

**REQUEST FOR EXPRESSION OF INTEREST
(CONSULTING SERVICES– CONSULTING FIRM SELECTION)**

Uttarakhand Disaster Recovery Project (UDRP)

Credit No.5313 - IN

Reference: GPN dated 21/9/2013

Assignment Title: Selection of Consulting Firm for Building Regulation for Resilience in Uttarakhand

Reference No.: IN-PIU-CBDRM-20725-CS-QCBS

Date: 31/08/2017

The Government of India has received financing from the World Bank towards the cost of Uttarakhand Disaster Recovery Project (UDRP) in Uttarakhand, India and Project Implementation Unit for Technical Assistance on Capacity Building on Disaster Risk Management (PIU-TA-CBDRM), the implementing agency for Disaster Risk Management component, intends to apply part of the proceeds for consulting services.

Through this consulting service the PIU intends to engage a Consulting Firm for **Building Regulation for Resilience in Uttarakhand**. Under the ongoing Uttarakhand Flood Recovery Project financed by the World Bank, the reconstructions of key infrastructures are making good progress. While the reconstruction work is approaching its end, the Government is accelerating the capacity building of key local institutions to shift from reactive disaster risk mitigation to preparedness and risk reduction management.

The Government of Uttarakhand (GoU) is advancing capacity building of local institutions to mitigate risks in various areas and by strengthening capacity through enhancement of disaster risk management; by conducting river morphology analysis, slope stabilization study, and by developing hydro-meteorological network and an early warning system, as well as providing support to the emergency response capacity of the Uttarakhand State Disaster Management Authority (USDMA).

Building Bye-Laws and land use regulation has proven to be the most effective tools for reducing disaster and chronic risks in the developed world. However, only rudimentary regulatory frameworks have been established in many cities of low and middle-income countries. They are currently inefficient and largely ineffective. Major obstacles to reducing risk and improving the quality of building bye laws documentation and construction remain: the failure to address and improve local building culture; the failure to establish an open and transparent uniform code development and implementation process, and the failure to invest in the development of efficient and effective building regulatory capacity.

As part of its increased interest in disaster risk mitigation, the GoU has therefore given increased attention to the safety and resilience of the built environment. To avoid the creation of new risks associated with new construction, the GoU is committed to enhance the integration of updated disaster and chronic risk information into building by-laws and regulations, and improve regulatory compliance mechanisms through more efficient and effective building code administration procedures, training of building code officials and training and certification of building practitioners.

Draft Terms of References for the consultancy are given as **Annexure-A**.

PIU-TA-CBDRM invites eligible Consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

GENERAL EXPERIENCE

- The consulting firm should have an overall experience of **minimum 10 years**.
- The consulting firm should have experience of **World Bank/ ADB or any other multi lateral funding agencies for minimum 2 completed projects**.

TECHNICAL EXPERIENCE

- The consulting firm should have experience as design and implementation of Building Regulation for **minimum 2 completed projects**.

FINANCIAL CAPABILITY

- The consulting firm should have completed **at least 2 projects (costing not less than INR 50 Lakhs Each) in the field of Building Regulation** (supporting documents to be attached).
- The consulting firm should have an Average Annual Turnover of **minimum INR 2.00 Crores** certified by CA **in the last three FY** in the format provided in Annexure-I.

MANAGEMENT COMPETENCY

- The consulting firm should have Quality certification like **ISO** etc.
- The consulting firm should have enough staff capacity in Dehradun to provide support to PIU and other stake holders for building regulations.

NOTE: The consulting firms should prepare their EOIs clearly highlighting the points above with relevant and sufficient supporting documents only. The criteria mentioned above are the minimum criteria. Any consulting firm with more experience than the criteria stipulated above will secure more marks in the respective criteria.

Supporting document shall include:

Criteria	Supporting Document
Company’s General Experience	Registration Certificate
Company’s Specific/ Technical Experience	End User Certificate
Turnover	Audited Balance Sheets/ Turnover certificate certified by CA in Annexure-I
Financial Capability (INR 50 Lakhs Per project criteria)	End User Certificate showing the cost

Expressions of interest (EOI) must include the following:

- Introductory letter on letter head (with complete contact details – name of contact person, mailing address, telephone, fax, email etc) explaining how the firm is best to deliver the task.
- Organization profile.
- Last three years audited annual report and three years financial statement.
- Short note along with photographs on the similar projects implemented by the Consultancy Firm pertaining to the shortlisting criteria.
- The EOI should contain sufficient supporting document to substantiate the claim of the Consultant towards their qualification as per the shortlisting criteria.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultancy Firm may associate with other consultants in the form of a joint venture or a sub-consultancy to enhance their qualifications. Such association should be clearly stated in the EOI. Selection will be based on "**Quality and Cost Based Selection Procedures**".

Further information can be obtained at the address below during office hours between 1000 hours to 1700 hours.

Expression of Interest must be delivered in a document form (hard copy or electronic-pdf) at the address or mail id given below (in person, by post or by email) latest by **1700 hours on 20/09/2017**

Program Manager
Project Implementation Unit TA & CBDRM,
Uttarakhand Disaster Recovery Project (UDRP),
Plot No. 29, SIIDCUL Building, IIE (IT PARK),
Sahastradhara Road, Dehradun, Uttarakhand,
Pin Code-248001, Tel/Fax: +91-135-2708358
E-mail piu.wb.drm@gmail.com
Website: www.ukdisasterrecovery.in

STRUCTURED QUESTIONNAIRE FOR DESIGN CONSULTANT
(TO BE SUBMITTED ALONG WITH EOI)

General Particulars of CONSULTANT

Name of the CONSULTANT	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this EOI	
Phone no. of the Contact person for this EOI	
Email id of the Contact person for this EOI	
Branch offices if any	
Date of CONSULTANT establishment	
Number of full time partners	
Fellow	
Associate	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	

Financial Particulars of the CONSULTANT

Financial Year	Turnover from Consultancy	Turnover from other Activities	Total Turnover	Average Annual Turnover
2014– 2015				
2015- 2016				
2016– 2017				

“Turnover” would mean the professional fee earned excluding service tax and travelling, if billed separately.

Partners Brief Profile

Name of Partner/ M.No.	Age	Associate/ Fellow	Years of post- qualification experience	Qualification	Years of experience as signing partner	Name of Clients handled	Number of years associated with the DESIGN CONSULTANT (post qualification)

Full Time Qualified Staff Brief Profile

Name of Staff/M. No.	Age	Years of experience	Qualification	Number of Years associated with the CONSULTANT (post qualification)	Brief nature of work done

Other Staff Brief Profile

Name of Staff	Age	Years of Experience	Qualifications	Number of Years Associated with the firm	Assignments where the staff has worked with year

Relevant assignments – Last five years

Name of Project /Agency Audited	(1) Funded by Multilateral / Bilateral funding agency;[(2) Agencies implementing government projects (other than above); Or (3) Public sector undertakings in the same sector Please specify 1, 2, 3	Client Name	Nature of Work	Year of Work Done	Partner	project Expenditure	Professi onal fees

TERMS OF REFERENCE
UTTARAKHAND DISASTER RECOVERY PROJECT

Component 3: Technical Assistance and Capacity Building for Disaster Risk Management - Building Regulation for Resilience (BBR)

Project Background and Objectives

Background

India is one of the most densely populated countries in the world with over one billion people, and it is vulnerable to numerous natural hazards, particularly earthquakes, floods, droughts, cyclones, and landslides. The Global Climate Change and Vulnerability Index reveals that India is ranked as the second most vulnerable country in the world¹ to natural hazards. As per the latest seismic zoning map (Zones II to V based on risk) published by the Bureau of Indian Standards (BIS)², about 60% of the country is prone to earthquakes of intensity VII or more on the MSK³ scale.

The most vulnerable areas to geophysical and hydro-meteorological risks of the country are located in the Himalayan and sub-Himalayan regions. Climate induced disasters are very common across the region, and annual monsoon rains further accentuate the intensity of disasters to the built environment on account of floods, flash floods and landslides. The combination of such natural disaster threats and rapid urbanization in major Indian cities create pressing needs to manage both natural and manmade disaster risks as well as chronic risks such as fires and spontaneous building collapses (structural failure, habitation in flood and landslide zones). The need for commitment of the Government of Uttarakhand (GoU) on disaster risk management was strengthened due to the large scale flood and landslides triggered by very heavy precipitation in June 2013 that caused severe damages to key infrastructures such as roads, bridges as well as government buildings, and impacted close to a million people.

Under the ongoing Uttarakhand Flood Recovery Project financed by the World Bank, the reconstruction of key infrastructure (housing, public buildings, connectivity infrastructure etc) are making good progress. While the reconstruction work is progressing well, the Government is accelerating the capacity building of key local institutions to shift from reactive disaster risk mitigation to preparedness and risk reduction management.

The Government of Uttarakhand (GoU) is advancing capacity building of local institutions to mitigate risks in various areas and by strengthening capacity through enhancement of disaster risk management; by conducting river morphology studies, slope stabilization studies, developing/strengthening hydro-meteorological network, state wide risk assessment study, providing support to enhance the emergency response capacity of the State Disaster Response Force & State Fire and Emergency Services and strengthening / capacity development of the Uttarakhand State Disaster Management Authority (USDMA).

Building Bye-Laws and land use regulation has proven to be the most effective tools for reducing disaster and chronic risks in the developed world. However, only rudimentary regulatory frameworks have been established in many cities of low and middle-income countries. They are currently inefficient and largely ineffective. Major obstacles to reducing risk and improving the

¹Maplecroft's Climate Change Risk Atlas, 2011. Available on <http://maplecroft.com/about/news/ccvi.html>

² IS 1893 - Part 1. 2002, Map of Seismic Zones of India

³ The Medvedev–Sponheuer–Karnik scale, also known as the MSK is a macro-seismic intensity scale used to evaluate the severity of ground shaking on the basis of observed effects in an area of the earthquake occurrence. A value of MSK VII is indicated as a strong event.

quality of building bye laws documentation and construction remain: the failure to address and improve local building culture; the failure to establish an open and transparent uniform code development and implementation process, and the failure to invest in the development of efficient and effective building regulatory capacity.

As part of its increased interest in disaster risk mitigation, the GoU has therefore given increased attention to the safety and resilience of the built environment. To avoid the creation of new risks associated with new construction, the GoU is committed to enhance the integration of updated disaster and chronic risk information into building by-laws and regulations, and improve regulatory compliance mechanisms through more efficient and effective building code administration procedures, training of officials involved in issuing building permit license, and training and certification of built environment practitioners.

Objective

As part of the GoU's effort to invest into a cost-effective approach for disaster risk reduction, the objective of this engagement is to provide a comprehensive review of the building regulatory framework that will form the basis for reform options in selected aspects of building code administration and implementation. Specifically, the objective is to analyze current gaps in laws, building/bye-laws, land use management (land use plan, general development control regulations"⁴, fire safety provisions, as well as process and resource gaps in the implementation capacity of building control agencies and provide recommendations for all major cities, towns and settlements of Uttarakhand State. This engagement will serve to initiate critical discussions between public authorities and private professionals to implement a more efficient and effective regulatory process to support a more resilient built environment.

Scope of Work

A comprehensive review and analysis will cover the following five topics:

- Siting / Construction/development permit process and on-site inspections
- Overall regulatory institutional capacity competency and qualification of concerned officials
- On-site inspections especially related to planning & safety
- Use of building materials and specifications
- Quality control for essential facilities (e.g. hospitals, schools, fire departments, assembly buildings etc.)
- Awareness of key stakeholders about the need for safe building practices.

Task 1: Mapping and re-engineering of building control process

The main objective of this task is the identification of constraints, bottlenecks and barriers associated with existing building control procedures. For the purpose of this assignment, the term "building control" describes (i) the review of preliminary approvals related to land titling, Master Plan and land use approvals, necessary approvals from Public Works Department or National Highway, Water & Sanitation, Fire Department, Civil Aviation, National Heritage, Environment, proper Siting), (ii) the plan review process and the issuance of construction permits in the city building department, (iii) on-site inspections, (iv) final occupancy permits and, (v) any other building control activities carried out during the life span of the building until its decommissioning.

⁴ In India, the term "*Development Control Regulations*" refers to rules related to urban planning and land use, zoning, Floor Area Ratio (FAR) requirements, coverage, recess, height limitation, parking requirements, etc. The term "building bye-laws" refers to health & safety and typically structural and fire aspects.

The goal of Task 1 is to provide options for reform by proposing measures to improve process efficiency by reducing transaction costs for applicants and local agencies involved in building control activities, by improving transparency and encouraging formalization. An efficient and transparent building control process minimizing transaction costs for land use, administrative and building code requirements is an important condition to incentivize builders to comply with regulations.

Under the responsibility of the local authorities a Building Regulation Working Group will be established at the beginning of the firm's assignment in order to ensure a coordinated process for collecting relevant information for the process mapping of building control procedures. The Building Regulation Working Group will include known local public organizations involved in approving new construction.

The consultant is expected to carry out (i) a process mapping, (ii) a survey of the building control process to assess the actual experience of end-users going through the regulatory process (iii) issue recommendations to improve the efficiency of the building control process based on the analysis of both the process map and the feedback arising from the end-users survey. The process maps will serve as an indicator of current obstacles in the building control process and inform the future reengineering process and /or improvement of procedures to assess progress of future reforms.

Through the process mapping exercise, the project team aims to accomplish the following tasks and activities:

- Document current procedures investors/applicants have to follow in order to obtain all required approvals;
- Establish the project baseline by defining the number of steps, time, documentation required and costs related to the licensing procedures;
- Pinpoint areas of bottlenecks, possible overlaps in procedural and documentation requirements, or any unnecessary steps.

Through the client Survey, the project team aims to provide feedback from owners, builders, engineers and or architects on actual constraints faced in obtaining the required approvals, construction and occupancy permits, and the actual time and costs associated with various procedures.

1.a Process mapping

- a) Conduct a preliminary mapping of local organizations involved in the building control process.
- b) Acquire from the Mussorie Deharadun Development Authority (further referred to as "MDDA") the necessary data and information pertaining to applications received for building permits, preferably for at least a period of 3 years.
- c) **Mapping of Current Building Control Process:** Based on the acquired information in the building agencies and other approval authorities, analyze and describe every regulatory process in detail, resulting in a process flow showing:
 - Related departments, agencies/local organizations involved in the permitting process and their location
 - Detailed sequential permitting procedures in table format;

- Process maps showing sequential activities and dependencies between various regulatory processes and any overlaps in requirements across different authorities;
- Legal/regulatory basis for each required license and procedure (if applicable);
- Documentation required for each procedure;
- Forms to be completed and signatures/authorizations needed for each form; and
- Fees and duration related to each form sequencing and connection between all the various regulatory processes, providing a complete overview of all procedures.

d) **Description of process based on current legislation and bye-laws:** The Consultant will describe the process as defined in existing State and municipal legislation or bye-laws and variance, with reasons if any, with respect to central government rules, regulations, codes & prevailing laws.

1.b Survey with end-users/construction permit applicants

In line with the objectives of the Project, the Consultant would be expected to carry out the following tasks:

- a) Obtain from the MDDA and other sources necessary data and information pertaining to construction permits' applicants (most recent applicants who received their licenses are priority) classified by types of buildings, and determine if a statistically representative sampling can be established;
- b) Design and run the survey, where a sample of enterprises and business intermediaries (at least 200 enterprise applicants/intermediaries) would provide information about their experiences with regulatory procedures, including their cost/time requirements;
- c) Schedule the surveying activities, i.e. interviews, dissemination of the survey questionnaires, collection of the completed questionnaires, and data processing;
- d) Prepare a survey report on the survey findings;
- e) Compare results of the Mapping and the Survey to adjust and finalize the baseline figures for the permitting activities.

1.c Deliverables

- Interim and final reports that will include:
 - Master map / flow chart of existing process (*See example from other country in the Annex.) showing all agencies/local organizations involved in the construction and occupancy permit process;
 - Mapping of actual procedures within relevant approval agencies and the related input/output forms which need to be completed;
 - Survey findings of building permit applicants.
- Recommendations report to improve process efficiency and transparency supported by a proposed new flow chart (or "target process"). Based on the results of the process mapping and the results of the Survey, the Consultant will develop recommendations to improve the efficiency and the transparency of the construction permitting process. Proposed measures will include those that do not require preliminary legal and regulatory changes as well as measures requiring specific legal changes. For the second group of recommendations, the

Consultant will specify the local legislation to be amended. The output of Task 1 is intended to inform recommendations for future reform activities. Support to the implementation of the proposed reform measures is not included in the scope of this assignment.

Task 2: Overall assessment of local building code implementation capacity

2.a Technical Review

Task 2 is expected to complement the findings of Task 1 by providing a broader assessment of local regulatory implementation capacity. This task will focus on the organization, efficiency and effectiveness of local regulatory implementation by local governmental entities responsible for compliance and enforcement of building laws and other jurisdictional ordinances relating to enhancing building safety within their jurisdictions, such as appropriate planning & sitting with respect to slope stabilizing, landslides, structural safety, fire, zoning, resource conservation or accessibility ordinances.

The principal activities of the MDDA are: (i) compliance support and public information; (ii) plan review; (iii) on-site inspection; (iv) construction permitting (based on minimum specifications of CPWD/local PWD); and (v) enforcement. The adequacy of these functions is dependent on the number of staff and their technical qualification.

The Consultant will carry out the review based on the *Building Regulatory Capacity Assessment Methodology* (BRCAM)⁵, a standard regulatory capacity methodology developed by the World Bank. Consistent with this methodology, the scope of the review will include:

- Equipment & technology;
- Outreach & community relations;
- Plan reviews and permitting;
- Handling of existing buildings;
- Complaints and appeal mechanisms.

The review will particularly focus **on the training and qualification requirements of building code officials within the local building department**. It will identify potential gaps in specialization and qualifications of building officials and develop a proposal for a capacity building program over the five years following the completion of this assignment. The task will include proposing the content of a new curriculum for training in priority areas. The proposal will include the delivery methodology, the objectives and the indicative costs of the training.

2.b Deliverables

- Report assessing local building code and fire code administration and capacity with recommendations differentiating short term (one-two years) to longer term measures (beyond two years).
- A detailed assessment of training and qualification requirements, including a training curriculum in priority areas targeting building code officials, building and fire inspectors with a proposed delivery methodology, and terms of reference for the training organization.
- Relevant local legislation to be amended or added to support improved training and qualification requirements of local building code officials (if required).

Task 3: Improving the effectiveness of on-site building inspections

Local agencies with a mandate to inspect buildings should be required to demonstrate competence, to the satisfaction of the building or code official, for inspection of the particular type of construction or operation requiring inspection.

While inspections mechanisms are incorporated in BRCAM, Task 3 will build on the evaluation of Task 2 and provide a more in-depth analysis and a specific set of recommendations for locally feasible incremental reforms to strengthen basic on-site fire and structural building inspections.

3.a Technical review

This task will consist in reviewing current on-site fire and building inspections procedures carried out by the building department and assess their effectiveness in maintaining control over zoning requirements and additions/alterations, maintenance, services, structural and fire requirements, both at the construction and completion stages.

The technical review will consist of an analysis of current inspections practices with a primary focus on fire and structural aspects. It will address such issues as:

- Regulatory framework for inspection process and documentation of building code violations and follow-up remediation measures;
- Review of actual practices through targeted surveys;
- Adequacy of staffing level within the fire department , MDDA and other development authorities of state;
- Adequacy of the MDDA's and other development authorities of state capacity to verify compliance and practices of major aspects such as structural, mechanical and electrical engineering as well as water & sanitation;
- Availability and adequacy of competency and training programs for on-site building inspections;
- Process to develop risk-based inspections consistent with the risks associated with the types of buildings or builders;
- Enabling legislation and processes to involve private sector engineers to carry out third party on-site inspections on behalf of building departments.

Based on the above assessment, the review will include recommendations to strengthen inspections mechanisms at the city level with identification of possible organizational, legal and regulatory changes to support their improved enforcement capacity and effectiveness. The Consultant will provide recommendations for a proposed cost-effective phased staffing plan to be implemented over a 5-year timeline, differentiating short-term to longer term measures.

3.b Deliverables

- A report analyzing the current status of on-site building inspections with phased recommendations on relevant aspects that may contribute to improving their effectiveness;
- A detailed annex to the report with a proposed incremental staffing and training plan for the fire and building department with achievable timelines;
- Relevant local legislation to be amended or added to support improved effectiveness of inspection processes and practices.

Task 4: Quality control for essential facilities

In general usage, the term “critical facilities” is used to describe all manmade structures or other improvements that, because of their function, size, service area, or uniqueness, have the potential to cause serious bodily harm, extensive property damage, or disruption of vital socioeconomic activities if they are destroyed, damaged, or if their functionality is impaired.

Critical facilities commonly include all public and private facilities that a community considers essential for the delivery of vital services and for the protection of the community. They usually include emergency response facilities (fire stations, police stations, rescue squads, and emergency operation centers), custodial facilities (jails and other detention centers, long-term care facilities, hospitals, and other health care facilities), schools, emergency shelters, utilities (water supply, wastewater treatment facilities, and power), communications facilities, and any other assets determined by the community to be of critical importance for the protection of the health and safety of the population. The adverse effects of damaged critical facilities can extend far beyond direct physical damage. Disruption of health care, fire, and police services can impair search and rescue, emergency medical care, and even access to damaged areas.⁶

As part of an effective disaster risk reduction strategy, the functional continuity of essential facilities is a major issue during and following hazard events. While building departments can constitute a “first layer” of design control and inspections, international good practice usually involves a “second layer” of control carried out by organizations that have a better understanding of the buildings’ specific functions. For example, a State health organization or Health Ministry may provide a more robust or adequate compliance check with essential design requirements (the case of California).

4.a Technical review

The scope of the proposed review will focus primarily on the design and sustainability of effective control measures that can ensure functional continuity of future essential facilities such as key government buildings, hospitals and schools.

The firm will be expected to provide a diagnostic of the existing regulatory framework, identify regulatory and implementation systems gaps and provide phased recommendations to improve the effectiveness of design and inspections mechanisms.

Specifically, it will carry out the following tasks:

- Review the current designation of essential facilities in the building code system and adequacy to prevalent risks and vulnerability;
- Review of current building code and documentation process required for compliance with functional and structural requirements;
- Current process, including risk-based procedures in place and resources available within the MDDA, country and town planning department and other development authorities of state to ensure an effective “first line” of control over the design and the construction of critical buildings;
- Current process and resources of key specialized departments (e.g Health, Education) that may provide technical guidance and control activities of the functional continuity on new buildings.

⁶Critical Facility Design Consideration”, FEMA (2014)

4.b Deliverables

- A report analyzing the current status of regulatory requirements for essential facilities with phased recommendations on relevant aspects that may contribute to improve structural and functional performance to the expected level;
- Proposed Road Map and reform approach to ensuring improved quality control for essential facilities including potential recommendations on technical design requirements, changes in the regulatory process and in the local legislation.

Task 5: Public awareness and educational campaign

5.a Public Awareness Campaign

The consultant will work with the Ministry of Urban Development, country and town planning department, MDDA and other development authorities of state to support an extensive city-wide public awareness and educational campaign with the aim of promoting safe construction and compliance with building regulation to protect lives, livelihoods and economic assets.

The activities will include:

- Developing a proposed communications strategy targeting different categories of building professionals, including masons and trades, building practitioners and building owners;
- Exploring potential partnerships with specialized NGOs to deliver appropriate training;
- Defining key messages and communications solutions to demonstrate the benefits of safe building practices and support a broader community-wide commitments to safer building practices with a focus on masons traditionally operating in the “informal” or unregulated building sector;
- Supporting the GoU in preparing a guide, a brochure or information and promotional materials;
- Preparing and submitting a schedule of meetings and seminars;
- Enlisting partners among professional bodies, media and academia.

5.b Support to communications efforts related to proposed reforms

As part of this assignment, the firm will be expected to support the GoU, specifically the Ministry of Urban Development, Country and town planning department and the MDDA in ensuring an inclusive reform process by involving the concerned relevant organizations in the technical reviews and the recommendations. The firm will help the designated authority to carry out targeted communications efforts associated with the implementation of Tasks 1, 2, 3 & 4.

For Task 1, the firm will provide operational support to the designated authority to form the proposed Building Regulation Working Group that will keep all relevant parties engaged in the technical review and the proposed reform measures. Task 1 should be initiated with one initial workshop to inform relevant local public entities and building professionals and with the intent of forming a Building Regulation Working Group. A second workshop should be established after the completion of the Process Mapping and the Survey to disseminate results and discuss recommendations to improve building control processes.

5.c Deliverables

- Design of awareness campaign with a focus on masons and other trades operating in the “informal” or unregulated building sector;

- Participation in relevant workshops to inform stakeholders and keep them engaged in the reviews and recommendations;
- Support to targeted awareness activities as agreed by the GoU.

Task 6: Capacity Building of Development Authorities in the State

The Consultant will provide training to ensure that building bye laws related aspects can be understood and updated by Country and town planning department, MDDA, other development authority staff and other relevant stakeholders. This will include at least

- A 3-5 day training program on different National and International codes, addressing all aspects of disasters and safety provisions.
- A 3-5 day training program on developmental control rules, addressing all aspects of building bye laws and related aspects.
- The Consultant will provide a 3-day workshop on understanding, communicating and using results of this study (once the study is complete).
- The consultant will develop a detail guidelines related to building regulation in the state and impart 3 days training on this guideline.
- The consultant will provide training on best National and International practices related to developmental building regulations.

Additional deliverable

The firm will participate in an initial briefing organized in Dehradun, at the beginning of the assignment. The briefing will be led by Program Director, Uttarakhand Disaster Recovery Project (UDRP). Following the briefing, the firm will present a draft work plan incorporating all five Tasks with timelines agreed during the meeting. The draft Work Plan will be discussed the Ministry of Urban Development, Country and town planning department, MDDA, other development authorities of state and approved by the PIU (TACBDRM) and Country and town planning department.

All draft deliverables will be presented in a workshop tentatively scheduled at the end of the 4th.months from project's start. Discussions and feedback from project's partners and clients will inform a Final Report incorporating all final deliverables.

Selection Procedure and Form of Contract

The firm will be selected following the World Bank's Guidelines: Selection and Use of Consultants by the World Bank for Operational Purposes and form of contract will be Complex Lump Sum Contract.

Implementation Arrangements

The Consulting Firm will report to the PIU and all concerned government ministries and agencies to coordinate activities, collect data, and conduct workshops and consultation. These agencies as well as concerned stakeholders (i.e., developers, contractors, architects, engineers, and others) should be organized in a Project Working Group (PWG). The PWG should be used as the mechanism for stakeholders' involvement, data collection, validation, consensus building and advocacy.

The Team Leader of the Consulting Firm will be the principal contact and will be expected to be readily available during the assignment. The Consulting Firm shall be responsible for all aspects of performance of services as set forth in the preceding sections of these ToRs.

Minimum qualifications of the firm to be selected

This assignment is suitable for firms having a strong experience of the built environment in India and understanding of the Indian institutional, economic and context. This assignment requires expertise in planning, land use and building code regulation. For Task 1, corporate process re-engineering or experience in administrative procedures reforms is required. In addition, the firm would be expected to demonstrate a strong understanding of structural design, construction management and business management focusing on construction. The firm should preferably have knowledge in structural engineering and land use planning practices in developed and developing countries. It must have had consulting experience with governments in developing countries, preferably in South Asia. Local presence in India is required either through a permanent office in India or through a local partner involved in the relevant practices for this assignment. The firm should demonstrate stable and well-established internal documentation processes and business relationships.

Duration of the Assignment: *The duration of the contract is 6 months maximum from mobilization.*

Timelines

The consulting firm is requested to provide deliverables in line with the following timeline. The timeline is subject to changes following the initial briefing/kick-off meeting. Project start will effectively take place after the kick-off meeting that will involve PIU, Ministry of Urban Development, MDDA, and other development authorities of state and representatives of the World Bank.

Expected Deliverables	Indicative Timelines (from project's start)
Task 1 <ul style="list-style-type: none">▪ Draft (interim) process mapping of building control process for the municipalities of Uttarakhand State.▪ End-users survey.▪ Draft recommendations	3 months 3 months 4 months
Task 2 <ul style="list-style-type: none">▪ Review of local building code administration capacity (following BRCAM).▪ Draft detailed assessment of training and qualification requirements (report).	3 months 3 months
Task 3 <ul style="list-style-type: none">▪ Draft report on on-site building inspections.▪ Proposed staffing and training plan for the fire and building departments.	3 months 3 months
Task 4 <ul style="list-style-type: none">▪ Report analyzing regulatory control process for essential facilities with proposed Road Map and reform approach.	4 months

Task 5 <ul style="list-style-type: none"> ▪ Draft training and Capacity Building Plan & public awareness campaign plan. ▪ Public awareness activities. 	3 months (to be agreed with clients) - tentatively From 1st to 5th months
Final workshop	End of 4 th month
Final Report incorporating all updated deliverables/final workshop	6 months

Staffing Requirements

The consulting firm is encouraged to use the expertise available in India to the extent possible. However, international experience is recommended to carry out the assignment. The consulting firm is free to propose a staffing plan and skill mix necessary to meet the objectives and scope of the services. If all the required skills are not available within the consulting firm, the firm is encouraged to make joint ventures with other firms or knowledge organizations with appropriate expertise in regulatory activities for the built environment. It is recommended to involve at least one individual with in-depth understanding of the building regulatory process with a strong understanding of issues raised in Task 2, 3 & 4. Below is an indicative list of posts to be considered for this assignment:

Indicative ToRs

Team Leader

Qualifications:

- Masters(or higher) degree in Civil, Structural or Architectural Engineering, Land Use Planning, Architecture, or a relevant field from a leading university with relevant experience;;
- Familiar with disaster risk management research and practice, land use planning, construction control regulation, and implications on setting up policy and risk mitigation programs by government;
- Experience in policy and building regulatory reforms;
- Good understanding of factors and methods for urban development,real-estate development, construction practices, and construction controls and building code enforcement.
- Extensive project management experience;
- Has assumed Team Leader responsibilities in at least one previous project of similar scope.
- Leadership qualities that fosters team work and collective problem solving, but impose rigor are recognized skills for the position.
- Clear and effective communication skills including written and oral communication

Major responsibilities shall include but not necessarily be limited to the following:

- Build, manage, and lead a team of experts and specialists with full competency to undertake the tasks of the project;
- Lead all activities of the project from inception until closing.
- Undertake consultations with MDDA, Country and town planning department, other development authorities of state and other relevant stakeholders.

- Structure and manage the activities and agendas of the Project Working Group (PWG) and PIU;
- Manage strategic relationships with the PIU (TACBDRM), PMU (UDRP) and related ministries, local agencies and organizations represented in these institutions. Respond to all requests and queries from these agencies with prompt responsiveness, accuracy and transparency. Attend meetings of these institutions if called upon and be prepared for constructive interaction.
- Lead the preparation of project work plans, schedules, control processes, monitoring and evaluation, and reporting process;
- Lead the development and monitoring of the documentation tracking system
- Maintain a constructive and collaborative working environment with the MDDA, Country and town planning department, other concerned government agencies, and other stakeholders involved in the project;
- Supervise the overall management of the project and create the project management control to proactively solve issues, and communicate effectively;
- Supervise the preparations of the missions to Dehradun, including team composition, agenda, preliminary consultations, preparation of documentation; etc.
- Supervise the timely completion of critical tasks, deliverables, and reports

Practice Leader: Regulatory Institutional Development

Qualifications

- Master’s Degree in Law, Business Administration, Public Policy, Engineering Management, or related fields with suitable experience;;
- Experience with legislative setups for construction, real-estate, development and design, including regulatory regimes and institutional arrangements. Experience in developing countries and particularly in India or South Asia;
- Experience with government relations, government protocols, policy development models and structures. Experience preparing documentation for legislative agendas and reviews.
- Familiarity with government approval process and procedures in India is highly desirable;
- Minimum of 10-15 years of experience in the field.

Major responsibilities shall include but not necessarily be limited to the following:

- Assist Team Leader in the development of Tasks 2, 3 & 4 with a focus on the regulatory and institutional development, government regulations, government reviews and approvals, and government;
- Support the management of the relationships with PIU , relevant ministries and stakeholders, and in facilitating stakeholders’ engagement and support of the project;
- Assist the Team Leader in the preparations and conduct of the consultations, meetings and workshops;
- Support the preparation of various reports and deliverables, focusing mainly on Tasks 2, 3& 4;

Practice Leader: Knowledge Management and Outreach

Qualifications

- Bachelor’s degree in International Development, Communication, Education or related social science fields.
- Experience leading training programs in collaboration with various institutions;
- Experience in software application training;

- Experience with various training and educational techniques, and the use of online training resources;
- Structured, organized and excellent listener.

Major responsibilities shall include but not necessarily be limited to the following:

- Support the Team Leader and Project Manager in the activities of the project related to education, training, community relations, communication, consensus building and outreach, in particular:
- Support the implementation of Task 2 (in collaboration with in outlining relevant training curriculum for building professionals and lead the development of Task 5
- Design the training program, its operations, content, resources, hardware and software requirements
- Take the lead in the design of the outreach campaign and provide input to solidify the sustainability parameters of the project.
- Participate in the development of the Building Code Enforcement Program to provide input from the user's perspective
- Contribute to the development of relevant documentation and deliverables
- Prepare training curriculum considering the various users and the diversity in competency and responsibilities;
- Validate the training curriculum and schedule with concerned department's leadership and other experts as identified by PIU.
- Contribute to the completion of deliverables and reports as indicated by the Team Leader.

Practice Leader: Business Process Re-engineering/Business Process Management expert

- Minimum 5-7 years' experience process reengineering of private organization's or government administrative procedures;
- Track record in process optimization, in the public or private sector, specifically;
- Experience in automation of business processes using information technology
- Prior experience in modelling, automation, execution, control, measurement and optimization of activity flows, in support of private enterprise goals or government administrative procedures;
- Prior consulting experience with corporate of government sector;
- Familiar with total quality management and/or continual improvement processes

Major responsibilities shall include but not necessarily be limited to the following:

- Assist the Team Leader in executing Task 1
- Maintain liaison with PIU and other related agencies and line ministries
- Take the lead in conducting and managing the initial process mapping of local project approvals and building permits and in carrying all deliverables associated with Task 1;
- Preparation of different reports and deliverables.

Reporting and Management of the Assignment

The consultant will report to PIU (TACBDRM) and Country and town planning department of Uttarakhand state.

Language requirement

Fluency in written and spoken English is required. Proficiency in Hindi and other local languages used in State is an advantage.

An example: flow chart of current process

