

**ASSAM POWER DISTRIBUTION COMPANY LIMITED**

**EMPLOYMENT NOTICE FOR THE POST OF DOMESTIC SOCIAL AND ENVIRONMENT EXPERT / CONSULTANT**

**26<sup>th</sup> APRIL, 2016**

Assam Power Sector is implementing various projects with the assistance of Asian Development Bank (ADB) for enhancing physical capacity of Transmission, Distribution & Generating Sector with the aim of improving quality and reliability of power by removing transmission & distribution bottlenecks and improving overall efficiency of the power sector.

In order to implement, monitor and report the stages of various safeguard activities APDCL / AEGCL / APGCL want to engage one National Social and Environmental Expert / Consultant under PMU, APDCL on contractual basis as per the laid down terms and conditions.

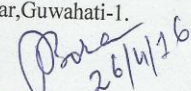
Name of Post	Qualification
National Social & Environmental Expert / Consultant	The applicant should be a graduate in Civil Engineering with Post Graduate in Environmental Engineering / Planning / Science from a reputed institute. The individual should have at least 10 years of experience in the field of Social & Environmental activities. Experience in Power Sector shall be an added qualification.

**Terms and Conditions :**

The initial appointment will be made for a period of 1 (one) year extendable based on performance, output and desired impact.

The RFP can be downloaded from official website :- [www.apdcl.gov.in](http://www.apdcl.gov.in).

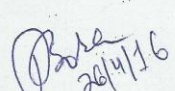
Interested professionals may submit their proposals in a sealed envelopes on or before 27<sup>th</sup> May, 2016 till 1500 hrs in the office of Director (P), APDCL, Bijulee Bhawan, Paltanbazar, Guwahati-1.

  
Director (Personnel)  
APDCL, Bijulee Bhawan, Guwahati-1

Memo. No. ASEB/RC/89/89/Pt.III/213  
Copy to :-

Dtd, Guwahati, the 26<sup>th</sup> April, 2016

1. The P.S. to Chairman, APDCL/APGCL/AEGCL.
2. The P.S. to M.D, APDCL/APGCL/AEGCL.
3. The P.R.O. for publishing the Notice in the Assam Tribune Guwahati, in one issue.
4. The O.S.D, Chairman, APDCL, with a request to publish the advertisement in the APDCL website.

  
Director (Personnel),  
APDCL, Bijulee Bhawan, Guwahati-1

## **Expression of Interest (EOI) cum Request for Proposal for appointment of Domestic Social and Environmental Expert/Consultant on Contractual Basis**

Assam Power Sector is implementing various projects with the assistance of Asian Development Bank (ADB) for enhancing physical capacity of Transmission, Distribution & Generating Sector with the aim of improving quality and reliability of power by removing transmission & distribution bottlenecks and improving overall efficiency of the power sector.

In order to implement, monitor and report the stages of various safeguard activities APDCL/AEGCL/APGCL desires to engage one National Social and Environmental Expert/Consultant under PMU, APDCL on contractual basis as per the laid down terms and conditions.

Name of Post	Qualification
National Social & Environmental Expert/Consultant	The applicant should be a Post Graduate in Environmental Engineering/ Planning/Science from a reputed institute. Preference will be given to Applicants with Civil Engineering (Graduate in Civil Engineering) background. The individual should have at least 10 years of experience in the field of Social & Environmental activities. Experience in Power Sector shall be an added qualification.

Terms and Conditions:

1. The initial appointment will be made for a period of 1 (one) year extendable based on performance, output and desired impact.
2. The RFP can be downloaded from official website:- [www.apdcl.gov.in](http://www.apdcl.gov.in)

Interested professionals may submit their proposals in sealed envelope on or before 27-05-2016 till 15:00 hrs in the office of the Chief General Manager (HR), 4<sup>th</sup> Floor, Bijulee Bhawan, Paltanbazar, Guwahati-1.

# **Request for Proposal (RFP)**

## **Engagement of National Social and Environmental Expert/Consultant under PMU, APDCL, Bijulee Bhawan, Ghy-1**

### **BACKGROUND:**

Assam Power Sector has been availing loan from External Financial Institutions like ADB, World Bank etc through Govt. of India for improvement of infrastructure of the Power Sector in order to meet the growing load demand of the state as well as to achieve economy in operation. Govt of Assam and APDCL/AEGCL/APGCL are the Executing Agencies with overall responsibility for carrying out and execution of the Projects. As the borrower of loans, GoA and Assam Power Sector enter into Agreement with the External Financial Institutions and with the GoI. An environmental assessment and review framework (EARF) is prepared for the investment program. As covenanted in the Loan Agreement, the project is being undertaken in accordance with all the applicable laws and regulations of the Government, GoA, and various policies of the institutions including the EARF. Assam Power Sector requires submitting Compliance Reports to the external institutions as appropriate during the project implementation.

Assam Power Sector has established its Project Management Unit (PMU), APDCL which is responsible for processing, appraising and implementing the sub projects under the Project, covering the development and completion of technical reports, feasibility studies, preliminary design reports, IEE/EIAs (with EMP), RPs, IPDPs and detailed design reports to ensure their compliance with requirements of Government, GOA and ADB. To implement the ongoing projects smoothly, PMU, APDCL requires one full time National Social and Environmental Expert/Consultant on contractual basis with following requisite qualification and experience:

### **1. Requirements**

Name of Position : National Social and Environmental Expert/Consultant

Number : 01(one)

The detailed Terms of Reference along with the scope of works including eligibility criteria & required qualifications for each experts are given at Annexure-I.

### **2. General Terms**

- (i) All communications including Request for Proposal and Expert's contract for the proposed position will be issued in English Language only.
- (ii) Proposal submitted by fax, telex or email shall not be entertained and shall be rejected.
- (iii) The Expert will be selected based on the Technical Score as described in this RFP.
- (iv) The selected Expert will have to sign an Agreement with the Authority.
- (v) The proposal shall be valid for a period of 90 days from the opening of the Proposal.
- (vi) No Applicant shall submit more than one Proposal for the position.
- (vii) The Applicants shall be responsible for all of the costs associated with the preparation of their proposals and their participation in the Selection Process. The Authority will not be responsible or in any way liable for such costs.

### **3. Right to reject any or all Proposals**

(i) Notwithstanding anything contained in this Document, the Authority reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or cancellation and

(ii) The Authority reserves the right to reject any proposal if

- at any time, a material misrepresentation is made or uncovered, or
- the application does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the Proposal

4. The expert/consultant shall be based at THE O/O the Director (PMU), APDCL, Bijulee Bhawan, Guwahati and work closely with the officials of PMU. The expert/consultant shall directly report to the Director (PMU), APDCL. It is the sole responsibility of the expert/consultant to provide outputs by way of monitoring the field reports as submitted by the Social and Environmental Consultants engaged under ADB funded on-going projects, to ensure timely submission of various reports as per the Loan Covenants and to monitor the activities of the contractors for proper implementation of the EMP and Resettlements plans in consultation with consultants.

### **5. Compliance with Regulatory Requirements**

The assignment must be conducted in accordance with relevant environmental, social and cultural heritage laws, regulations, and any other requirements of Government of India (GoI) and Government of Assam (GoA) and also as per the requirements of the External Financial Institutions providing Loans . On Resettlement & Rehabilitation issues, the assignment will take into provision of National Laws and LAAR Act, 2013.

### **6. Support from Assam Power Sector**

The expert/consultants will be extended full support from APDCL/AEGCL/APGCL through its designated representatives, regarding access to basic available data and information relevant to the preparation of documents as well as key agencies and other stakeholders. The expert/consultant will also be extended advisory support from ADB on its policies and project, as appropriate.

### **7. Period of Services**

The expert/consultant will be initially engaged for 1 (one) year, with the possibility of renewal of Contract subject to work requirements and satisfactory performance. The appointment is only for the contract period and the candidate will not have any lien to the Authority in any manner after the end of the contract period.

### **8. Remuneration and Reimbursable expenses, support to be provided by the Authority**

- The Expert/Consultant is eligible for monthly retainership fees (including HRA and other allowances) equivalent to Grade-1 officers of APDCL subject to a maximum of Rs. 60000.00 pm. The expert is eligible for Travel Allowance and Daily Allowance as per the norms of Grade -1.
- The Expert/Consultant has to raise monthly invoice for payment of monthly Retainer ship fee.
- Payment shall be made within 15 days after receiving the invoice for each month.
- The fees payable are exclusive of Service Tax and other taxes as applicable from time to time.

- TDS will be deducted as per Government Rule.
- The Expert/Consultant is eligible for 10% annual increment subjected to extension of the contract.
- In house infrastructure facility for office space/furniture/office equipments/office supplies will be provided to the Expert.

## 9. Submission of Proposal

- a) Interested experienced and qualified National Individual Professional must provide information strictly as per format given at Annexure II to IV.
- b) The Applicant shall provide all the information sought under this RFP. The Authority will evaluate only those proposals that are received in the required format and complete in all respect
- c) The proposal must be submitted in original in sealed envelope marked “Engagement of National Social and Environmental Expert/Consultant for PMU, APDCL” and delivered at the address below on or before 27-05-2016 till 15-00 hrs.

The Director(Personnel), APDCL,  
4<sup>th</sup> Floor, Bijulee Bhawan, Paltanbazar,  
Guwahati-1.

- d) For assistance/query, please contact: Email: dgmhrapdcl@yahoo.com

## 10. Evaluation Criteria and Selection Process

- a) The authority shall open the proposal at 16-00 hrs on 27-05-2016 at the office of the Chief General Manager (HR), 4<sup>th</sup> Floor, Bijulee Bhawan, Paltanbazar, Guwahati-1 in the presence of the Applicants who choose to attend.
- b) All the proposals will be scrutinized and evaluated on the basis of Applicants’ CV and Work experience. The Applicants will be evaluated based on appropriate marking system. The categories for marking and their respective marks as under:

Criteria	Maximum Marks
1.Educational Qualification (as mentioned in the TOR)	40
2.Work Experience	(60)
Total professional experience	30
Working Experience in Power Sector	10
Working Experience with Donor Agencies like ADB, World Bank etc.	10
Working Experience in the NE Region	10
Total	100

- c) The client shall notify the consultants/experts, results of the technical evaluation and will invite the applicant with highest Technical Score for negotiations and shall be recommended for award of contract. If negotiation fails, the second ranked applicant will be invited for negotiation and contract agreement.
- d) An expert committee shall be formed by the authority for evaluation of technical proposals received from the applicants. Applicants are advised that the selection of Experts shall be on the basis of an evaluation by the Authority through the selection process specified in this RFP. Applicants shall be deemed to have

understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and Authority's decisions are without any right of appeal whatsoever.

11. The Authority, if not satisfied with the work performance of the Expert/Consultant, may terminate the Contract with 30 days notice in advance. If the Expert decides to resign then he/she should give at least a month's advance notice to the Authority.

## **12. Acknowledgement by Applicants**

It shall be deemed that by submitting the proposal, the Applicant has

- Made a complete and careful examination of RFP document;
- Received all relevant information requested from the Authority;
- Acknowledged and accepted the risk of inadequacy, error, or mistake in the information provided in the RFP document or furnished by or on behalf of the Authority.

## ANNEXURE-I

### TERMS OF REFERENCE

**Name of The Position:** Social and Environmental Expert/Consultant

The National Social and Environmental Expert/Consultant should be a Graduate in Civil Engineering with post-graduate in Environmental Engineering/Planning/Science from a reputed institute. The Social and Environmental Expert should have at least 10 years of experience in the field of Social and Environmental activities. The applicant should have at least 5 years of the experience in carrying out Environmental Assessment (EA/EIAs), preparation of Environmental Management Plan (EMPs) and management of environmental issues in infrastructure and services provision. Experience in Power Sector shall be an added qualification.

The essential qualifications are:

- Exceptional knowledge of environmental policy and management at national and city levels in India.
- Proven experience in ably managing teams and ensuring delivery of quality results.
- Proven experience in coordinating quality environmental assessments and management studies
- Proven experience in effectively assisting urban local and state governments in environmental management, including support for preparation of key technical documents and clearances from competent agencies.
- Proven capacity to convene and establish strategic relationships with relevant government and expert agencies to ensure an integrated and environmentally sound approach during implementation of EMP & RP.
- Knowledge of the ADB/World Bank's Environmental Safeguard Policies and central government in India's environmental legal requirements preferably.
- Working computer knowledge.
- Excellent fluency in spoken and written Assamese, English and Hindi.

#### **Scope of Work and Responsibilities:**

The scope of work for the Environment Expert is as follows:

- Coordinate the preparation of the Environmental and Social Management Framework (ESMF) and all related documents for the Project. Ensure the ADB/World Bank standards and safeguards procedures are duly followed.
- Supervise the work and provide advisory and technical support to of environmental & Social Expert for ongoing & upcoming projects.
- Coordinate with the Project implementing agencies at state and local levels, and any expert consultants, providing advice on the environmental & Social aspects to be considered during design and implementation phases of various sub-Projects.
- Review the Environmental Assessment Reports (EAR) and other related documents with regard to their compliance with the EARF, various environmental issues and the adequacy of management measures and provide necessary guidance to the consultants in improving the reports prior to forwarding to the Funding Agencies for necessary clearance and approval.
- Coordinate with the Project implementing agencies and provide necessary support in securing regulatory clearances such as Environment, Forest, or consents from the agencies
- Carry out visits to sub-Projects implementation sites to monitor as well as to provide onsite guidance to the Project implementing agencies and the contractors on the implementation of respective Environmental Management Plans (EMPs).
- Participate in progress review meetings of the Environmental and Social Management Unit (ESMU) and provide advice on environmental aspects of the respective sub-Projects during implementation.
- Maintain a data base in a standard form, on the status of various environmental activities of the Project (clearances, compliance, EA reports, progress reports, etc.) and update the same on a

regular basis.

- Prepare and submit monthly progress reports to the PIU and biannual Safeguard Reports to ADB on all the aspects related to Social Environmental Management of the Project.
- Follow up with the Project implementing agencies and other agencies in addressing various environmental safeguard actions agreed during the Funding Agencies missions from time to time.



## ANNEXURE II

Dated:

To

The Director(Personnel), APDCL,  
4<sup>th</sup> Floor, Bijulee Bhawan, Paltanbazar,  
Guwahati-1.

**Sub: Engagement of Domestic Social & Environmental Expert/Consultant on contract basis**

Sir

1. With reference to your advertisement, and having examined the RFP Document and understood their contents, I hereby submit this proposal for the said post. My proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the RFP document for selection and I certify that all information provided therein is true and correct: nothing has been omitted which renders such information misleading; and all documents accompanying this proposal are true copies of their respective originals.
3. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the proposal.
4. I acknowledge the right of the Authority to reject the proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. I certify that I fulfill the qualification and experience as sought by the Authority.
6. I also certify that the proposal is valid for a period of 90 days from the date of opening of the Financial Proposal
7. I further certify that no investigation by a regulatory authority is pending against me.

Yours faithfully,

Date: (Signature and name of the Applicant)

Address Mobile No.  
Email ID:

### ANNEXURE III

Name of Expert				
Sex (Male / Female)				
Place of Birth				
Date of Birth				
Community				
PAN Number				
Address for Communication				
Qualification				
Total Experience				
<b>Statement of some of the major assignments</b>				
Sl.No.	Client/Organization	Designation	Project Name	Key Task performed
A	<b>Working Experience with Donor Agencies(ADB, World Bank etc.)</b>			
1				
2				
3				
4				
B	<b>Working Experience in Power Sector</b>			
1				
2				
3				
4				
C	<b>Working Experience in NE Region</b>			
1				
2				
3				
4				

**ANNEXURE - IV : CURRICULUM VITAE OF THE APPLICANT**

<b>Position Applied For</b>	
<b>Name of Expert</b>	
<b>Place of Birth</b>	
<b>Date of Birth</b>	
<b>Community</b>	
<b>Citizenship</b>	
<b>Education</b>	<i>Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained</i>
<b>Membership in Professional</b>	
<b>Other Training</b>	
<b>Languages</b>	Indicate proficiency in speaking, reading and writing of each language by 'excellent', 'good' or 'poor'.
<b>Employment Record</b> <i>Starting with present position, list in reverse order every employment held. For experience in last 5 years, also give types of activities performed and client references, where appropriate.</i>	From : Date to Date Employer : Position Held :
<b>Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b>	
<b>Certification</b>	
(signature with date)	
I, the undersigned, certify to the best of my knowledge and belief that this CV correctly describes my qualifications and my experience. I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Authority.	

