proposal carried to Financial Proposal Submission Form			

FORM FIN- 3: BREAKDOWN OF REMUNERATION

Name ¹⁶	Position ¹⁷	Input (Staff Months)	Staff Month Rate		Amount		
			Currency	Amount	Local Currency	Foreign Currency	
						Currency	Amount
Total cost carried to FIN- 2							

FORM FIN- 4: BREAKDOWN OF OTHER EXPENSES

¹⁶ Professional staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).

¹⁷ Positions of professional staff shall coincide with the ones indicated in Form TECH-5.

No	Description ¹⁸	Unit	Quantity	Unit Cost ¹⁹			Amount		
				Local in Sri Lankan Rupees	Foreign		Local in Sri Lankan Rupees	Foreign	
					Currency	Amount		Currency	Amount
	Per diem Allowances	Day							
	International Flights ²⁰	Trip							
	Communication costs between [insert place] and [insert place]								
	Drafting, reproduction of reports								
	Equipment, instruments, materials, supplies, etc.								
	Use of computers, software								
	Laboratory tests								
	Subcontracts								
	Local transportation costs								
	Office rent, clerical assistance								
	Training of the Client's personnel ²¹								
Total costs carried to FIN- 2									

¹⁸ Delete items that are not applicable or add other items required

¹⁹ Should not repeat remuneration considered under Form Fin -4

²⁰ Indicate route of each flight, and if the trip is one- or two-ways

²¹ Only if the training is a major component of the assignment, defined as such in the TOR