

**SELECTION OF CONSULTANTS**

**REQUEST FOR PROPOSALS**

Selection of Consulting Services for:

**Inclusive Revitalisation of Historic Towns and Cities in Rajasthan**

Client: **National Institute of Urban Affairs (NIUA)**

Country: **India**

Project: **Heritage Management Plan and a Project Development  
Proposal for Jodhpur and/or Nawalgarh**

RfP Reference No. NIUA/WB-CA-TA/RfP: 01

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## ENGAGEMENT OVERVIEW

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### **Background of the Program**

Rajasthan's historic cities and towns and their cultural, natural and intangible heritage assets – the state's main tourism draws – face most challenges today. Historic cities across the state are growing without a unifying vision and the necessary planning and service provision based on their existing cultural and natural assets is missing. The Government of Rajasthan is currently engaged in various initiatives towards the revitalisation of its historic cities and towns. Ajmer-Pushkar is one such example with rich built, natural and cultural heritage and also an important religious and tourist destination. It is being developed under HRIDAY, a scheme of Government of India. One of the major initiatives being undertaken by the State Government entails the planning and provision of services and infrastructure in a heritage-sensitive manner around significant monuments in historic cities/towns.

The initiative looks beyond the restoration and presentation of isolated monuments towards stewarding their surroundings and the socioeconomic & cultural practices and giving meaning to them. Under the various on-going central and state urban development and tourism schemes, Government of Rajasthan intends to focus on the value of historic towns & cities, recognizing their natural / cultural landscapes as assets—and not liabilities—in the development of more inclusive and sustainable growth patterns. To achieve this objective, sound public policies, urban design and service delivery standards, innovative financial and management mechanisms, and capacity are required.

### **Objective of Engagement**

Over 40 towns and cities have been incorporated in a State Heritage Program, initiated by the Government of Rajasthan, focusing on the Inclusive Revitalisation of these historic towns and cities. World Bank along with Cities Alliance is providing Technical Assistance (TA) for this program through the National Institute of Urban Affairs (NIUA). The TA aims at supporting Government of Rajasthan's efforts at inclusive urban revitalisation with a view of promoting job opportunities while improving the living conditions and attractiveness of its historic cities and towns. The overarching approach of the TA is to support the Government of Rajasthan's urban revitalisation agenda through the enhancement of its capacities and methodologies for planning, coordination, outreach and implementation of related investments in its history cities and towns.

With this approach, a Strategic Framework has been prepared for the state of Rajasthan which shall guide the state in taking the agenda of inclusive revitalisation forward in the identified towns and cities. Under this TA, the guiding framework is to be demonstrated in two pilot cities in the state; namely Jodhpur and Nawalgarh. The consultant/consulting firms shall be engaged for this purpose and undertaking the tasks listed in the Terms of Reference (ToR).

## INSTRUCTIONS TO THE CONSULTANTS

<b>1. GENERAL PROVISIONS</b>	
<b>1. Definitions</b>	<p>a) "Affiliate(s)" means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Consultant.</p> <p>b) N/A</p> <p>c) "Applicable Law" means the laws and any other instruments having the force of law in the Client's country, or in such other country as may be specified in the Data Sheet, as they may be issued and in force from time to time.</p> <p>d) "Client" means the National Institute of Urban Affairs.</p> <p>e) "Consultant" means a legally established professional consulting firm or an entity that may provide or provides the Services to the Client under the Contract.</p> <p>f) "Consortium" means an association, typically of more than one individuals and / or companies</p> <p>g) "Contract" means a legally binding written agreement signed between the Client and the Consultant and includes all the attached documents listed in its Clause 1 (the General Conditions of Contract (GCC), the Special Conditions of Contract (SCC), and the Appendices).</p> <p>h) "Data Sheet" means an integral part of the Instructions to Consultants (ITC) that is used to reflect specific country and assignment conditions to supplement, but not to over-write, the provisions of the ITC.</p> <p>i) "Day" means a calendar day.</p> <p>j) "Experts" means, collectively, Key Team members, Non-Key Team members, or any other personnel of the Consultant, Sub-consultant or Joint Venture member(s).</p> <p>k) "Government" means the government of the Client's country or Government of Rajasthan wherever mentioned.</p> <p>l) "Joint Venture (JV)" means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all the members of the JV, and where the members of the JV are jointly and severally liable to the Client for the performance of the Contract.</p> <p>m) "Key Team Member(s)" means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Services under the Contract and whose CV is taken into account in the technical evaluation of the Consultant's proposal.</p> <p>n) "ITC" (this Section of the RFP) means the Instructions to Consultants that provides the shortlisted Consultants with all information needed to prepare their Proposals.</p> <p>o) "Non-Key Team Member(s)" means an individual professional provided by the Consultant or its Sub-consultant and who is assigned to perform the Services or any part thereof under the Contract and whose CVs are not evaluated individually.</p>

	<p>p) "Proposal" means the Technical Proposal and the Financial Proposal of the Consultant.</p> <p>q) "RFP" means the Request for Proposals to be prepared by the Client for the selection of Consultants, based on the SRF.</p> <p>r) "Services" means the work to be performed by the Consultant pursuant to the Contract.</p> <p>s) "Sub-consultant" means an entity to whom the Consultant intends to subcontract any part of the Services while remaining responsible to the Client during the performance of the Contract.</p> <p>t) "TORs" means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.</p>
<p><b>2. Introduction</b></p>	<p>2.1 The Client named in the Data Sheet intends to select a Consultant in accordance with the method of selection specified in the Data Sheet.</p> <p>2.2 The Consultants are invited to submit a Technical Proposal and a Financial Proposal, or a Technical Proposal only, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.</p> <p>2.3 The Consultants should familiarise themselves with the local conditions and take them into account in preparing their Proposals, including attending a pre-proposal conference if one is specified in the Data Sheet. Attending any such pre-proposal conference is optional and is at the Consultants' expense.</p>
<p><b>3. Conflict of Interest</b></p> <p><b>a. Conflicting activities</b></p>	<p>3.1 The Consultant is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.</p> <p>3.2 The Consultant has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract</p> <p>3.2.1 Without limitation on the generality of the foregoing, and unless stated otherwise in the Data Sheet, the Consultant shall not be hired under the circumstances set forth below:</p> <p>(i) Conflict between consulting activities and procurement of goods, works or non-consulting services: a firm that has been engaged by the Client to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates,</p>

<p><b>b. Conflicting assignments</b></p> <p><b>c. Conflicting relationships</b></p>	<p>shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.</p> <p>(ii) Conflict among consulting assignments: a Consultant (including its Experts and Sub-consultants) or any of its Affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant for the same or for another Client.</p> <p>(iii) Relationship with the Client's staff: a Consultant (including its Experts and Sub-consultants) that has a close business or family relationship with a professional staff of the Client who are directly or indirectly involved in any part of (i) the preparation of the Terms of Reference for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the client throughout the selection process and the execution of the Contract.</p>
<p><b>4. Unfair Competitive Advantage</b></p>	<p>4.1 Fairness and transparency in the selection process require that the Consultants or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the assignment in question. To that end, the Client shall indicate in the Data Sheet and make available to all Consultants together with this RFP all information that would in that respect give such Consultant any unfair competitive advantage over competing Consultants.</p>
<p><b>5. Corrupt and Fraudulent Practices</b></p>	<p>5.1 The Client requires the Consultant to comply with its policy in regard to corrupt and fraudulent practices.</p>
<p><b>6. Eligibility</b></p>	<p>6.1, 6.2, 6.3.1, 6.3.2 N/A</p> <p>6.3.3 Government-owned enterprises or institutions shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) that they are not dependent agencies of the Client</p> <p>To establish eligibility, the government-owned enterprise or institution should provide all relevant documents (including its charter) sufficient to demonstrate that it is a legal entity separate from the government; it does not currently receive any substantial subsidies or budget support; it is not obligated to pass on its surplus to the government; it can acquire rights and liabilities, borrow funds, and can be liable for repayment of debts and be declared bankrupt; and it is not competing for a contract to be awarded by the government department or agency which, under the applicable laws or regulations, is its reporting or supervisory authority or has the ability to exercise influence or control over it.</p> <p>6.3.4 Government officials and civil servants are not eligible to be included as Experts in the Consultant's Proposal unless such</p>

	<p>engagement does not conflict with any employment or other laws, regulations, or policies and they</p> <ul style="list-style-type: none"> <li>(i) are on leave of absence without pay, or have resigned or retired</li> <li>(ii) are not being hired by the same agency they were working for before going on leave of absence without pay, resigning, or retiring</li> <li>(iii) their hiring would not create a conflict of interest.</li> </ul>
<b>2. PREPARATION OF PROPOSALS</b>	
<b>7. General Considerations</b>	7.1 In preparing the Proposal, the Consultant is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
<b>8. Cost of Preparation of Proposal</b>	8.1 The Consultant shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
<b>9. Language</b>	9.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and the Client shall be written in the language(s) specified in the Data Sheet.
<b>10. Documents Comprising the Proposal</b>	<p>10.1 The Proposal shall comprise the documents and forms listed in the Data Sheet.</p> <p>10.2 If specified in the Data Sheet, the Consultant shall include a statement of an undertaking of the Consultant to observe, in competing for and executing a contract, the Client country's laws against fraud and corruption (including bribery).</p> <p>10.3 The Consultant shall furnish information on commissions, gratuities, and fees, if any, paid or to be paid to agents or any other party relating to this Proposal and, if awarded, Contract execution, as requested in the Financial Proposal submission form.</p>
<b>11. Only one Proposal</b>	11.1 The Consultant (including the individual members of any Joint Venture/Consortium) shall submit only one Proposal <b>for one of the mentioned cities</b> , either in its own name or as part of a Joint Venture/Consortium. If a Consultant, including any Joint Venture/Consortium member, submits or participates in more than one proposal <b>for a single city</b> , all such proposals shall be disqualified and rejected.
<b>12. Proposal Validity</b>	<p>12.1 The Data Sheet indicates the period during which the Consultant's Proposal must remain valid after the Proposal submission deadline.</p> <p>12.2 During this period, the Consultant shall maintain its original Proposal without any change, including the availability of the Key Team members, the proposed rates and the total price.</p> <p>12.3 If it is established that any Key Team member nominated in the Consultant's Proposal was not available at the time of Proposal submission or was included in the Proposal without his/her</p>

<p><b>a. Extension of Validity Period</b></p> <p><b>b. Substitution of Key Team members at Validity Extension</b></p> <p><b>c. Sub-Contracting</b></p>	<p>confirmation, such Proposal shall be disqualified and rejected for further evaluation.</p> <p>12.4 The Client will make its best effort to complete the negotiations within the proposal's validity period. However, should the need arise, the Client may request to all Consultants who submitted Proposals prior to the submission deadline to extend the Proposals' validity.</p> <p>12.5 If the Consultant agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal and with the confirmation of the availability of the Key Team members.</p> <p>12.6 The Consultant has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.</p> <p>12.7 If any of the Key Team members become unavailable for the extended validity period, the Consultant shall provide a written adequate justification and evidence satisfactory to the Client together with the substitution request. In such case, a replacement Key Team member shall have equal or better qualifications and experience than those of the originally proposed Key Team member. The technical evaluation score, however, will remain to be based on the evaluation of the CV of the original Key Team member.</p> <p>12.8 If the Consultant fails to provide a replacement Key Team member with equal or better qualifications, or if the provided reasons for the replacement or justification are unacceptable to the Client, such Proposal will be rejected.</p> <p>12.9 The Consultant shall not subcontract the whole of the Services.</p>
<p><b>13. Clarification and Amendment of RFP</b></p>	<p>13.1 The Consultant may request a clarification of any part of the RFP during the period indicated in the Data Sheet before the Proposals' submission deadline. Any request for clarification must be sent by standard electronic means, to the Client's email address indicated in the Data Sheet. The Client will respond by standard electronic means and will send copies of the response (including an explanation of the query but without identifying its source) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below:</p> <p>13.1.1 At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all Consultants and will be binding on them. The Consultants shall acknowledge receipt of all amendments.</p> <p>13.1.2 If the amendment is substantial, the Client may extend the proposal submission deadline to give the Consultants reasonable time to take an amendment into account in their Proposals.</p> <p>13.2 The Consultant may submit a modified Proposal or a modification to any part of it at any time prior to the proposal</p>

	submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.
<b>14. Preparation of Proposals – Specific Considerations</b>	<p>14.1 While preparing the Proposal, the Consultant must give particular attention to the following:</p> <p>14.1.1 If a Consultant considers that it may enhance its expertise for the assignment by associating with other consultants in the form of a Joint Venture / Consortium or as Sub-Consultants, it may do so. In all such cases, a Consultant must obtain the written approval of the Client prior to the submission of the Proposal.</p> <p>14.1.2 The <b>Consultant, if applying for both the cities, should prepare two separate proposals with two independent teams.</b> A Key or Non-key team member shall be a part of only one team for one city for which the proposal is being submitted.</p> <p>14.1.2 The Client may indicate in the Data Sheet the estimated Key Team members’ time input (expressed in person-month) or the Client’s estimated total cost of the assignment, but not both. This estimate is indicative and the Proposal shall be based on the Consultant’s own estimates for the same.</p> <p>14.1.3 If stated in the Data Sheet, the Consultant shall include in its Proposal at least the same time input (in the same unit as indicated in the Data Sheet) of Key Team members, failing which the Financial Proposal will be adjusted for the purpose of comparison of proposals and decision for award in accordance with the procedure in the Data Sheet.</p> <p>14.1.4 N/A</p>
<b>15. Technical Proposal Format and Content</b>	<p>15.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.</p> <p>15.1.1 Consultant shall not propose alternative Key Team members. Only one CV shall be submitted for each Key Team member position. Failure to comply with this requirement will make the Proposal non-responsive.</p>
<p><b>16. Financial Proposal</b></p> <p><b>a. Price Adjustment</b></p> <p><b>b. Taxes</b></p> <p><b>c. Currency of Proposal</b></p> <p><b>d. Currency of Payment</b></p>	<p>16.1 The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment, including (a) remuneration for Key Team members and Non-Key Team members, (b) reimbursable expenses indicated in the Data Sheet.</p> <p>16.2 For assignments with a duration exceeding 18 months, a price adjustment provision for foreign and/or local inflation for remuneration rates applies if so stated in the Data Sheet.</p> <p>16.3 The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise in the Data Sheet. Information on taxes in the Client’s country is provided in the Data Sheet.</p> <p>16.4 The Consultant may express the price for its Services in INR as stated in the Data Sheet.</p> <p>16.5 Payment under the Contract shall be made in the local currency i.e. Indian National Rupee (INR).</p>

<b>3. SUBMISSION, OPENING AND EVALUATION</b>	
<b>17. Submission, Sealing, and Marking of Proposals</b>	<p>17.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 10 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Consultant has the option of submitting its Proposals electronically.</p> <p>17.2 An authorised representative of the Consultant shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorisation shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p style="padding-left: 40px;">17.2.1 A Proposal submitted by a Joint Venture/Consortium shall be signed by all members so as to be legally binding on all members, or by an authorised representative who has a written power of attorney signed by each member's authorised representative.</p> <p>17.3 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.</p> <p>17.4 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>17.5 The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked "TECHNICAL PROPOSAL", "[Name of the Assignment]", Reference No., name and address of the Consultant, and with a warning "DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE]."</p> <p>17.6 Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment, Reference No., name and address of the Consultant, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL."</p> <p>17.7 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RfP Reference No., name of the assignment, Consultant's name and the address, and shall be clearly marked "DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]".</p> <p>17.8 If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>17.9 The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by the Client no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by the Client</p>

	after the deadline shall be declared late and rejected, and promptly returned unopened.
<b>18. Confidentiality</b>	<p>18.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.</p> <p>18.2 Any attempt by the Consultants or anyone on behalf of the Consultant to influence improperly the Client in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.</p> <p>18.3 Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Consultant wishes to contact the Client on any matter related to the selection process, it should do so only in writing.</p>
<b>19. Opening of Technical Proposals</b>	19.1 The Client's evaluation committee shall conduct the opening of the Technical Proposals. The opening date and time for proposals for both cities are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed.
<b>20. Proposals Evaluation</b>	<p>20.1 Subject to provision of Clause 15.1 of the ITC, the evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>20.2 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 12.7 of this ITC. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
<b>21. Evaluation of Technical Proposals</b>	21.1 The Client's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.
<b>22. Financial Proposals for QBS</b>	N/A
<b>23. Opening of Financial Proposals (for QCBS, FBS, and LCS methods)</b>	23.1 After the technical evaluation is completed, the Financial Proposals shall be opened by the Client's evaluation committee and evaluated.
<b>24. Correction of Errors</b>	24.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.

<p><b>a. Time-Based Contracts</b></p> <p><b>b. Lump-Sum Contracts</b></p>	<p>24.1.1 N.A.</p> <p>24.2 If a Lump-Sum contract form is included in the RFP, the Consultant is deemed to have included all prices in the Financial Proposal, so neither arithmetical corrections nor price adjustments shall be made. The total price, net of taxes understood as per Clause ITC 25 below, specified in the Financial Proposal shall be considered as the offered price.</p>
<p><b>25. Taxes</b></p>	<p>25.1 The Client's evaluation of the Consultant's Financial Proposal shall exclude taxes and duties in the Client's country in accordance with the instructions in the Data Sheet.</p>
<p><b>26. Conversion to Single Currency</b></p>	<p>N/A</p>
<p><b>27. Combined Quality and Cost Evaluation</b></p> <p><b>a. Quality- and Cost-Based Selection (QCBS)</b></p> <p><b>b. Fixed-Budget Selection (FBS)</b></p> <p><b>c. Least-Cost Selection</b></p>	<p>27.1 In the case of QCBS, the total score is calculated by weighing the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.</p> <p>N/A</p> <p>N/A</p>
<p><b>4. NEGOTIATIONS AND AWARD</b></p>	
<p><b>28. Negotiations</b></p> <p><b>a. Availability of Key Team members</b></p> <p><b>b. Technical negotiations</b></p>	<p>27.1 The negotiations will be held at the date and address indicated in the Data Sheet with the Consultant's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Consultant.</p> <p>27.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Consultant's authorised representative.</p> <p>27.3 The invited Consultant shall confirm the availability of all Key Team members included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with Clause 12 of the ITC. Failure to confirm the Key Team members' availability may result in the rejection of the Consultant's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Consultant.</p> <p>27.4 Notwithstanding the above, the substitution of Key Team members at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity. In such case, the Consultant shall offer a substitute Key Team member within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p> <p>27.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, the Client's inputs,</p>

<p><b>c. Financial negotiations</b></p>	<p>the special conditions of the Contract, and finalising the “Description of Services” part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p> <p>27.6 The negotiations include the clarification of the Consultant’s tax liability in the Client’s country and how it should be reflected in the Contract.</p> <p>27.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for a Lump-Sum contract shall not be negotiated unless the total price is exceeding the total project budget of the client. In such a situation, the final decision will rest with the proposal evaluation committee/authorised representative of the client.</p> <p>27.8 N/A</p>
<p><b>29. Conclusion of Negotiations</b></p>	<p>29.1 The negotiations are concluded with a review of the finalised draft Contract, which then shall be initialed by the Client and the Consultant’s authorised representative.</p> <p>29.2 If the negotiations fail, the Client shall inform the Consultant in writing of all pending issues and disagreements and provide a final opportunity to the Consultant to respond. If disagreement persists, the Client shall terminate the negotiations informing the Consultant of the reasons for doing so. The Client will invite the next-ranked Consultant to negotiate a Contract. Once the Client commences negotiations with the next-ranked Consultant, the Client shall not reopen the earlier negotiations.</p>
<p><b>30. Award of Contract</b></p>	<p>30.1 After completing the negotiations the Client shall sign the Contract.</p> <p>30.2 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>

## DATA SHEET

<b>A. General</b>	
<b>ITC Clause Reference</b>	
<b>2.1</b>	<p><b>Name of the Client:</b> National Institute of Urban Affairs</p> <p><b>Method of selection:</b> QCBS</p>
<b>2.2</b>	<p><b>Financial Proposal to be submitted together with Technical Proposal:</b> YES</p> <p><b>The name of the assignment is:</b> Heritage Management Plan and Project Development Proposal for Jodhpur AND/OR Nawalgarh</p>
<b>2.4</b>	<p><b>The Client will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals:</b></p> <p>NONE</p>
<b>B. Preparation and submission of Proposals</b>	
<b>9.1</b>	<p>This RFP has been issued in the English language. Proposals shall be submitted in English language. All correspondence exchange shall be in English language.</p>
<b>10.1</b>	<p><b>The Proposal shall comprise the following:</b></p> <p><b>1. Technical Proposal</b></p> <p>(a) Technical proposal in the given format (b) Consultant's Organisation and Experience (c) Description of approach, methodology and work plan responding to the Terms of Reference (d) Work Schedule and Planning for Deliverables (e) Team Composition, Key Team member's inputs and attached Curriculum Vitae (CV) and descriptive profile of Non-Key Team members</p> <p>AND</p> <p><b>2. Financial Proposal</b></p> <p>(a) Financial proposal in the given format (b) Summary of costs</p>
<b>10.2</b>	<p><b>Statement of Undertaking is required</b></p> <p>NO</p>
<b>11.1</b>	<p><b>Participation of Sub-consultants, Key Team members and Non-Key Team members in more than one Proposal for one or both cities is permissible</b></p> <p>NO</p>
<b>12.1</b>	<p><b>Proposals must remain valid for 60 days calendar days after the proposal submission deadline (i.e., until: 11<sup>th</sup> October 2017)</b></p>
<b>13.1</b>	<p><b>Clarifications may be requested no later than 10 days prior to the submission deadline.</b></p> <p>The contact information for requesting clarifications is:</p>

	Primary e-mail: <a href="mailto:mwaghmare@niua.org">mwaghmare@niua.org</a> / <a href="mailto:mgadkari@niua.org">mgadkari@niua.org</a> Copied to: <a href="mailto:mdhingra@niua.org">mdhingra@niua.org</a> / <a href="mailto:uagarwal@niua.org">uagarwal@niua.org</a>																		
14.1.2	<b>a. The estimated cost of the assignment for Nawalgarh is : INR 18,00,000</b> <b>b. The estimated cost of the assignment for Jodhpur is : INR 25,00,000</b>  <i>(The information provided is indicative and the Consultant shall be free to propose their own estimates.)</i>																		
15.2	<b>The format of the Technical Proposal to be submitted is:</b> <b>Simple Technical Proposal</b>																		
16.4	<b>The Financial Proposal should state local costs in the Client's country currency (INR): YES</b>																		
<b>C. Submission, Opening and Evaluation</b>																			
17.1	<b>The Consultants shall NOT have the option of submitting their Proposals electronically.</b>																		
17.4	<b>The Consultant must submit:</b> <b>(a) Technical Proposal: one (1) original and 1 copy;</b> <b>(b) Financial Proposal: one (1) original</b>																		
17.7 & 17.9	The Proposals must be submitted no later than: <b>Date: Monday, 14<sup>th</sup> /August/2017</b> <b>Time: 1600 hrs.</b>  The Proposal submission address is: (The proposal should mention the title of project along with the city on the envelope) <b>Director, NIUA, 1st Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi, Delhi 110003</b>																		
19.1	An online option of the opening of the Technical Proposals is offered: <b>NO</b>																		
19.2	<b>In addition, the following information will be considered at the opening of the Technical Proposals</b> N/A																		
	Criteria, sub-criteria, and point system for the evaluation of the Simplified Technical Proposals are:  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="text-align: right;"><i>Points</i></td> </tr> <tr> <td><b>(i) Adequacy and quality of the context diagnosis, proposed approach, methodology, and work plan in responding to the Terms of Reference:</b></td> <td></td> </tr> <tr> <td style="text-align: right;">Total points for criterion (i):</td> <td style="text-align: right;"><b>50</b></td> </tr> <tr> <td><b>(ii) Key Team members' qualifications and competence for the Assignment:</b></td> <td style="text-align: right;"><b>30</b></td> </tr> <tr> <td><b>(iii) Non-Key Team members' qualifications and competence for the Assignment:</b></td> <td style="text-align: right;"><b>10</b></td> </tr> <tr> <td style="text-align: right;">Total points for criterion (ii) &amp; (iii):</td> <td style="text-align: right;"><b>40</b></td> </tr> <tr> <td><b>(iv) Consultant's Experience</b></td> <td></td> </tr> <tr> <td style="text-align: right;">Total points for criterion (iv):</td> <td style="text-align: right;"><b>10</b></td> </tr> <tr> <td><b>Total points for the four criteria:</b></td> <td style="text-align: right;"><b>100</b></td> </tr> </table>		<i>Points</i>	<b>(i) Adequacy and quality of the context diagnosis, proposed approach, methodology, and work plan in responding to the Terms of Reference:</b>		Total points for criterion (i):	<b>50</b>	<b>(ii) Key Team members' qualifications and competence for the Assignment:</b>	<b>30</b>	<b>(iii) Non-Key Team members' qualifications and competence for the Assignment:</b>	<b>10</b>	Total points for criterion (ii) & (iii):	<b>40</b>	<b>(iv) Consultant's Experience</b>		Total points for criterion (iv):	<b>10</b>	<b>Total points for the four criteria:</b>	<b>100</b>
	<i>Points</i>																		
<b>(i) Adequacy and quality of the context diagnosis, proposed approach, methodology, and work plan in responding to the Terms of Reference:</b>																			
Total points for criterion (i):	<b>50</b>																		
<b>(ii) Key Team members' qualifications and competence for the Assignment:</b>	<b>30</b>																		
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Total points for criterion (ii) & (iii):	<b>40</b>																		
<b>(iv) Consultant's Experience</b>																			
Total points for criterion (iv):	<b>10</b>																		
<b>Total points for the four criteria:</b>	<b>100</b>																		

	<b>The minimum technical score (St) required to pass is: 50</b>
<b>23.1</b>	<b>An online option of the opening of the Financial Proposals is offered:</b> <b>NO</b>
<b>27.1</b>	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p><b>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</b></p> <p><math>Sf = 100 \times Fm / F</math>, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>[or replace with another inversely proportional formula acceptable to the Bank]</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = <b>80</b>, and P = <b>20</b></p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: <math>S = St \times T\% + Sf \times P\%</math>.</p>
<b>27.2</b>	<p><b>Expected date for opening of proposals:</b>  Technical Proposal: <b>16<sup>th</sup> August 2017</b>  Financial Proposal: <b>Between 17<sup>th</sup> August and 21<sup>st</sup> August 2017</b></p>
<b>D. Negotiations and Award</b>	
<b>28.1</b>	<p><b>Expected date and address for contract negotiations:</b>  <b>Date: Last week of August 2017</b>  <b>Address: Director, NIUA, 1st Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi, Delhi 110003</b></p>
<b>30.1</b>	N/A
<b>30.2</b>	<p><b>Expected date for the commencement of the Services:</b>  Expected month is <b>September 2017</b>. However, the consultant shall commence work immediately on the signing of the contract as per the assignment timelines.</p>

### **CHECKLIST OF REQUIRED FORMS FOR TECHNICAL PROPOSAL**

<b>Form</b>	<b>Description</b>
Form 1	Technical Proposal Submission Form
Form 2 Form 2A Form 2B	Consultant's Organisation and Experience Consultant's Organisation Consultant's Experience
Form 3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment
Form 4	Work Schedule and Planning for Deliverables
Form 5	Team Composition, Team members Inputs, attached Curriculum Vitae (CV) of Key Team members and Descriptive profile of Non-Key Team members

**All pages of the original Technical and Financial Proposal shall be initialed by the same authorised representative of the Consultant who signs the Proposal.**

**FORM 1**  
**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

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To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposals dated [Insert Date] and our Proposal. *[Select appropriate wording depending on the selection method stated in the RFP: "We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope".*

*{If the Consultant is a joint venture/Consortium, insert the following: We are submitting our Proposal a joint venture/Consortium with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: "of our letter of intent to form a joint venture/Consortium" or, if a JV/Consortium is already formed, "of the agreement"} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.*

*{OR*

*If the Consultant's Proposal includes Sub-consultants, insert the following: We are submitting our Proposal with the following firms as Sub-consultants: {Insert a list with full name and address of each Sub-consultant.}*

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
- c) We have no conflict of interest in accordance with ITC 3.
- d) We meet the eligibility requirements as stated in ITC 6, and we confirm our understanding of our obligation to abide by the Client's policy in regard to corrupt and fraudulent practices as per ITC 5.
- e) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Team members. We accept that the substitution of Key Team members for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
- f) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

Inclusive Revitalisation of Historic Towns and Cities in Rajasthan - Heritage Management Plan and Project  
Development Proposal for Jodhpur and/or Nawalgarh

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorised Signature {In full and initials}:

Name and Title of Signatory:

Name of Consultant (company's name or JV's name):

In the capacity of:

Address:

Contact information (phone and e-mail):

{For a Joint venture/Consortium, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

## FORM 2

### CONSULTANT'S ORGANISATION AND EXPERIENCE

A brief description of the Consultant's organisation and an outline of the recent experience of the Consultant that is most relevant to the assignment.

In the case of a Joint venture/Consortium, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Team members and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a Joint venture/Consortium or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

#### 2A: CONSULTANT'S ORGANISATION

Provide here a brief description of the background of your organisation/company, and – in case of a Joint venture/Consortium – of each member for this assignment.

#### 2B: CONSULTANT'S EXPERIENCE

List previous similar assignments successfully completed by the firm.

Duration	Assignment name/Brief description of main deliverables/outputs	Name of client and country of assignment	Approx. contract value/Amount paid to your firm	Role on the Assignment

### FORM 3

#### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

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A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing

{Suggested structure of your Technical Proposal:

- a) Diagnosis of the context; identification of broad issues
- b) Technical Approach and Methodology
- b) Work Plan
- c) Organisation and Staffing}

- A. Diagnosis of the context.** *{Please explain your understanding of the context; the city fabric and broad issues identified, which need to be catered to in order to achieve the desired outcomes as specified in the objectives of the assignment.}*
- B. Technical Approach and Methodology.** *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach and the methodology you would adopt, based on your diagnosis of the context, for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*
- C. Work Plan.** *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here.}*
- D. Organisation and Staffing.** *{Please describe the structure and composition of your team, including the list of the Key Team members, Non-Key Team members and relevant technical and administrative support staff (if any).}*

## FORM 4

## WORK SCHEDULE AND PLANNING FOR DELIVERABLES

No.	Deliverables	Months				
		1	2	3	4	5

*List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Client's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.*

## FORM 5

## TEAM COMPOSITION FOR ASSIGNMENT, AND KEY &amp; NON-KEY TEAM MEMBERS' INPUTS

No.	Name	Position	Input in each deliverable						Total input in Months
			D1	D2	D3	D4	D5	D6	
<b>Key Team members</b>									
K-1									
K-2									
<i>{Add rows as required}</i>									
<b>Non-Key Team members</b>									
N-1									
N-2									
N-3									
<i>{Add rows as required}</i>									

Months are counted from the start of the assignment/mobilisation. One (1) month equals twenty two (22) working days. One working day shall be not less than eight (8) working hours.

### CURRICULUM VITAE (CV) OF KEY TEAM MEMBERS

<b>Position Title and No.</b>	{e.g., K-1, TEAM LEADER}
<b>Name of Expert:</b>	{Insert full name}
<b>Date of Birth:</b>	{day/month/year}
<b>Country of Citizenship/Residence</b>	

**Education:**

**Employment record relevant to the assignment:**

<b>Period</b>	<b>Employing organisation and your title/position.</b>	<b>Country</b>	<b>Summary of activities performed/relevant to the Assignment</b>

**Membership in Professional Associations and Publications:**

**Language Skills** (indicate only languages in which you can work):

**Adequacy for the Assignment:**

<b>Detailed Tasks Assigned on Consultant's Team of Experts:</b>	<b>Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks</b>

**Contact information:** (e-mail ....., phone.....)

Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

(Name)

(Signature)

(Date)

**DESCRIPTIVE PROFILE OF NON-KEY TEAM MEMBERS**

*{Please provide the profile of each of the non-key team member in the team:*

*Name:*

*Qualification:*

*Experience (in years)*

*Brief description of projects and/or work involved in earlier: }*

**CHECKLIST OF REQUIRED FORMS FOR FINANCIAL PROPOSAL**

<b>Form</b>	<b>Description</b>
Form 1	Financial Proposal Submission Form
Form 2	Summary of Costs

**FORM 1****FINANCIAL PROPOSAL SUBMISSION FORM**

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{Location, Date}

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To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of *{Indicate the corresponding to the amount(s) currency} {Insert amount(s) in words and figures}*. The estimated amount of local indirect taxes is *{Insert currency} {Insert amount in words and figures}* which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Summary of Costs}.

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, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorised Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail: \_\_\_\_\_

*{For a Joint venture/Consortium, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}*

**FORM 2**  
**SUMMARY OF COSTS**

<b>Item</b>	<b>Cost</b> <i>{Consultant must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet}</i>
<b>Cost of the Financial Proposal</b>	
Including:	
<b>1. Remuneration</b> <b>2. Reimbursable</b> <b>3.</b>	
<b>Applicable tax (if any)</b>	
<b>Total Cost* of the Financial Proposal</b> <i>{Should match the amount in Financial Proposal Submission Form}</i>	
<i>*Should be inclusive of all applicable taxes as per Gol</i>	

## TERMS OF REFERENCE

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### **1. Background:**

Rajasthan's historic cities and towns and their cultural, natural and intangible heritage assets – the state's main tourism draws – face most challenges today. Historic cities across the state are growing without a unifying vision and the necessary planning and service provision based on their existing cultural and natural assets is missing. The Government of Rajasthan is currently engaged in various initiatives towards the revitalisation of its historic cities and towns. Ajmer-Pushkar is one such example with rich built, natural and cultural heritage and also an important religious and tourist destination. It is being developed under HRIDAY, a scheme of Government of India. One of the major initiatives being undertaken by the State Government entails the planning and provision of services and infrastructure in a heritage-sensitive manner around significant monuments in historic cities/towns.

The initiative looks beyond the restoration and presentation of isolated monuments towards stewarding their surroundings and the socioeconomic & cultural practices and giving meaning to them. Under the various on-going central and state urban development and tourism schemes, Government of Rajasthan intends to focus on the value of historic towns & cities, recognizing their natural / cultural landscapes as assets—and not liabilities—in the development of more inclusive and sustainable growth patterns. To achieve this objective, sound public policies, urban design and service delivery standards, innovative financial and management mechanisms, and capacity are required.

### **2. Objectives of the Assignment:**

Over 40 towns and cities have been incorporated in a State Heritage Program, initiated by the Government of Rajasthan, focusing on the Inclusive Revitalisation of these historic towns and cities. World Bank along with Cities Alliance is providing Technical Assistance (TA) for this program through the National Institute of Urban Affairs (NIUA). The TA aims at supporting Government of Rajasthan's efforts at inclusive urban revitalisation with a view of promoting job opportunities while improving the living conditions and attractiveness of its historic cities and towns. The overarching approach of the TA is to support the Government of Rajasthan's urban revitalisation agenda through the enhancement of its capacities and methodologies for planning, coordination, outreach and implementation of related investments in its history cities and towns.

With the above-mentioned approach, a Strategic Framework is prepared for the state of Rajasthan, which shall guide the state in taking the agenda of inclusive revitalisation forward in the identified towns and cities. Under this TA, the guiding framework is to be demonstrated in two pilot cities in the state; namely Jodhpur and Nawalgarh. The consultant/consulting firms will be engaged for this purpose and undertaking the preparation of Heritage Management Plans (HMP) and Project Development Report.

### 3. Historic Cities Profile

#### Jodhpur

Population: 10, 56,191 (Census 2011)

Jodhpur is the second largest city in the Indian state of Rajasthan and lies near the geographic centre of Rajasthan state. It was formerly the seat of a princely state of the same name, the capital of the kingdom known as Marwar. The city is known as the "Sun City" for the bright, sunny weather it enjoys all the year round. It is also referred to as the "Blue City" due to the vivid indigo-painted houses around the Mehrangarh Fort.

The city has well established rail, road and air networks connecting it to other major cities of the country. Jodhpur is connected by road to all major cities in Rajasthan and neighbouring states like Delhi, Ahmedabad, Surat, Ujjain, Agra etc. It is 340 km from Jaipur. National Highway no. 65 and State Highway no. 28 and 5 crosses through the city. Jodhpur railway station is the divisional headquarters of the North Western Railways. It is well connected with railways to major Indian cities like Jaipur, Delhi, Mumbai, Kolkata, Chennai, Jaipur etc. Jodhpur Airport is one of the prominent airports of Rajasthan.

#### Nawalgarh

Population: 63,948 (Census 2011)

Thakur Nawal Singh Ji Bahadur (Shekhawat) founded Nawalgarh in 1737 AD at the village site of Rohili. The Rulers of Nawalgarh belong to the Shekhawat sub-clan (Bhojraj Ji Ka September) of Kachwaha Dynasty of the earlier Jaipur Princely State. Nawalgarh is known for its grand havelis with fresco paintings on the facades and the ceilings. Nawalgarh was built as a walled city with high Parkota (walls) consisting of four Pols (gates) in different directions, namely Agoona Darwaja, Bawadi Darwaja ('door near the well' in the north), Mandi Darwaja ('door near the market') and Nansa Darwaja. Bala Kila Fort is situated in the center of the Thikana, and Fatehgarh Fort is situated outside the Parkota as an Outpost. The market place of the town and layout of the havelis indicate that the original city was well planned before construction. According to sources, Nawalgarh was considered the most modern towns of Shekhawati.

### 4. Scope of Work:

**Heritage Management Plan (HMP) and Project Development Proposal:** The consultant shall prepare a holistic Heritage Management Plan for the concerned town/city. The HMP should focus on the tangible and intangible heritage assets; however, the same is not to be looked at in isolation. The HMPs should demonstrate an inclusive revitalisation approach, which has a thrust on **multi-sectoral planning, participatory planning, and effective investment planning** in order to achieve overall social and economic development along with effective management of diverse heritage assets. HMP will identify 'Heritage zones / Special zones' and propose effective sustainable development and implementation strategies.

Out of the heritage zones identified in the HMP, a priority area which also has the potential to be taken up for immediate development will be selected and a conceptual proposal for the same shall be worked out such that it can be taken up by the implementation body for further detailing and execution. (Refer Annexure I for detailed scope of work)

## 5. Key Milestones/Deliverables

The deliverables will be submitted as per the following timeline. The key deliverables will be taken through a presentation discussion with the Client team, and DoLSG &/or City officials for concurrence.

No.	Deliverable	Days
D1.	Presentation discussion with the client on the approach, methodology, and action plan.	Within a week of contract signing
D2.	Interim stage for Heritage Management Plan	30
D3.	Draft Heritage Management Plan	60
D4.	Final Heritage Management Plan and preliminary details of the Project Development Proposal	90
D5.	Draft proposal	135
D6.	Final proposal	150

## 6. Engagement Duration

The engagement shall be for a period of 5 months (150 days) starting from the date of awarding the contract.

## 7. Payment Terms and schedule

The Consultant shall be paid the fees for the two broad categories of work during the project duration, namely the Heritage Management Plan and a Project Development Proposal for the town/city. The payment schedule will be as below

No.	Milestone	Percentage (%)
1.	Advance	15
2.	Draft Heritage Management Plan	20
3.	Final Heritage Management Plan and preliminary details of the Project Development Proposal	20
4.	Draft proposal	20
5.	Final proposal	25

## ANNEXURE I

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### **Detailed Scope of Work**

#### **Heritage Management Plan (HMP):**

The Consultant shall prepare a holistic Heritage Management Plan for the concerned town/city. The HMP shall consist of the following components (not necessarily in the given sequence):

#### **Facilitate Institutional Strengthening**

The consultant shall assess the stakeholder dynamics in the town/city and if required formulate a core group to guide the ULB in the heritage management initiatives. City Heritage Cell formation shall be initiated in the ULB, if not done earlier. However, if the Heritage Cell is already established, the consultant shall suggest strengthening of the same after assessing the existing capacities. The consultant will engage this group and heritage cell in the entire process of HMP and project Development Proposal in order to build in the process of urban revitalisation in the city management system.

#### **Develop and Define a Vision for the town/city:**

The Consultant shall formulate a vision and objectives for the concerned town/city integrating its tangible and intangible heritage assets, resource mapping & assessment and aspirations of the citizens & other stakeholders, amongst other aspects.

#### **Inventory and mapping of all the tangible and intangible heritage assets through a participatory process**

The Consultant shall list and map all the heritage assets of the town/city and for this; they shall use the inventory process to focus on citizen input in identifying all of the city's heritage assets. The Consultant shall do this with assistance from the City Heritage Cell or the ULB. Advanced data management technique shall be used in this process (such as geo-tagging and GIS)

#### **Valuation of the identified heritage assets through a participatory process**

Once the Consultant has finished listing, inventorying and mapping of the heritage assets, it shall seek consensus around the diverse values and significance of each asset. This process shall guide how heritage will be protected and managed in the urban revitalisation process. Assigning values to the heritage assets should essentially be a consensus-building process among experts, stakeholders, and the broader community. The valuation process should capture the aspects of historicity, associative values and economic values, amongst others.

The inventorying, mapping and valuation process should generate a comprehensive, exact, and well-informed database for the city in order to inform diverse stakeholders like the Government, civil society, regional and corporate investors and the like to take up heritage management projects in the city.

#### **Existing situation assessment / Diagnosis**

The Consultant shall carry out a detailed multi-sectoral study and analysis and resource (physical, institutional, social and economic) assessment. Overall assessment will include aspects like:

- Tangible and Intangible heritage management
- Historic core area/s
- Social and economic aspects and impacts with regard to the directly and indirectly connected communities
- Infrastructure status,
- tourism aspects and its impacts w.r.t heritage assets and connected communities
- Capacities of the ULB and other relevant city management agencies
- Soft infrastructure aspects like community awareness, IEC, marketing strategies and the like.
- Any other relevant to the context

amongst others. The assessment will also include aspects like existing/proposed initiatives/investments and stakeholder mapping at various levels. The Consultant shall also identify existing and potential investors in the town/city or region. A broad idea on the gaps will be gained to inform various strategies, proposals and an overall roadmap for development and investments.

#### Heritage zones / Special zones with concentration of heritage assets and prioritised projects

The Consultant shall **delineate zones at the town/city level** with concentration of heritage assets and the influence area around them. The assessment and documentation of these zones will include their settlement pattern (physical and social), streetscapes, architecture, topography, natural features, amongst other aspects. (The focus of strategies could be around the delineated zones; however, they shall be well integrated into the city/town ecosystem)

Provide '**Development Strategies**' for the city encompassing all aspects including heritage management, infrastructure and area upgradation, sustainable and green transportation, tourism management, urban design aspects (including street services, street furniture, signage, façade control and others), promotion and IEC aspects, amongst others.

Prepare a '**prioritised list of projects**' in each of the identified zones, which can enhance the value of the heritage assets and help the Urban Local Body to better manage them in the future.

#### Road map for existing and potential investments and Action plan for the town/city (short, medium and long-term actions)

In light of the various schemes, funding and hard and soft initiatives being taken up in the towns and cities in the areas of infrastructure upgradation, city improvement programs, heritage management, it is important to achieve convergence of investments and initiatives and understand the gaps especially in terms of the heritage concentration areas like the historic core. Detailed road map of investments and action plan for the overall town/city will be prepared based on this assessment. It shall specify short, medium & long-term actions and roles of key stakeholders.

Following the described steps, the outputs of the Heritage Management Plan in town/city shall be as below:

- a. Institutional strengthening
- b. Defining of the vision and objectives
- c. Inventory of heritage assets (Listing and geo-tagged mapping)
- d. Delineated Heritage zones on the city/town map
- e. Development Strategies along with Design toolkit & palette

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- f. List and map of prioritised projects
- g. Detailed road map for investments and actions
- h. Defined Roles of various stakeholders

**Preparation of a Project Development Proposal for an identified area:**

Out of the identified heritage zones / special zones, one of the areas in a zone or a zone itself shall be assessed further in order to prepare a project development proposal for the same. The proposal shall present the following components:

- i. Area analysis (identification of issues)
- ii. Stakeholder/community consultation (for relevant aspects)
- iii. Infrastructure & Investment Gap Assessment
- iv. Conceptual proposal for holistic development of the area
- v. Detailed Proposal

The Consultant shall prepare a detailed proposal based on the concept developed in the previous step. The proposal shall include:

- Illustrative drawings for all the components identified (as relevant)
  - Approximate project costing
  - Phasing and Timeline
  - Funding and Implementation mechanisms (suggestive and practical)
  - Operation and Maintenance strategy for sustainability of the project
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