

Project Readiness Financing Project Administration Manual

Project Number: 54335-001
Loan Number: {PRFXXXX}
October 2021

India: Aizawl Sustainable Urban Transport Project

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Project Administration Manual for Project Readiness Financing Facility: Purpose and Process

The project administration manual (PAM) for the project readiness financing (PRF) facility is an abridged version of the regular PAM of the Asian Development Bank (ADB) and describes the essential administrative and management requirements to implement the PRF facility following the policies and procedures of the government and ADB. The PAM should include references to all available templates and instructions either by linking to relevant URLs or directly incorporating them in the PAM.

The executing agency—the Government of Mizoram (GOM) acting through the Urban Development and Poverty Alleviation Department (UDPAD). The Project Management Unit (PMU) within the UDPAD are wholly responsible for the implementation of ADB-financed PRF activities, as agreed between the borrower, the GOM acting through UDPAD, and ADB, and following the policies and procedures of the government and ADB. ADB staff is responsible for supporting implementation, including compliance by the UDPAD of Government of Mizoram, of their obligations and responsibilities for PRF project implementation following ADB's policies and procedures.

In the event of any discrepancy or contradiction between the PAM and the PRF loan agreement, the provisions of the PRF loan agreement will prevail.

After ADB's approval of the PRF proposal, changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval, they will be subsequently incorporated in this PAM.

ABBREVIATIONS

ADB	–	Asian Development Bank
APFS	–	audited project financial statement
DEA	–	Department of Economic Affairs
DPR	–	detailed project report
FMA	–	financial management assessment
GOI	–	Government of India
GOM	–	Government of Mizoram
PAM	–	project administration manual
PFS	–	project financial statement
PMU	–	project management unit
PDMC	–	project planning, design and management consultants
PRF	–	project readiness financing
SOE	–	statement of expenditure
UDPAD	–	Urban Development and Poverty Alleviation Department
TOR	–	terms of reference

I. IMPLEMENTATION PLAN

A. Overall Implementation Plan

- Table 1 presents the overall implementation plan for the project readiness financing (PRF) project and records key implementation, including project management activities (on quarterly basis), which will be updated annually and submitted to ADB with updated contract and disbursement projections for the following year.

Table 1: Implementation Plan over PRF Project Tenure

Activities	Advance Action					PRF				PRF				PRF			
	2020	2021				2022				2023				2024			
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
PRF Approval																	
A. Implementation																	
Consultant Selection (Firm)																	
Advertisement																	
Selection																	
Contract Award																	
Consultant advertisement / mobilization (Individuals)																	
Comprehensive Mobility Plan for Aizawl																	
Feasibility studies and detailed engineering designs																	
Feasibility studies																	
Detailed engineering designs																	
Institutional capacity building																	
Preparation for Documents for Ensuing Loan																	
B. Management Activities																	
PRF negotiations																	
ADB Board Approval																	
PRF Signing																	
PRF effectiveness																	
Submission of QPRs																	
Submission of APFS																	
Projected date of ensuing loan																	

ADB = Asian Development Bank, APFS = audited project financial statement, PRF = project readiness financing, Q = quarter; QPRs= quarterly progress report.
Source: Asian Development Bank.

II. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations: Roles and Responsibilities

Table 2: Roles and Responsibilities of Key Stakeholders

PRF Project Implementation/ Organizations	Management Roles and Responsibilities
A. High Powered Project Steering Committee	<p>A multi-department high power steering committee chaired by the Chief Secretary, Government of Mizoram (GOM) is established as oversight body with senior officers from the Departments of Finance, the UDPAD, Land Revenue and Settlement, Public Works Department, Power and Electricity, and Public Health Engineering. The committee will facilitate interdepartmental coordination and cooperation within government; and provide overall strategic guidance</p>
B. Executing agency: Government of Mizoram (GOM) acting through Urban Development and Poverty Alleviation Department (UDPAD)	<ul style="list-style-type: none"> • Appoint a Project Director dedicated for the PRF and establish a project management unit (PMU) at the UDPAD, which is adequately staffed and acceptable to ADB. • Ensure coordination with Department of Economic Affairs (DEA), Ministry of Finance, Government of India (GOI) for project related activities and to ensure adequate allocation of annual budget to the project, as per recommendation of PMU • Be the focal point at execution level for communication with all stakeholders, including ADB, facilitation coordination for all stakeholder consultations, and be the signatory to all key documents including withdrawal applications and audit reports for submission to the GOM and the GOI on PRF activities; • Liaise with ADB to address any issues during detailed engineering design/procurement/institutional development works of consulting firm under PRF activities. • Conduct review, obtain necessary government approvals for mobility plan/sub-projects and approve detailed engineering designs/any other design works and resource/effort/cost estimates, including detailed project reports (DPRs).
B. Project Management Unit, Urban Development and Poverty Alleviation Department	<ul style="list-style-type: none"> • Facilitate improved project readiness by preparing (through a consulting firm and individual consultants), detailed engineering designs, DPRs for subprojects, procurement, safeguards and other documentations required to access financing from ADB; • Prepare through consulting firm and recommend to the UDPAD for approval of detailed engineering designs/any other design works, DPRs, procurement and safeguards documentation, and institutional strengthening and capacity building requirements and programs on training/workshops/ seminars/ conferences etc., including necessary coordination with all stakeholders; • Process bills for services contract. Conduct periodic review of the work progress under PRF project and submit agreed progress/ project reports to the steering committee, GOM, GOI, and ADB. • Disclosure of information related to the project to the public through government website(s). Facilitate in ensuring compliance with conditions of loan agreement under PRF, GOI, GOM, and ADB guidelines, procedures, and policies.

PRF Project Implementation/ Organizations	Management Roles and Responsibilities
D. Asian Development Bank	<ul style="list-style-type: none"> Ensure compliance with ADB Safeguard Policy Statement 2009, the environmental and social due diligence frameworks and reports indigenous people's frameworks, etc. as required, for each of the proposed subprojects. Facilitate the UDPAD on procurement processing for consultants' selection under PRF. Provide guidance to the UDPAD on PRF implementation. Conduct periodic review of the PRF and disclose related information as per ADB's Access to Information Policy.

ADB = Asian Development Bank; DEA=Department of Economic Affairs, DPR = detailed project report, GOI = Government of India, GOM = Government of Mizoram, PRF = project readiness financing, PMU = project management unit; UDPAD= Urban Development and Poverty Alleviation Department.

Source: Asian Development Bank.

B. Key Persons Involved in Implementation

2. The key persons involved in the implementation of PRF are as follows:

Executing Agency

Government of Mizoram acting through Urban Development and Poverty Alleviation Department

Officer's Name: Mr. K. Lalthawmmawia
 Position: Secretary, Urban Development and Poverty Alleviation Department
 Telephone No.: +91- 0389-232-2123
 E-mail address: sutpaizawl@gmail.com
 Office Address: Thakthing Veng Road, Dam Veng, Dinthar Veng, Aizawl, Mizoram 796005

Asian Development Bank

Indian Resident Mission

Staff Name: Takeo Konishi
 Position: Country Director
 Telephone No.: +91-11-2410-7200
 E-mail address: tkonishi@adb.org

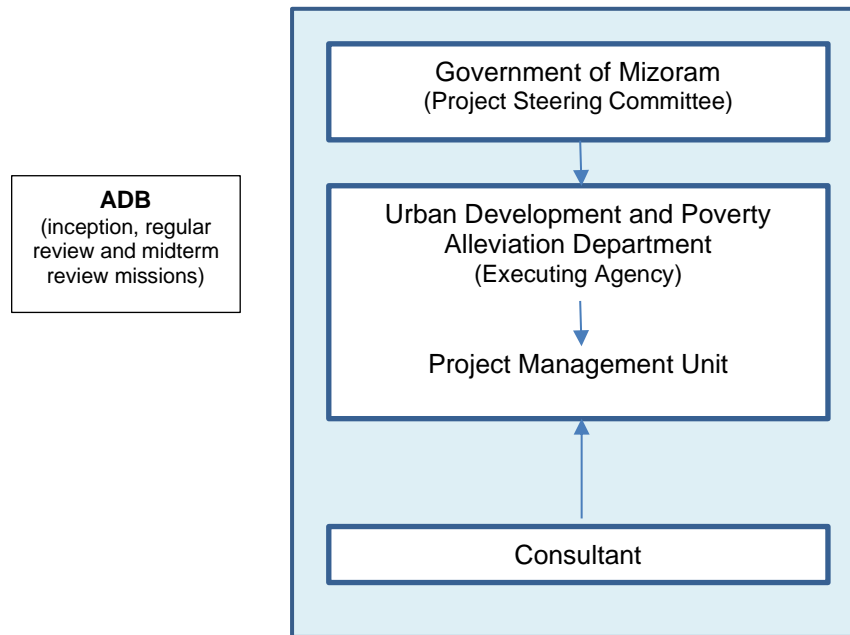
Mission Leader

Staff Name: Prabhasha Sahu
 Position: Senior Project Officer (Transport)
 Telephone No: 91-11-2410-7200
 E-mail address: psahu@adb.org

Staff Name: Andri Heriawan
 Position: Transport Specialist
 Telephone No: +63 2 8632 6885
 E-mail address: aheriawan@adb.org

C. Project Organization Structure

Figure 1: Project Organization Structure



ADB = Asian Development Bank, UDPAD=Urban Development and Poverty Alleviation Department.
Source: Asian Development Bank.

III. COSTS AND FINANCING

A. Key Assumptions

3. The following key assumptions underpin the cost estimates and financing plan:

- (i) Exchange rate: INR 73.30 = \$1.00 (as of 07 September 2021).
- (ii) Price contingencies are based on expected cumulative inflation over the implementation period are as follows:

Table 3: Escalation Rates for Price Contingency Calculation

Item	2021	2022	2023	2024	Annual Average
Foreign rate of price inflation	1.6%	3.3%	5.0%	6.8%	1.7%
Domestic rate of price inflation	5.2%	10.0%	14.5%	18.5%	4.6%

Source: Asian Development Bank estimates.

- (iii) In-kind contributions cannot be easily measured and have not been quantified.

B. Allocation and Withdrawal of Loan Proceeds

4. The PRF will finance consulting services only, including allocations for workshops and training, studies, field surveys, contingencies and other reimbursable expenses. Local indirect taxes and duties will be financed from the government resources.

Table 4: Allocation and Withdrawal of PRF Loan Proceeds

Number	Category	Total Amount Allocated for ADB Financing (\$)	Basis for Withdrawal from the Loan Account
1.	Consulting Services	4,500,000	100% of total expenditure ¹
	Total	4,500,000	

ADB = Asian Development Bank, PRF = project readiness financing.

Note:

1. Excluding taxes and duties imposed within the territory of Borrower.

Source: Asian Development Bank.

C. Detailed Cost Estimates by Expenditure Category and Financier

**Table 5: Detailed Cost Estimates by Expenditure Category and Financier
(\$ million)¹**

Item	ADB OCR		GOM		Total Cost ²	
	Amount	% of Category	Amount	% of Category	Amount	Taxes and Duties
A. Consulting Services						
1 Comprehensive mobility plan for Aizawl	0.31	80.94%	0.07	19.06%	0.39	0.06
2 Feasibility studies and project preparatory activities for the ensuing project	2.83	80.94%	0.67	19.06%	3.49	0.53
3 Development of project implementation capacity of the executing agency	0.92	80.94%	0.22	19.06%	1.14	0.17
Subtotal (A)	4.06	80.94%	0.96	19.06%	5.02	0.77
B. Contingencies³	0.44	80.94%	0.10	19.06%	0.54	-
C. Financing Charges⁴	-	0.0%	0.07	100.0%	0.07	-
Total Project Cost (A+B+C)	4.50	80.00%	1.13	20.00%	5.63	0.77
% Total Project Cost		80%		20%		100%

ADB= Asian Development Bank, GOM= Government of Mizoram, OCR= ordinary capital resources

Notes:

- Numbers may not sum precisely because of rounding.
- Includes taxes and duties of \$0.77 million to be financed from government resources by cash contribution.
- Physical contingencies computed at 5.0% for consulting services. Price contingencies computed in the range of 1.6%–1.8% on foreign exchange costs and in the range of 4.0%–5.2% on local currency costs; and includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate.
- Includes Interest during implementation for the ordinary capital resources (OCR) loan, computed at the 3-year United States dollar fixed swap rate plus an effective contractual spread of 0.5%. Commitment charges are not applicable on the loan.

Source: Asian Development Bank.

D. Detailed Cost Estimates by Year

Table 6: Detailed Cost Estimates by Year
(\$ million)¹

	Item	Total	2021	2022	2023	2024
A.	Consulting Services ²					
1	Comprehensive mobility plan for Aizawl	0.39	0.04	0.35	-	-
2	Feasibility studies and project preparatory activities for the ensuing project	3.49	0.35	0.28	1.68	1.19
3	Development of project implementation capacity of the executing agency	1.14	0.03	0.35	0.43	0.32
	Total Base Cost	5.02	0.42	0.98	2.11	1.51
B.	Contingencies ³	0.54	0.03	0.08	0.24	0.20
C.	Financing Charges ⁴	0.07	0.00	0.01	0.02	0.04
	Total Project Cost (A+B+C)	5.63	0.45	1.07	2.36	1.74
	% Total Project Cost	100.0%	8.1%	19.0%	42.0%	30.9%

Notes:

- Numbers may not sum precisely because of rounding.
- Includes taxes and duties of \$0.77 million to be financed from government resources by cash contribution.
- Physical contingencies computed at 5.0% for consulting services. Price contingencies computed in the range of 1.6%–1.8% on foreign exchange costs and in the range of 4.0%–5.2% on local currency costs; and includes provision for potential exchange rate fluctuation under the assumption of a purchasing power parity exchange rate.
- Includes Interest during implementation for the ordinary capital resources (OCR) loan, computed at the 3-year United States dollar fixed swap rate plus an effective contractual spread of 0.5%. Commitment charges are not applicable on the loan.

Source: Asian Development Bank.

E. Contract and Disbursement S-Curve

Table 7: Contract Awards and Disbursement¹

Year	Contract Awards (in \$million)					Disbursements (in \$million)				
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total
2021	-	-	4.21	0.29	4.50	-	-	-	0.38	0.38
2022	-	-	-	-	-	0.12	0.19	0.23	0.34	0.88
2023	-	-	-	-	-	0.34	0.41	0.57	0.57	1.89
2024	-	-	-	-	-	0.42	0.41	0.53	-	1.35
	Total Contract Awards				4.50	Total Disbursements				4.50

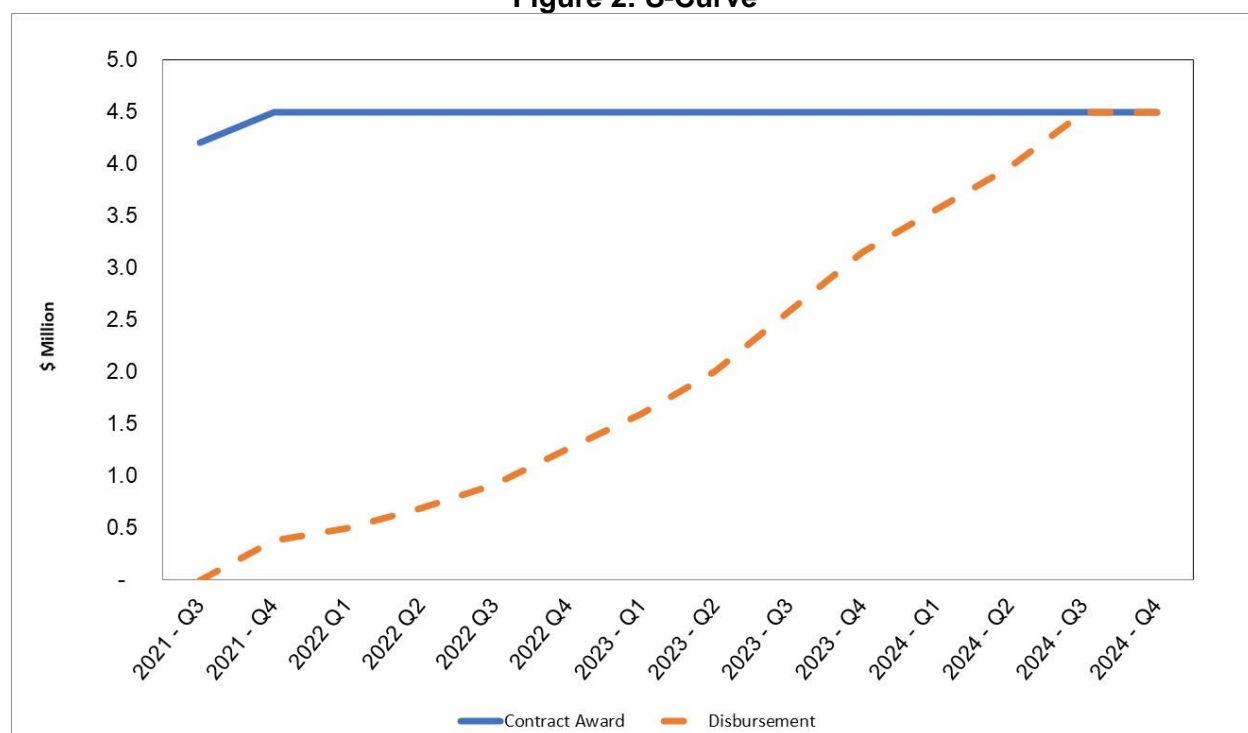
Q = quarter.

Notes:

- Numbers may not sum precisely because of rounding.

Source: Asian Development Bank.

Figure 2: S-Curve



Q = quarter.

IV. FINANCIAL MANAGEMENT

A. Financial Management Assessment

5. The Financial Management Assessment (FMA) was conducted in accordance with ADB's Guidelines for Financial Analysis and Evaluation, Financial Management Assessment, and related technical guidance notes.¹ The FMA considered the financial management (FM) capacity of the executing agency and of the implementing agency. The FMA reviewed the financial management capacity of the UDPAD, GOM, the executing agency for the PRF facility, funds flow arrangements, governance, staffing, budgeting, internal control procedures, overall accounting,

¹ ADB. 2019. *Financial Analysis and Evaluation: Technical Guidance Note*. Manila; and ADB. 2015. *Financial Management Assessment: Financial Management Technical Guidance Note*. Manila.

financial information and reporting system, and internal and external auditing arrangements. The purpose of the FMA is to ensure that adequate FM arrangements are in place for the proposed project.

6. The UDPAD has prior experience of executing externally aided project through State Investment Program Management and Implementation Units under the North Eastern Region Capital Cities Development Investment Program. The PMU will be required to manage the requisite fund flow arrangements and ensure reporting of financial information as per ADB stipulations. The authority proposes to draw experienced resources from other departments who have prior knowledge in externally aided projects. The UDPAD is in the process of strengthening its FM arrangements including procedures for making payments, financial reporting, and auditing financial statements and shall be submitting withdrawal applications for disbursements. The gaps identified in submissions made by the PMU's for earlier loans and absence of internal audit function are key broad areas where mitigating actions will need to be stressed. Adequate training to familiarize them on ADB's financial management matters will be undertaken. Suitable accounting policies on audited project financial statements (APFS) will be drafted and approved by the PMU before first submission to ADB. In addition to accountants, a senior level professional accountant with adequate experience will be assigned in the initial stages at the PMU assuming responsibility to oversee overall FM of the PRF. Considering the risk factors identified, with subject to mitigation arrangements during implementation period, the overall FM risk is assessed as Substantial.

7. The financial management plan is provided in table 8 below:

Table 8: Risk Assessment and Mitigation Plan

Area	Risk Assessment	Agreed action	Responsibility	Timeframe
Capacity building – Develop knowledge of ADB policies and procedures	Moderate	<ul style="list-style-type: none"> • Trainings will be conducted on ADB financial management and disbursement procedures for all accounting staff for the project. • A senior level professional (with adequate experience) will be assigned in the PMU with the responsibility of overseeing the financial management of the project. • The PMU must engage qualified/semi-qualified staff to record transactions and maintain books of account. 	ADB and UDPAD	Continuous. Within 6 months of loan effectiveness.
Accounting policies and procedures requiring updating	Substantial	<ul style="list-style-type: none"> • Familiarization with full ADB compliance matters at all levels, including draft accounting policies. • Adequate understanding on accounting policies and FM matters shall be necessary. • A procedures manual on project specific actions to be developed for 	UDPAD and ADB	Before finalization of first audited project financial statements for PRF. Within no later than 12 months of the

Area	Risk Assessment	Agreed action	Responsibility	Timeframe
		implementation by the EA in the ensuing project.		effectiveness of PRF Loan.
Accounting	Substantial	<ul style="list-style-type: none"> Supplement the existing FM procedures with ensuing project specific FM procedures and chapters to ensure ADB requirements are met at all levels. EA to assess current account procedures and come up with accounting reform measures for an improved accounting infrastructure on ensuing project. 	UDPAD	Within no later than 12 months of the effectiveness of the PRF Loan.
Delayed submission of APFS-Financial reporting	Substantial	<ul style="list-style-type: none"> Establish mechanisms for improving accounting systems at the EA, that reconciles with ADB disbursement records in PRF and ensuing project. Separate project records are maintained and updated that are readily verifiable at all times. Establish a monthly reporting structure duly backed up with procedures manual with appropriate nomenclatures and classification to ensure a smooth reporting of project accounts in a timely manner. Submission of complete project financial statements to the selected auditor within 3 months of the end of the financial year and the APFS will be submitted to ADB within 6 months from the end of the fiscal year. The APFS will ensure compliance with TOR agreed with Comptroller and Auditor General (CAG) of India. 	UDPAD	<p>Continuous.</p> <p>Within no later than 12 months of effectiveness of the PRF Loan.</p> <p>3 months prior to first submission of APFS deadline.</p>
Absence of internal audit	Substantial	<ul style="list-style-type: none"> Engage an external firm to perform the internal audit function for the entity and include the project in the audit plan of this internal audit function. 	UDPAD	Within no later than 6 months of the effectiveness of the PRF Loan.
External audit - Project level	Moderate	<ul style="list-style-type: none"> Correspond with local state level, State Accountant General office for inclusion of ADB project into their annual audit plan. Where delays from State Accountant General offices are anticipated, engage a private empaneled auditor for audit of project accounts using TOR in Appendix 2, with appropriate intimation to DEA and ADB. 	UDPAD	Within 15 days after loan effectiveness of PRF project.

Area	Risk Assessment	Agreed action	Responsibility	Timeframe
		<ul style="list-style-type: none"> Submit the audited project financial statements on PRF within 6 months of close of relevant fiscal year for PRF project and ensuing project. 		Continuous annual compliance.
Information systems	High	<ul style="list-style-type: none"> Identify system requirement for updated improved accounting software requirement (as needed) to be used to record project transactions and to generate financial reports of ensuing loan. The software should preferably be integrated with the existing accounting and budgeting software in use, if any. Adjust the accounting software and information systems to ensure expenditure categories used in the financial reports are consistent with the expenditure categories used in the project administration manual (PAM). Establish mechanism to reconcile project accounts with ADB disbursement records. 	UDPAD and ADB	PRF Project period.
		Overall Project Rating	Substantial	

ADB = Asian Development Bank, APFS = audited project financial statements, CAG= Comptroller and Auditor General; DEA = Department of Economic Affairs, PAM = project administration manual, PMU = project management unit, TOR = terms of reference, UDPAD = Urban Development and Poverty Alleviation Department.

Source: Asian Development Bank.

B. Disbursement

8. The UDPAD will disburse the project readiness financing loan proceeds following the ADB *Loan Disbursement Handbook* (2017, as amended from time to time), and detailed arrangements agreed between the government and ADB. Online training for project staff on disbursement policies and procedures is available.² Project staff is encouraged to avail of this training to help ensure efficient disbursement and fiduciary control.

9. **Disbursement Procedures.** Given the substantial risks on FM, the PRF will generally follow reimbursement method of disbursements using full documentation method. Based on improvement of FM capacity statement at the PMU, the project may use statement of expenditure (SOE) procedures, requiring no submission of supporting documents to claim disbursements from ADB.³ In case SOE procedure for reimbursement of eligible expenditures are used, SOE ceiling of US\$100,000 shall be used on individual payments without taking into account ADB's share of expenditure. The amount paid should not be split to enable the claims to circumvent the SOE ceiling. Supporting documents and records for the expenditures claimed under the SOE

² Disbursement eLearning. http://wpqr4.adb.org/disbursement_elearning.

³ ADB may approve the SOE procedure based on an assessment of adequate administrative and accounting capacity of UDPAD taking into account quality submission of withdrawal applications and appropriate auditing arrangements as stipulated in ADB project agreement. Technical inputs will be sought from INRM Disbursement and FM units on the disbursement and financial management areas, respectively.

procedures (if used) should be maintained and made readily available for review by ADB's disbursement and review missions or upon ADB's request for submission of supporting documents on a sampling basis and for carrying out independent audits by independent project auditors.

10. ADB's advance fund procedure or direct payment procedures are not envisaged unless financial resources are found inadequate to meet project expenditure needs. Direct payment procedures are subject to approval by the borrower.

11. The PMU established at the UDPAD will be led by a Project Director who will be the authorized signatory for withdrawal applications. The PMU will include qualified accountants who will be responsible for (i) collecting supporting documents; (ii) preparing the withdrawal applications for signature by the Project Director; and (iii) uploading the draft withdrawal applications on ADB's Client Portal for Disbursements⁴ system to Controller of Aid Accounts and Audit⁵ for finalization and approval.

12. Before submitting the first withdrawal application, the government should submit to ADB sufficient evidence of the authority of the person who will sign the withdrawal applications on behalf of the government, together with the authenticated specimen signatures of each authorized person. The minimum value per withdrawal application is stipulated in ADB's *Loan Disbursement Handbook*. Individual payments below such amount should be paid by the UDPAD; and subsequently claimed from ADB through reimbursement, unless otherwise accepted by ADB. The borrower should ensure sufficient category and contract balances before requesting disbursements. Use of ADB's Client Portal for Disbursements system is for submission of withdrawal applications to ADB and will be considered mandatory.

13. No further disbursements will be made from the PRF account upon refinancing under an ensuing loan. The PRF loan amount and accrued financing charges are paid out under the PRF cost category of the ensuing loan that will refinance the PRF loan. Provided the following costs are eligible expenditures, the ensuing loan will finance (i) costs incurred under PRF that have not yet been paid from the PRF account by the refinancing date; (ii) costs for activities initiated under PRF and continuing beyond the refinancing date; and (iii) costs incurred during PRF implementation but ineligible under PRF.

C. Accounting and Auditing

14. The UDPAD will maintain separate PRF project accounts and records by funding sources and application with details of expenditures incurred on the PRF project. Accounts in government organizations generally can be prepared by following either cash or accrual basis of accounting as per accepted accounting principles and standards applicable. ADB expects audited financial statements prepared in accordance with International Public Sector Accounting Standard or accounting standards prescribed by nationally constituted professional accounting organization.⁶ The financial management action plan is provided in Table 8.

⁴ ADB's Client Portal for Disbursements system facilitates online submission of withdrawal applications to ADB, resulting in faster disbursement. The forms to be completed by the borrower are available at ADB. [Guide to the Client Portal for Disbursements](#).

⁵ Aid Accounts and Audit Division, Department of Economic Affairs, Government of India.

⁶ India's professional accounting body, Institute of Chartered Accountants of India provides guidance on preparation of financial statements under both cash based and accrual based accounting system for urban local bodies.

15. For ADB project, the PFS can be prepared using template of cash-based project financial statements provided in the standardized terms of reference (TOR) for the audit of ADB-assisted projects, agreed with the Comptroller and Auditor General of India, DEA, and ADB. The audit report including scope of audit shall be as per terms defined under the TOR. Accordingly, the expected disclosures in the APFS will include at least the following:

- (i) statement of cash receipts (by financing source) and payments (by expenditure category) for the current reporting period, past reporting period, and cumulative to date;
- (ii) SOE by category and financier for the year/period end;
- (iii) Statement of disbursement, disclosing all funds claimed from ADB by disbursement method, total expenditure claimed for the current reporting period, past reporting period, and cumulative to date. The notes of the financial statements should include a detailed list of all withdrawal applications submitted to ADB, and the amounts paid by ADB as follows: (a) withdrawal application number; (b) the amount claimed and currency; (c) date submitted; and (d) disbursement method and the amount disbursed by ADB;
- (iv) Notes on APFS disclosing significant accounting policies followed at the project including other relevant explanatory notes and explanations as appropriate.
- (v) Statement of disbursements claimed under SOE procedures during reporting period by giving reference to withdrawal application numbers;
- (vi) A statement of appropriation vs. actual expenditures. Any significant variances must be duly explained; and
- (vii) Expenditure by output/components for the current reporting period, past reporting period and cumulative to date.

16. Auditor for the PFS shall be an independent auditor, which can be either from audit-office of Accountant General (A&E), Mizoram or any private independent chartered accountant having certificate of practice and registered with Institute of chartered accountant of India. Scope of audit shall be strictly in accordance with ToR document. Audit report issued shall be as per audit-report template provided in Annexure-13 of the ToR as guidance. To facilitate timely-audit, PMU shall ensure draft PFS be ready within 30 days of close of the fiscal year during project-implementation. In case delays are anticipated to commence audit by the government auditor PMU may engage reputable private independent chartered accountants. The auditor's opinion in report shall be in English with APFS shall be submitted to ADB within 6 months of close of fiscal year.

17. GOM shall enable ADB, upon ADB's request, to discuss the PFS with their auditors appointed by the state or PMU, and shall authorize and require any representative of such auditors to participate in any such discussions requested by ADB. This is provided that such discussions shall be conducted on in presence of an authorized officer of the state having sufficient understanding on audit and accounting related matters, unless the state shall otherwise agree.

18. ADB has made the GOM and UDPAD aware on ADB's approach to delayed submission of APFS and the requirements for satisfactory and acceptable quality of the APFS.⁷ ADB reserves

⁷ ADB's approach and procedures regarding delayed submission of audited project financial statements:

- (i) When ADB does not receive the audited project financial statements by the due date, ADB will write to the executing agency to inform it that (a) the audit documents are overdue; and (b) if they are not received within the next 6 months, requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters will not be processed.

the right to require a change in the auditor (in a manner consistent with the constitution of the borrower) or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB or if the audits are substantially delayed. ADB reserves the right to verify the financial accounts to confirm that its policies and procedures were followed when the share of ADB's financing was used.

D. Public Disclosure

19. ADB's Access to Information Policy 2018 will guide the public disclosure of the audited project financial statements. ADB shall disclose the annual project audit report and related PFS (without management letter) within 14 days of the date of ADB's confirmation of their acceptability by posting them on ADB website.

V. PROCUREMENT AND CONSULTING SERVICES

20. The UDPAD has been executing urban transport projects in Mizoram as a part of ADB-funded North Eastern Capital City Investment Program.⁸ The UDPAD undertook the recruitment of consultants and contractor in accordance with ADB guidelines. Upon approval of advance contracting under the proposed PRF by ADB, the UDPAD is efficiently conducting recruitment of consulting firm following ADB's Procurement Policy, 2017 and Procurement Regulations, 2017 (as amended from time to time), which demonstrate adequate capacity of the executing agency to recruit consulting services. The consultants recruited under PRF will further support the UDPAD and enhance their procurement capacity to meet ADB's procurement requirements.⁹

A. Advance Contracting and Retroactive Financing

21. All advance contracting will follow ADB Procurement Policy, 2017 and Procurement Regulations for ADB Borrowers, 2017 (as amended from time to time) and its associated staff instructions. The issuance of consulting services recruitment notice under advance contracting will be subject to ADB approval. ADB has advised the borrower and the UDPAD, GOM that approval of advance contracting does not commit ADB to finance the PRF.

22. **Advance contracting.** Advance contracting is requested for procurement of consulting services. The various steps would include preparation of tender documents, tendering process and bid evaluation for recruitment of the consulting firm for the project planning, design and management consultants (PDMC) and five (5) individual consultants. The UDPAD has completed the technical and financial evaluation of the PDMC firm under the advance action.

23. **Retroactive financing.** Withdrawals from the loan account may be made to finance

(ii) When ADB does not receive the audited project financial statements within 6 months after the due date, ADB will withhold processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters. ADB will inform the executing agency (a) of ADB's actions and (b) that the loan may be suspended if the audit documents are not received within the next 6 months.

(iii) When ADB does not receive the audited project financial statements within 12 months after the due date, ADB may suspend the loan.

⁸ ADB. 2009. Report and Recommendation of the President to the Board of Directors on Proposed Multitranchise Financing Facility to India for North Eastern Capital Cities Development Investment Program. Manila.

⁹ ADB Procurement Policy—Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time); Procurement Regulations for ADB Borrowers—Goods, Works, Nonconsulting and Consulting Services (2017, as amended from time to time); accompanying Guidance Note(s) on Procurement (June 2018, as amended from time to time); latest applicable standard bidding document(s)—SBD(s); etc.

eligible expenditures incurred under the PRF before the effective date, but not earlier than 12 months before the date of the loan agreement for this PRF, in connection with items to be retroactively financed, subject to a maximum amount equivalent to 20% of the loan amount.

B. Procurement of Consulting Services

24. One consulting firm and five (5) individual consultants are envisaged under the PRF. The UDPAD is in the process of selecting consulting firm for the PDMC following the ADB Procurement Policy, 2017 and Procurement Regulations for ADB Borrowers, 2017 (as amended from time to time) and its associated staff instructions. The PDMC consulting firm will be procured on quality- and cost-based selection method with quality-cost ratio of 90:10, to ensure high quality of technical outputs under PRF.

C. Procurement of Goods and Civil Works

25. Procurement of goods and civil works/ pilot-testing is not envisaged under the proposed PRF.

D. Procurement Plan

26. The procurement plan is at Appendix 1.

E. Consultant's Terms of Reference

27. The TOR for expected outputs of the consulting services package (PDMC consulting firm) recruited by the executing agency has been agreed with ADB. PDMC will prepare a comprehensive mobility plan for Aizawl City and assist UDPAD in identifying subprojects; preparation of feasibility studies and detailed project reports; undertaking project procurement risk assessment and preparation of Strategic Procurement Plan, Contract Management Plans, safeguards and gender documents, bidding documents, etc.; carry-out institutional reviews, outline requisite reform actions and scope of institutional strengthening component to ensure sustainability of assets, institutional strengthening and capacity building activities, etc.; and also support improving the readiness for ensuing project in line with ADB guidelines. The duration of assignment for the PDMC consulting firm would be 36 months with 157 person-months inputs of key experts and 512 person-months inputs of non-key experts. PDMC is expected to be mobilized from July 2021 (will be further confirmed during contract negotiation process). Individual experts will be deployed to support in technical, financial, procurement, safeguards and gender aspects. The terms of reference for all consulting services are at Annexure 2.

VI. SAFEGUARDS

28. Project influence zone i.e. Aizawl and vicinity are urban and peri-urban areas. The sub-projects developed using PRF are not likely to pass through forest areas. The project will avoid subprojects in, or close to, national parks, wildlife sanctuaries, or any other environmentally sensitive areas. The environmental impacts under the selected subprojects may not be major and are expected to be minimized to an acceptable level through mitigation measures. The safeguard category of ensuing project is expected to be B for environment, which will be firmed-up during PRF implementation.

29. The safeguard category of ensuing project is expected to be B for involuntary resettlement, (to be firmed-up during PRF implementation), as the sub-projects are less likely to require

requiring significant resettlement and land acquisition. Resettlement plans will be prepared by the consulting firm and will be in line with engineering designs prepared under the PRF project. The indigenous people's category is expected to be C as sub-projects are likely in urban/peri-urban area so no impact on indigenous peoples is envisaged (to be firmed-up during PRF implementation). A Grievance redress mechanism would be established at the PMU for complaints arising due to PRF activities if any.

30. **Gender Equality and Social Inclusion (GESI).** GESI issues and corresponding actions will be identified during PRF implementation and will be included in the ensuing project, Gender categorization of the ensuing project will be finalized by the gender specialists during project due diligence and project preparation, when information on the exact nature and extent of sub projects/works and proposed actions/measures is available.

31. **Prohibited investment activities.** Pursuant to ADB's Safeguard Policy Statement (2009), ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth in Appendix 5 of the Safeguard Policy Statement.

VII. PERFORMANCE MONITORING

A. Monitoring

32. **Project readiness financing project performance monitoring.** The UDPAD will monitor PRF project performance semiannually and provide consolidated reports to ADB. These reports will include (i) each activity's progress measured against the implementation schedule; (ii) key implementation issues and solutions; (iii) an updated implementation plan. To ensure PRF project continue to be both viable and sustainable, the UDPAD should adequately review PRF project financial statements and the associated auditor's report. In the event that an ensuring loan is not approved, the UDPAD will submit a project completion report to represent the performance of completed PRF, to ADB within 6 months of physical completion of PRF project.¹⁰

33. **Compliance monitoring.** The UDPAD will monitor compliance of loan covenants, including that relating to policy, legal, financial, economic, environmental, and others and ensure compliance with loan covenants and assurances. All non-compliance issues, if any, will be updated in quarterly progress reports together with remedial actions. ADB review missions will also monitor the status of compliance with loan covenants and raise the noncompliance issues with the UDPAD and agree on remedial action.

B. Reporting

34. The UDPAD will provide ADB with:

- (i) quarterly progress reports on the PRF project in a format consistent with ADB's project performance reporting system.
- (ii) reports prepared by the consultants under the PRF project;
- (iii) consolidated annual reports, including (a) progress achieved by output measured against the performance targets, (b) key implementation issues and solutions, and (c) an updated implementation plan for the next 12 months;¹¹ and

¹⁰ ADB. 2018. Project Completion Report for Sovereign Operations. *Project Administration Instructions*. PAI 6.07A. Manila.

¹¹ The regional departments will present the performance of the completed PRF in the project completion report of the ensuing loan.

- (iv) PRF project accounts, and auditors' report thereon.

VIII. ANTICORRUPTION POLICY

35. The Government of India, the GOM, the UDPAD and the PMU are advised of ADB's Anticorruption Policy (1998, as amended to date). Consistent with its commitment to good governance, accountability, and transparency, implementation of the project shall adhere to ADB's Anticorruption Policy. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the PRF project following ADB's Integrity Principles and Guidelines.¹² In this regard, investigation of government officials, if any, would be requested by ADB to be undertaken by the government. All contracts financed by ADB will include provisions specifying ADB's right to audit and examine the records and accounts of the executing agency and all PRF project contractors, suppliers, consultants, and other service providers. This includes the examination of project outputs, assets, and all other information that may be considered relevant for audit or inspection by ADB regardless of project completion, termination, or cancellation. Firms or individuals on ADB's anticorruption debarment list are ineligible to participate in activities that are financed, supported, or administered by ADB; and may not be awarded any contracts under the PRF project.¹³ To support these efforts, relevant provisions of ADB's Anticorruption Policy are included in the project readiness loan agreement and any bidding documents under the PRF project.

IX. ACCOUNTABILITY MECHANISM

36. People who are, or may in the future be, adversely affected by the PRF project may submit complaints to ADB's Accountability Mechanism. The Accountability Mechanism provides an independent forum and process whereby people adversely affected by ADB-assisted PRF projects can voice and seek a resolution for their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make an effort in good faith to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, should they approach the Accountability Mechanism.¹⁴

X. RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL

37. All revisions and/or updates during implementation of project readiness loan should be retained in this section to provide a chronological history of changes to implemented arrangements recorded in the project administration manual, including a revision to contract awards and disbursement S- curves.

¹² ADB. 2015. *Integrity Principles and Guidelines (2015)*. Manila.

¹³ ADB. [Anticorruption and Integrity](#).

¹⁴ ADB. [Accountability Mechanism](#).

Consulting Services							
Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Advertisement Date (quarter/year)	Comments
PRF-MIZ-PDMC-01	PDMC consulting firm	4,370,000	QCBS	Prior	FTP	Q4 / 2020	Type: Firm Assignment: International Quality-Cost Ratio: 90:10 Advance Contracting: Yes
PRF-MIZ-IC/01-05	Institutional capacity support consultants	650,000	Individual Consultant Selection	Prior		Q1 2021	Type: Individual Assignment: National Expertise: Urban Transport /Mobility, safeguards, finance and contract management /procurement support Advance Contracting: Yes Comments: 5 individual consultants

C. List of Indicative Packages (Contracts) Required Under the Project

The following table lists goods, works, and consulting services contracts for which procurement activity is expected to commence beyond the procurement plan duration and over the life of the project (i.e., those expected beyond the current procurement plan duration).

Goods and Works

Package Number	General Description	Estimated Value (in US\$)	Procurement Method	Review	Bidding Procedure	Comments

Consulting Services

Package Number	General Description	Estimated Value (in US\$)	Selection Method	Review	Type of Proposal	Comments

TERMS OF REFERENCE FOR THE CONSULTING SERVICE FOR PROJECT PLANNING, DESIGN AND MANAGEMENT

A. BACKGROUND

1. The Government of India (GOI) has requested the Asian Development Bank (ADB) for project readiness financing (PRF) loan assistance to support the Government of Mizoram (GoM) to plan and prepare urban transport interventions for the Aizawl Sustainable Urban Transport Project (the ensuing project) for the improvement of urban mobility in Aizawl. The initiative is aimed to enable integrated and sustainable urban transport development in Aizawl, the capital of Mizoram, a landlocked state in the northeastern region of India.

2. The Urban Development and Poverty Alleviation Department (UDPAD) of GoM has conducted a comprehensive traffic and transportation study (CTTS) in 2011 followed by the Master Plan Aizawl Vision 2030 in 2012. Further an ADB technical assistance along with a city specific plan for non-motorized traffic in Aizawl supported by GOI helped UDPAD to initiate measures to improve urban roads and key traffic junctions using various programs and funding sources. Despite its continuous efforts in implementation of recommended measures from the earlier initiatives, the urban transport situation remains constrained. It is thus imperative to take an overall view of improving the urban transport in Aizawl and prepare a comprehensive mobility plan (CMP) to guide efficient urban transport solutions. The ensuing priority investment ready urban transport project may be funded under one or more loans by ADB or through other funding mechanisms.

3. The PRF will complement ADB's assistance to the sustainable urban transport and will finance consulting services (a consulting firm and Individual consultants¹) for preparing CMP, identify priority investments, and enhance project readiness by supporting requisite due-diligence and preparing activities for investment-ready ensuing project². The PRF will also conduct detailed assessment of institutional strengthening and capacity development (ISCD) requirements of the UDPAD and develop ISCD component of the ensuing project.

B. OBJECTIVE

4. The PRF objective is to support GoM to prepare the Aizawl Sustainable Urban Transport Project (the ensuing project), which will implement selected high-priority sub-projects/ projects identified through the CMP. The CMP will be established to support various potential sectors that underpin the socio-economic developments in the city, which will include tourism. The executing agency for the PRF will be GoM, acting through UDPAD. The objective of the PRF will be delivered through consulting services, covering three outputs, namely:

- I. Comprehensive mobility plan for Aizawl prepared.
- II. Feasibility studies, detailed project reports and project preparatory activities for the ensuing project completed; and
- III. Project implementation capacity of the executing agency strengthened.

¹ Not part of this consultant firm assignment.

² Sub-projects/ projects with total cost \$150 million to be prepared under this assignment (excluding land cost, if any).

5. These terms of reference (TOR) refers to the consulting service package titled “Project Planning, Design and Management Consultant” that will be recruited and administered by the UDPAD to deliver Output 1, Output 2 and Output 3 of the PRF.³ An eligible firm with requisite qualifications will be recruited to perform and deliver the forementioned PRF outputs in accordance with the ADB Procurement Policy, 2017 and Procurement Regulations for ADB Borrowers, 2017 (as amended from time to time). The firms will be requested to submit a full technical proposal. The consultant selection will follow the quality- and cost-based selection, with quality and cost ratio of 90:10 due to the complexity of the assignments.

C. SCOPE

6. **Preparation and approval of the Comprehensive Mobility Plan.** Built on the existing strategies and policies, the consultant will prepare a draft CMP for Aizawl, which cover at least the Greater Aizawl City Development Planning Area (about 290 sq. km). The draft CMP will be prepared to guide the urban transport development strategy in the area for a 20-year horizon period as per the latest toolkit and guideline issued by the Ministry of Housing and Urban Affairs (MoHUA). It will outline the city’s vision for the future, to be achieved through subsector-focused urban transport developments and formulated as short, medium and long-term investments, some of which will be selected and accorded as high-priority. The draft CMP will be proposed to draw synergy with urban development planning initiatives in the state and promote climate change resilience, disaster risks, and gender equality and social inclusion (GESI) in its interventions. The draft CMP should be prepared through comprehensive and inclusive stakeholder consultations, including but not limited to public and private sectors, as well as excluded and vulnerable groups. The consultant will also assist the UDPAD in securing the CMP approval from GoM.

7. **Feasibility studies and preparation of the Aizawl Sustainable Urban Transport Project.** This task covers the following activities, which could be done either in simultaneous or sequential order, or as proposed by the consultant to ensure balance between project output quality and working efficiency:

8. *Activity 1: Selection of the CMP’s high-priority sub-projects/ projects for feasibility studies.* The consultant will apply a subset of agreed criteria to select the CMP’s high-priority sub-projects/ projects to be taken up for further studies.

9. *Activity 2: Feasibility studies of selected high-priority sub-projects/ projects.* The feasibility studies will assess the viability of the selected high-priority projects. It covers, but not limiting to technical, economic and financial viability, environmental and social safeguards (including GESI dimensions), and poverty impact assessments. The assessments will be carried out by the consultant based on applicable ADB guidelines. At project reconnaissance stage, GoM has indicated that projects to be taken up for feasibility studies may include provision for non-motorized transport (mostly for pedestrian), suburban connectivity improvement, urban street improvement, junction improvement, parking infrastructure and management, urban freight, and various public transport enhancement measures, electric mobility infrastructure improvement, urban freight improvement projects,, including, possible introduction of a new mode of transport, such as, ropeway. Application of information technology-based systems for these measures will be explored. Findings and recommendations of the feasibility studies will be reported in Feasibility Reports (FRs).

³ A part of Output 3 will be delivered by individual consultants which will be engaged and administered by the UDPAD Department, GoM separately under the PRF implementation.

10. *Activity 3: Detailed design and detailed project report (DPR) preparation of the ensuing project.* The consultant will prepare detailed design of the ensuing project, which will be included in the DPR. Innovative approaches, such as the use of information-technology or eco-friendly materials will be encouraged and needs to be explored. The detailed design should include at least (i) provisions to mitigate disaster risks and climate change impacts, (ii) provisions to enhance inclusiveness, such as facilities for elderly, women, children and differently-abled persons, and (iii) provisions to mitigate environmental impacts as identified in the environmental management plan and environmental monitoring plan. Considering the distinct nature and geographical setting of the state of Mizoram, the consultant will prepare realistic cost estimate which includes benchmarking against contracts of similar nature and conditions. The cost estimate should also include adjustment factors to consider the actual time of procurement. The DPR and the cost estimates of the ensuing project, will be approved by GoM.

11. *Activity 4: Project preparatory activities and due diligence for ADB financing.* Based on the DPRs, the consultant will support the UDPAD and ADB to conduct due diligence on the ensuing project and prepare project documents for the loan processing. The due diligence activities will cover environmental safeguard including and climate risks and vulnerability, social safeguard including gender equality and social inclusion, poverty impact, economic and financial, financial management and procurement risks aspects.

12. In terms of financial management, the consultant will conduct financial management assessment (FMA) to the UDPAD as the executing agency for the ensuing project. In terms of procurement, the consultant will conduct a project procurement risks assessment (PPRA), procurement capacity assessment (PCA) and support the UDPAD in conducting a strategic procurement planning (SPP) in accordance with ADB Procurement Policy, 2017 and Procurement Regulations for ADB Borrowers, 2017 (as amended from time to time). The FMA and SPP reports will be submitted to ADB for approval. The consultant's task will include establishing relevant internal controls and preparation of project financial statements for the PRF in accordance with ADB's guidelines and also bid documents for the ensuing project in accordance with the ADB Procurement Policy, 2017 and Procurement Regulations for ADB Borrowers, 2017 (as amended from time to time). Proposed tasks will be aimed on mitigating the risks identified in table 8 of PAM. The draft bidding documents will be submitted by the UDPAD to ADB for review and approval.

13. **Institutional Development and Capacity building.** The consultant will conduct institutional capacity gap assessment and propose institutional strengthening and capacity building measures in various aspects of urban transport policy and implementation, land use integration and private sector engagement, which will be proposed in the ensuing project. The capacity building activities may include technical, financial management and procurement aspects, including, streamlining the procurement decision-making processes and the use of e-procurement system. The consultant will prepare a project FM Manual for the ensuing project and assess capacity of the IT systems for accounting and reporting project activities.

D. IMPLEMENTATION ARRANGEMENT

14. The PRF will be implemented by a project management unit (PMU) under the UDPAD which is led by a Project Director. The consultant will report directly to the PMU. In carrying out the assignments, the consultant will coordinate with other concerned government agencies and local authorities with the assistance of the PMU. The UDPAD, through the PMU, may request other departments within GoM or individual experts to review the consultant's outputs and reports, and to provide technical guidance as required. The PMU will coordinate and communicate with

ADB and the reviewers and give their comments to the consultant and provide necessary guidance from time to time.

E. DETAILED TASKS.

15. OUTPUT 1: COMPREHENSIVE MOBILITY PLAN

- (i) Prepare CMP Scope and Work Plan: Clearly define the area covered by the CMP, the planning horizons, along with the definitions of short-, medium- and long-term horizon periods/years, and set the vision in association with concerned stakeholders. The base year should preferably be the current year or the latest year for which data is widely available at the start of work. The vision statement is to be with a focus on person (and freight) mobility, environment and inclusiveness, consistent with NUTP objectives and any Master Plan/ Comprehensive Development Plan available for the city. International agreements, such as, the Paris Climate Change, Sustainable Development Goals, and national policies and plans, such as, national clean air action plan, NITI Aayog guidelines, should be referred to while developing objectives and targets for the CMP. Subsequently, a work plan is to be created along with a list of data to be collected (along with data sources) for the CMP, including, secondary and primary data (surveys required).
- (ii) A skills management plan is to be included in the Work Plan that is defined as a strategy that describes and explains how the required skills (of the stakeholders) will be made available and maintained throughout the planning process. It would be based on the evaluation of technical skills, availability of staff and financial resources to develop the CMP. This exercise is used to identify possible additional support needs to carry out the project (data collection, modelling, scenario development, visualization of planned measures, etc.). The plan should identify the internal or external people or organizations that may be assigned to certain tasks and the additional skills and resources needed for the CMP. As part of the development of the skills management plan, realize a mapping exercise of local stakeholders. This exercise aims to identify the main actors of urban mobility in Aizawl and to understand their objectives and their points of view.
- (iii) Identify gaps in skills required for the CMP process and create a capacity development plan to be implemented during the preparation of the CMP through trainings, seminars, and other means.
- (iv) Prepare a brief profile of the CMP planning area from available documents and consultations, including location, land area, land use pattern, regional linkages, demographic data and socio-economic data. Any specific production, consumption, or transportation centers outside the planning area that have an impact on the city mobility must be included, for example, airport. Due to hilly region and high seismic zone, terrain and vertical mobility is to be included in the profile.
- (v) A review of the existing transport infrastructure and facilities needs to be done for each transport mode in the CMP planning area, which may include walking, bicycle, cycle rickshaw, intermediate public transport options, public and private transport. The review should include all types of facilities and amenities such as pavement description, intersections treatment, lighting, parking space, parking cost, etc. The following are indicative aspects should be reviewed for both passenger and freight:

- a) Road Network Inventory (existing infrastructure quality with respect to each of the modes);
 - b) Non-Motorized Transport (NMT) related infrastructure (both, horizontal transportation, such as, footpaths, crossings and pedestrian over bridges and vertical transportation, such as, lifts, stairs and escalators);
 - c) Public Transport System (performance and level of service provision for public transport users);
 - d) Para-Transit (Intermediate Public Transport, IPT) System (fleet usage detail, route detail, cost and fare, etc.);
 - e) Freight Transport (Vehicle movement and Parking facilities);
 - f) Traffic Conditions on Roads (traffic conditions for both motorized and non-motorized transport modes, manual classified counts and speed & delay surveys); and
 - g) Any other elements, as required.
- (vi) Two important considerations should be taken into account while collecting data on travel patterns. The collected data should be representative and cover the travel behaviour of all individuals within a household, and the data should be segregated by social group and trip purpose, which can represent people's perceptions towards different modes of transport in terms of time, cost, comfort, safety and security.
- (vii) The consultant to carry out at least one stakeholder workshop and three focus groups meetings to better understand key challenges related to urban mobility in the city as perceived by stakeholders and users and their vision for a sustainable future of the mobility in the city. The following should be included:
- a) A qualitative analysis: focus group interviews with representative groups of the city's population on mobility practices and needs in the city (frequency of trips, trips motives, specificities men versus women, transport budget, public transport service quality, etc.);
 - b) Thematic groups: such as transport operators (private or public, formal or informal), businesses and commerce actors, public transport users, etc. In addition, or as a substitute, a qualitative survey of private transport operators (formal and informal) could be conducted; and
 - c) Geographically based groups: representative of each district or important area.
- (viii) Review road safety and emergency/disaster response and management aspects in terms of infrastructure (design aspects, emergency response), systems (accident database) and processes (response, reporting, monitoring).
- (ix) A review of the existing institutional setup related to transportation and mobility, including, but not limited to, infrastructure, facilities, and systems. This should include:
- a) An inventory of relevant legislation, rules, schemes, licenses, concessions, relevant to public transport and road traffic in the area;
 - b) Assessment of the roles and legal mandates of public and private entities in the public transport system (institutional arrangements), relations between transport authorities and operators as well as between different levels of government authorities. Assessment of challenges related to urban mobility roles distribution, between various levels of local governments, and for the regulation of various transport operators; and

- c) Analysis of budgetary and financial aspects. The consultant will collect and analyse existing data on the financial capability of local authorities as well as transport authorities and operators to engage in sustainable urban mobility activities. This will include the analysis of past (past 10 years) and projected/planned (next 3-5 years) management and operating budgets.
- (x) Quantify energy consumption for transport for estimating the CO₂ and local air pollutant emissions from transport-related activities. To create a complete picture, both top-down and bottom-up approaches for estimating energy consumptions are required. Ambient air quality should be collected for understanding the impacts of transport on air pollution.
- (xi) Review the geological conditions of the planning area to study the stability of the ground, etc.
- (xii) Infrastructural data to be compared with the service-level benchmarks to understand the level of service provided to the citizen of certain specified parameters as per the MoHUA guidelines on SLBs.
- (xiii) Identify mobility Indicators through best practices in similar cities across the world to achieve the vision, as they provide an easy way to communicate a city's transport status, or to make comparisons across alternative scenarios. The focus must be on person mobility and efficient use of multiple modes. Most of the indicators can also be directly linked to the Service Level Benchmarks of MoHUA. The indicators for transport/ mobility can be broadly divided in the following categories:
 - a) Mobility and accessibility;
 - b) Infrastructure and land use;
 - c) Safety and security;
 - d) Institutional;
 - e) Inclusiveness;
 - f) Environmental impacts;
 - g) Economic; and
 - h) Financial.
- (xiv) The analysis of indicators is to be based on secondary data collection, primary surveys, consultations, and transport modelling exercise. Benchmarks to be established for these indicators. The future scenarios to be developed and analysed on these indicators. This analysis would require extensive primary data collection, especially, the existing travel behaviour. Two important considerations should be considered while collecting data on travel patterns. The collected data should be representative and cover the travel behaviour of all individuals within a household, and the data should be segregated by social group and trip purpose, which can represent people's perceptions towards different modes of transport in terms of time, cost, comfort, safety and security.
- (xv) Delineate Traffic Analysis Zones (TAZ) taking into account various factors like administrative boundaries, physical barriers like water bodies, railway lines which are cutting across zones, road network and public transport network in the study area, homogeneous land uses and special generators like railway station, sports complexes / major freight centres etc may be considered as separate zones.
- (xvi) Once the zones for the CMP Planning area (and external areas) have been defined, the next step is to collect data in which slums should also be considered as part of residential land use and not a separate land use. Also, residential land use should have income groups marked as well. CDP or master plans are the

prime data sources for reviewing existing land-use patterns. These along with other sources such as information available from the city and state authorities, National Urban Information System (NUIS) Scheme, property tax data may be used to compute the residential density and floor space used per activity per unit area. In addition to residential densities, jobs densities must also be studied and analysed. Demarcate sinking area within the planning area limits.

- (xvii) A multi modal transport model is to be developed based on the 4-step planning process including all motorized and non-motorized transport modes. Vertical and horizontal transportation links must be clearly identified along with parking and mode-transfer locations. The development, calibration and validation of the model is to be based on primary survey data.
- (xviii) Develop the Business as Usual (BAU) Urban Transport Scenario based on existing trends without any radical policy interventions for sustainable development and emission mitigation. However, it should consider anticipated infrastructure development and land use & technology transitions, including, but not limited to, the following:
 - a) Socio-Economic Projections: A city's future economic transitions depend on the current economic transitions taking place across the country. As such following projections should be attempted for each TAZ – Demographic, Employment and Industrial.
 - b) Land Use Transitions: The objective of successful land-use development and growth models is to identify where, how much and what kinds of land use will develop. When modelling urban developments, it is necessary to consider changes from vacant to built-up, as well as changes to the land use itself, such as from residential to commercial. Simulation tools should be used to study these types of land use changes. The land use type should be disaggregated into residential, commercial, retail, recreational, industrial, educational, religious, and other categories. The number of trips generated (at TAZ level) due to specific (inorganic) land use transitions must be estimated and incorporated in the Model.
 - c) Infrastructure Development: The anticipated transport infrastructure development (and impact of any policy changes) is to be incorporated in the transport model. This could be changes in the transport network, attributes, demand generators, addition, or deletion of a mode of transport, etc. The objective is to create the transport network for the horizon years of the BAU scenario.
 - d) Technology Transitions: Change in technology of vehicles, fuels, systems are to be considered, especially, from the emissions and air quality standpoint.
- (xix) Analyse the BAU scenario using the multi modal transport model developed. The analysis is to be carried out for the horizon year and intermediate years, as deemed necessary. Emissions, air quality and energy use is to be calculated for the BAU scenario based on the model output.
- (xx) Analysis of mobility Indicators and comparison with benchmarks is to be carried out for the BAU scenario.
- (xxi) Develop Sustainable Urban Transport (SUT) scenarios that visualise social, economic, environmental, and technological transitions through which societies respond to climate change, local environment, and mobility challenges. The scenarios should aim for emissions cuts, efficient technologies (e.g., improved vehicle efficiency), adoption of behavioural and consumption styles consistent with

sustainable development, changes in urban development, efficient use of multi-modal transport options with seamless interchanges between vertical and horizontal transportation and enhanced use of non-motorised and public transport infrastructures.

- (xxii) The SUT scenarios developed are to be related to the plans and policies aimed at achieving the mobility vision for the city, mainly, reduction in person trip time by leveraging multi-modal transport and efficient use of vertical and horizontal transportation. Emphasis is also to be placed on improving technology in terms of efficiency and emissions. The strategies can be typically categorised into the following five categories:
 - a) Change in urban structure;
 - b) Improving non-motorised transport with special focus on vertical transportation;
 - c) Improving public transport with special focus on integration between vertical and horizontal transportation;
 - d) Improving public transport with development of a new transit system;
 - e) Technological changes: In the low carbon scenario, the fuel mix is expected to diversify further from BAU towards bio-fuels, electricity and natural gas. Options for technology transitions should be suggested; and
 - f) Institutional, Regulatory and Financial Measures.
- (xxiii) These strategies will deliver full benefits if they are implemented collectively; however, for analysis they should be presented one by one to see the individual effect and combinations of the strategies. The strategies presented here are indicative, and the consultant can adapt them to a city's specific circumstances.
- (xxiv) Analyse the SUT scenarios using the multi modal transport model developed. The analysis is to be carried out for the horizon year and intermediate years, as deemed necessary. Emissions, air quality and energy use is to be calculated for the SUT scenarios based on the Model output.
- (xxv) Analysis of mobility Indicators and comparison with benchmarks is to be carried out for the SUT scenarios.
- (xxvi) Develop Urban Mobility Plan with the goal to provide for strategies and plans to achieve the Mobility vision for the city, such as, comfortable public transport, NMT incorporated with other modes of transport and horizontal and vertical movement. The Urban Mobility Plan should be developed in consultation with stakeholders and based on the analysis carried under BAU and SUT scenarios. The urban mobility plan can be defined along the following lines; however, it is important that the plan includes a phasing plan and implementation agencies:
 - a) Integrated Land Use and Urban Mobility Plan;
 - b) Public Transport Improvement Plan;
 - c) Road Network Development Plan;
 - d) NMT Facility Improvement Plan;
 - e) Road Safety and Emergency/Disaster Response and Management Plan;
 - f) Institutional Development Plan;
 - g) Communication and Outreach Plan;
 - h) Freight Movement Plan;
 - i) Mobility Management Measures; and
 - j) Fiscal Measures.

- (xxvii) A table should be prepared summarising the relationship between the NUTP objectives and the measures proposed in the CMP, together with a classification of the measures according to their implementation time frame (immediate, short, medium, and long term).
- (xxviii) Prepare the Implementation Program where the proposed projects should be evaluated and prioritised against clear criteria and classified into immediate, short, medium, and long-term. Given the city's dependence on funding, the CMP should make a resource assessment for all the projects listed in the CMP and should suggest city-specific and project-specific indicative source of financing for the project.

16. **Output 2: Feasibility studies and preparation of the Aizawl Sustainable Urban Transport Project**

Output 2A: Feasibility studies

ACTIVITY 1: SELECTION OF THE CMP'S HIGH-PRIORITY SUB-PROJECTS/ PROJECTS FOR FEASIBILITY STUDIES

- (i) Develop criteria to select high-priority sub-projects/ projects (including, special projects, such as, ropeway) from the CMP to be taken up for further studies agreed with UDPAD and ADB.
- (ii) Select the projects to be taken up for feasibility studies through application of the criteria developed and consultation with GoM.
- (iii) Obtain approval of sub-projects/ projects to be taken up for feasibility studies from the UDPAD.

ACTIVITY 2: FEASIBILITY STUDIES FOR HIGH-PRIORITY SUB-PROJECTS/ PROJECTS

- (i) The feasibility studies will assess the viability of the selected high-priority sub-projects/ projects. It covers, but not limiting to technical, economic, and financial viability, environmental and social safeguards (including GESI dimensions), and poverty impact assessments.
- (ii) The assessments will be carried out by the consultant based on applicable ADB guidelines.
- (iii) Ascertain the land requirement for the sub-projects/ project and the need for land acquisition and Rehabilitation & Resettlement (R&R). Determine the impact of land acquisition and R&R on the project feasibility as per ADB, State and Central government guidelines.
- (iv) Assess the site for technical feasibility to determine if the project can be physically implemented at the identified site. This would include, among others, the issues of terrain, slope stability, and access. Environmental and Social safeguards assessment, including, climate resilience, is required to determine such factors that may impact the sub-projects/ projects (and their statutory environmental clearance). Undertake field surveys to ascertain feasibility (site reconnaissance surveys and geological surveys for slope stability and others, as required, and any other engineering/ demand/ socio-economic surveys).

- (v) Identify the utilities to be replaced/removed/rehabilitated/upgraded and determine if it is an impediment on the sub-project/ project.
- (vi) Prepare and finalize the conceptual plans/designs to estimate the cost at a feasibility level supported with benchmarking with costs of similar projects.
- (vii) Determine the economic and financial feasibility of sub-projects/ projects based on block cost estimates based on conceptual plan/design and calculate the economic internal rate of return (EIRR) and financial internal rate of return (FIRR).
- (viii) Findings and recommendations of the feasibility studies will be reported in a feasibility report.

Output 2B: Preparation of the Aizawl Sustainable Urban Transport Project

ACTIVITY 3: DETAILED DESIGN AND DPR OF SELECTED FEASIBLE SUB-PROJECTS/ PROJECT(S) (ENSUING PROJECT)

- (i) Select the sub-projects/ projects to be taken up for detailed design and DPR through consultation with GoM to be agreed with UDPAD and ADB. Special projects, such as, ropeway, to not be included for this stage (Output 2B).
- (ii) Obtain approval of sub-projects/ projects to be taken up for detailed design and DPR from the UDPAD.
- (iii) Undertake field surveys (site reconnaissance surveys, topographical surveys, geotechnical investigations, including any hydrological and geological surveys as required, and any other engineering/ demand/ socio-economic surveys, etc.) and studies to establish a firm basis for design and Detailed Project Report (DPR) of sub-projects/ project components.
- (iv) Identify the utilities to be replaced/ removed/ rehabilitated/ upgraded and prepare a detailed implementation plan with necessary cost estimates, for sub-projects/ project sites.
- (v) Finalize design parameters with due consideration of climate change, disaster resilience, pandemics (such as, coronavirus disease), and seismicity.
- (vi) Prepare and finalize the detailed engineering designs/any other design works and technical specifications as per the design parameters. The detailed engineering designs/any other design works should be prepared using an integrated approach that adopts smart growth principles, keeping in mind the future needs, potential impacts of such proposed investments in physical development terms on the surrounding land-use(s) of sub-projects/ project sites, viable new technologies for enhancing efficiency of service delivery and effective coverage; and adopting low-impact development/ green infrastructure principles, as feasible.
- (vii) The detailed design should include, at least, provisions to (i) mitigate disaster risks and climate change impacts, (ii) enhance inclusiveness, such as facilities for elderly, women, children, differently-abled, and trans persons (EWCDT), (iii) provide equitable and safe access with main focus being on people and environment rather than on vehicles/ crime prevention, and (iv) mitigate environmental impacts as identified in the environmental management plan and environmental monitoring plan
- (viii) Prepare and finalize item rate analyses, detailed schedule of quantities and cost estimates that meet all the prescribed national standards/ international best practices, including ADB's framework and practice, etc.

- (ix) Considering the distinct nature and geographical setting of the state of Mizoram, the consultant will prepare realistic cost estimate which includes benchmarking against contracts of similar nature and conditions. The cost estimate should also include adjustment factors to consider the actual time of procurement.
- (x) Undertake economic and financial analysis (of project components that have a cost-recovery objective) of sub-projects/ projects, and provide a comparison with the EIRR and FIRR done at the time of feasibility, including any impacts of midstream changes during the project duration. Undertake sensitivity analysis on the risk factor basis for various scenarios such as changes to the capacity costs, operation and maintenance costs, traffic volume, and construction period, etc.
- (xi) The economic analysis should follow ADB's Guidelines for the Economic Analysis of Projects.
- (xii) Prepare the project financing plan based on verifiable data and that are sufficient to support project implementation.
- (xiii) Estimate the required budget for appropriate operation and maintenance of each project. Assess the financial sustainability by comparing the required budget with the current budget allocation and make recommendations, as appropriate.
- (xiv) Develop a monitoring and evaluation framework in accordance with ADB's Guidelines for Preparing a Design and Monitoring Framework. Include in the framework appropriate indicators with baseline data and targets.
- (xv) Provide funding mechanism, including user charges and levies, to fund operation and maintenance and ensure proper and efficient use of funds.

ACTIVITY 4: PROJECT PREPARATORY ACTIVITIES AND DUE DILIGENCE FOR SUB-PROJECTS/ PROJECTS (ENSUING PROJECT)

ACTIVITY 4.1: FINANCIAL DUE DILIGENCE

- (i) In accordance with ADB requirements and based on the project scope, undertake the financial due diligence, including a project financial analysis consistent with ADB technical guidance note on Financial Analysis and Evaluation. Verify financial management assessment, identify the risks and actions proposed, and monitor/ review to ascertain the responsiveness of the EA/IA on the implementation of those actions.
- (ii) Conduct a financial due diligence of the executing and implementing agencies, including (a) assessing whether previous financial management assessments have been conducted by ADB or other agencies and, if so, reviewing the results and ascertaining whether these can be use as input, (b) assessing capacity for planning and budgeting, management and financial accounting, reporting, auditing, internal controls, and information systems (c) reviewing proposed disbursement and funds-flow arrangements, and (d) concluding on the financial management risk rating and identifying and confirming measures for addressing identified deficiencies.
- (iii) Conduct a financial risk assessment. Where significant risks are identified to project financial sustainability or viability, recommend relevant financial performance indicators to be incorporated in financial covenants.
- (iv) Recommend financial reporting, auditing and public disclosure arrangements for the project.

- (v) Prepare the project's financial assessment report presenting detailed findings of the financial assessment as described above.
- (vi) Prepare a project FM Manual for the ensuing project and assess capacity of the IT systems for accounting and reporting project activities.
- (vii) Prepare the project cost estimates and facilitate in drafting the FM sections of the project documents for the processing of the ensuing project.

ACTIVITY 4.2: POVERTY AND SOCIAL ASSESSMENT

- (i) Carry out a poverty and social assessment that focuses on the determinants of poverty and social characteristics of mobility and transport use in the project area of influence.
- (ii) Identify beneficiaries and stakeholders. Identify key beneficiaries and assess local demand for the selected feasible sub-projects/ projects. Identify project-related interests of key stakeholders, likely barriers to their participation, and benefits from the project resources, and suggest possible strategies for addressing their concerns.
- (iii) Assess the existing social characteristics of mobility and transport use. Provide a sex-disaggregated baseline on the existing primary patterns of transport use, which include but are not limited to the characteristics of use/ownership of transport modes; use of (NMT and by which groups; perceptions and satisfaction of public (collective) transport modes; monthly transport expenditure (public/private); ability and willingness to pay for transport services; links between transport and livelihood; key origin–destination patterns of transport users; average travel time to essential services (disaggregate: hospitals, higher education, administrative services, markets, jobs, etc.). Assess how social characteristics such as age, ethnicity, religion, disability, and income affect mobility and use of transport services.
- (iv) In case of multimodal integration, forecast the transport needs for EWCDT.
- (v) Identify the constraints and needs of the poor and excluded. Identify the direct and indirect impact channels through which the poor and vulnerable will benefit from the project and how these groups are supported through the project designs. With the participation of stakeholders, identify and analyse the reasons behind the vulnerability of at-risk groups, including their exposure to risks. Identify potential proactive measures, in terms of additional components and design options, which will make it easy for the poor and vulnerable to benefit from the project.
- (vi) Conduct an assessment of the risk of spread of sexually transmitted diseases (including HIV) and other communicable diseases due to the project. Assess the existing prevalence and awareness of such diseases and provide suggestions for measures to be incorporated in the project to mitigate this risk. Prepare health and safety management plan (HSMP) to be included in bid documents.⁴

⁴ HSMP updated as site-specific health and safety management plan (SSHSM), which takes into account COVID-19 related health and safety risks (i.e., with HS COVID-19 Plan) should be developed in accordance with the Borrower's policy, legislation and regulatory requirements on COVID-19 prevention and control, and should be approved by the Employer prior to mobilization of site work, with information to ADB. In the absence thereof, the HS COVID-19 Plan should be updated in accordance with international good practice guidelines (refer ADB Sustainable Development and Climate Change Department (SDCC) Good Practice Advisory Note: *Protecting the Safety and Wellbeing of Workers and Communities from COVID-19 Risks in ADB-funded Projects*, 21 July 2020, as amended from time to time).

- (vii) Conduct an assessment on the risk of human trafficking. Assess the existing incidence of human trafficking in the project area and map any government or non-government organization (NGO) programs and initiatives that address this issue. Identify possible entry points in the project to use social mobilization programs to raise awareness about the dangers of trafficking, such as awareness programs around construction camps, introduction of good behaviour codes for construction contractors, services and information to vulnerable people at key points such as bus stops and border crossing points.
- (viii) Conduct an assessment of safety practices. Identify existing practices detrimental to safety (use of the right of way, unwillingness to wear seatbelts, helmets, etc.). Identify groups who may be most at risk. Propose measures to increase safety awareness and traffic education campaigns, including build-up of the existing programs conducted by government agencies or NGOs.
- (ix) Ensure participatory process. Ensure proper consultations and participation through public consultations/meetings, focus group discussions with key stakeholder groups, and one-on-one interviews. Ensure the representation of women and include relevant community-based groups and civil society organizations in the participatory process. Ensure proper documentation of the consultation process. Through the poverty and social analysis (PSA), assess how participants' concerns can be integrated into the project design. Propose follow-up participatory measures for implementation activities.
- (x) The PSA data will be based on (a) sample surveys collected during public consultation meetings and focus group discussions; (b) feedback from discussions during public consultation meetings, focus groups and one-on-one interviews; and (c) secondary data. The PSA will be in accordance with ADB's Technical Note on Social Analysis in Transport Projects,⁵ Guidelines for the Incorporation of Social Dimensions in ADB Operations, and the Handbook on Poverty and Social Analysis.
- (xi) The PSA should provide baseline data, which, in coordination with the economic analysis, should be used for the design of a time-bound benefit monitoring and evaluation program, including monitoring indicators, to assess the project benefits to local communities before and after project construction. Further suggestions for additional baseline data should be included. The program should address not only the economic benefits but also poverty reduction impacts and other social benefits such as stability of the region and integration with other parts of the country.
- (xii) Prepare relevant chapters and appendixes of the study report on PSA.

ACTIVITY 4.3: GENDER ANALYSIS AND GENDER ACTION PLAN

- (i) Prepare a gender analysis of the project in accordance with the guidelines provided in ADB's Handbook on Poverty and Social Analysis (2012) and when relevant propose a gender action plan (GAP).
- (ii) Study and analyse gender policies in an integrated context of impacts of climate change/ pandemics such as COVID-19.
- (iii) Assess the general socio-economic characteristics of women: source of income, decision making power over household budget, time spent in household chores and childrearing activities, and work outside the household. Assess the different

⁵ ADB. Technical Note: Social Analysis for Transport Projects: <https://www.adb.org/sites/default/files/institutional-document/33483/files/social-analysis-transport-projects.pdf>.

needs and demands of women for transport. Provide baseline on the existing primary patterns of transport use and additionally include perceived safety of public transport, including incidence of harassment; use of non-motorized transport; and women employment away from the vicinity of their home.

- (iv) Through consultation with the technical experts and the executing agency, assess the feasibility to include design features friendly to EWCDT in the project and other activities (i.e., targeted awareness campaigns) that would make the project more responsive to women's needs.

ACTIVITY 4.4: SOCIAL SAFEGUARDS PLANNING

- (i) For each sub-project/ project, carry out a screening of involuntary resettlement and Indigenous Peoples' impact in accordance with the government's and ADB's Safeguard Policy Statement (2009). Identify whether the project is likely to lead to any land acquisition and will likely impact the vulnerable groups especially those below the poverty line, the landless, the elderly, women and children, and Indigenous Peoples, and those without legal title to land. The screening exercise will also include an assessment of past social impacts, specifically if land acquisition has been accomplished in anticipation of the project.
- (ii) Identify whether the sub-project/ project will be located in, or pass through, areas of significant Indigenous People's settlements, and if this is the case, propose how to specifically include Indigenous Peoples in project planning and implementation in accordance with ADB's Safeguard Policy Statement (2009). If relevant, make an overview of population characteristics in the project area and anticipate project impacts.
- (iii) Prepare and complete the checklist for involuntary resettlement and Indigenous People screening.
- (iv) Based on the experience of recent and ongoing resettlement plans financed by ADB and similar multilateral development agencies in the country, review existing resettlement frameworks (RF) and update them to meet government and ADB policy compliance standards. The RF should define categories for impact, eligibility of affected people for compensation, and provide a matrix of entitlements covering compensation and other assistance for all types of impacts. The RF should provide the methodology for the calculation of compensations based on replacement cost to fully replace the asset.
- (v) Should impacts on Indigenous Peoples be identified during the screening process, even if indicative, prepare an Indigenous Peoples planning framework (IPPF).
- (vi) Both the RF and IPPF should be based on a consultative process with the UDPAD and ADB and draw from broad-level consultations with the communities likely to be affected by the sub-projects/ projects.
- (vii) Prepare relevant chapters and appendixes of the study report on resettlement and Indigenous Peoples planning. The appendixes should include the screening checklist for each project, one resettlement framework, and one indigenous people's framework (if impacts on indigenous peoples are identified during the screening exercise).
- (viii) Prepare a resettlement plan (RP) and if impacts on Indigenous Peoples are identified, an Indigenous Peoples plan (IPP) in compliance with the government's national involuntary resettlement policy and ADB's Safeguard Policy Statement

- (2009), along with related due diligence reports (DDRs).
- (ix) Based on the detailed design, determine the legal status of private land within the right of way, and verify application of customary and traditional laws governing land tenure, usufruct rights, and leasehold. Verify legal boundaries of the right of way with the relevant ministry.
 - (x) Based on the detailed design, conduct census survey of 100% of project affected persons (PAP) and inventory of lost assets.
 - (xi) Conduct a socioeconomic assessment of all PAPs residing/using the corridor of impact to collect data on family composition, details on age and sex of all household members, income levels and occupational pattern, vulnerability status, legal ownership status of land (private, traditional and customary rights, lease), asset occupancy status, and skills possessed.
 - (xii) Assess whether the compensation standards for all types of assets, crops, and trees are based on replacement cost and describe in detail the valuation methodology used. Undertake market surveys to compute replacement value of land.
 - (xiii) Prepare a comprehensive income and livelihood restoration program, supported by adequate budget, to help PAPs improve, or at least restore, their incomes and livelihoods. Identify specific measures for the affected poor, ethnic minorities, or other vulnerable households.
 - (xiv) Conduct in-depth consultations with the affected persons, ensuring the involvement of women in the process. Consultations should take the form of public meetings, focus group discussions, and one-on-one interviews. Ensure that the consultation process is well documented and demonstrate how the concerns of the affected persons are included in the RP design.
 - (xv) Establish a cut-off date for eligibility criteria for non-title holders and ensure and document that it has been publicly disseminated.
 - (xvi) Prepare an overall budget for compensation and resettlement and rehabilitation (R&R) assistance.
 - (xvii) Based on the draft R&R entitlements, prepare an appropriate action plan for additional support required for the vulnerable.
 - (xviii) Organize workshops on draft R&R policy to receive feedback from identified stakeholders, including the implementing agency, line agencies (specifically revenue, forest, tribal welfare, etc.), NGO, and others.
 - (xix) Assist the UDPAD and/or any other designated department to develop a computerized database management system for recording PAPs and lost assets. The system should reflect the present impact on PAPs and accordingly make a plan for their entitlements. The system should be in place from the beginning of the resettlement survey. Also, develop cadastral mapping of affected plots for construction of new alignments using the road inventory map developed under the engineering study.
 - (xx) Assess the capacity of the government in implementing the proposed RP and IPP, recommend improvements and actions required before land acquisition, and propose the necessary training to enable concerned administration officials and the government to implement the RP and IPP and assess the social and resettlement issues of the follow-on subprojects, if required. The scope of training includes ADB involuntary resettlement safeguards policy principles. The training should specifically focus on the differences between the provisions of the ADB policy and the relevant country laws. Assist the government and/or the local road

- administration to (i) prepare a resettlement implementation schedule, (ii) recruit NGO/agency for RP and IPP implementation, if required, and (iii) recruit consultants for external monitoring and evaluation.
- (xxi) If impacts on Indigenous Peoples are identified, prepare an Indigenous Peoples' development plan to minimize adverse impacts on tribal communities and to enhance their access to project benefits.
 - (xxii) Prepare relevant chapters and appendices of the report on resettlement and Indigenous Peoples planning documentation and related DDRs. The appendixes should include the RP and IPP for each sub-project/ project and identify resettlement impacts on Indigenous Peoples, as applicable.
 - (xxiii) Integrate land use planning in the studies to support more sustainable travel choices through coordinated transport and physical planning at national, regional, and local levels.

ACTIVITY 4.5: ENVIRONMENTAL AND CLIMATE CHANGE RISK ASSESSMENT

Environmental Safeguards

- (i) Carry out an environmental assessment of the project in accordance with ADB's Safeguard Policy Statement (2009), and the government's environmental regulations and policies.
- (ii) Classify the project in accordance with the environmental impact assessment (EIA) requirements under the Central and State Governments, as applicable, and ADB's Screening Checklist for Environmental categorization according to the ADB Safeguard Policy Statement (2009).
- (iii) Depending on the classifications, prepare an initial environmental examination (IEE) as per relevant guidelines of the Government and ADB, and if an EIA is required, prepare the associated TOR that are acceptable to the Government. In preparing the IEE and/or EIA, a minimum of the following issues must be covered:
 - (a) Potential impacts on biodiversity including modified, natural, critical habitat and protected areas, and necessary measures to minimize, mitigate, and offset impacts
 - (b) Potential waste issues including hazardous materials and wastes and appropriate measures for their disposal, treatment, and other forms of management
 - (c) Potential impacts on ambient air and water quality, noise levels, soil, and recommendations for suitable mitigation measures
 - (d) Climate change related risks of the project based on consultation with the government and ADB, and recommendations for adaptation measures in the engineering design
 - (e) Quantification of greenhouse gas emissions expected from the construction and operation stages of the project, with recommendations for suitable mitigation and/or offset measures. It is recommended that appropriate tools such as TEEMP⁶ be used for the greenhouse gas quantification exercise.

⁶ Transport Emissions Evaluation Model for Projects is an Excel-based tool that is freely available and can be downloaded from <http://cleanairasia.org/portal/TEEMPTool>. The findings of the traffic studies can be used as inputs in the tool.

- (f) Occupational health safety issues and measures for the construction workers as well as the local communities in and around the project site
 - (g) Potential impacts on physical and cultural resources, including sensitive receptors (temples, schools, hospitals, etc.) and measures to avoid, minimize, or mitigate impacts
 - (h) Public consultations with affected people in the project area including men, women, vulnerable or indigenous groups, with clear documentation on dates of meeting and issues discussed. Consultations must also be carried out with relevant government agencies (e.g., Forestry Department to ensure that any impacts on forested areas will be off-set through appropriate afforestation programs, Irrigation Department, etc.) and relevant local NGOs, if any
 - (i) Grievance redress mechanism to address concerns and grievances of the affected people in the course of the project cycle
 - (j) Cumulative and induced impact assessment (brief assessment for IEE and in-depth assessment for EIA)
 - (k) Alternative analysis including the no-project option (required only for EIA under the ADB SPS (2009))
 - (l) Assessment of the institutional setup and capacity of the EA for meeting environment safeguard requirements of the government as well as ADB. Institutional and capacity needs, if any, must be identified and planned for with adequate budget provisions.
- (iv) Prepare an environmental management plan (EMP) and environmental monitoring plan (EMOP) to implement and monitor the mitigation measures with clear information on costs, time frame, responsible agencies, monitoring methods, and monitoring indicators.
 - (v) Incorporate into the EIA/IEE report and EMPs the feedback from all relevant stakeholders, including the UDPAD, ADB, affected persons, and others.
 - (vi) The outputs will be complete IEE or EIA reports fulfilling the requirements of both the Government and the ADB, including as many site-specific details as possible. For sub-projects/ projects with different requirements under Government and ADB (for example, the Government requires an EIA but ADB requires an IEE), one report will at least be prepared to fulfil requirements of both agencies.
 - (vii) During the detailed design stage, provide clear recommendations in the EIA or IEE report for activities that need to be taken. Recommendations may include but not be limited to (a) updating the EMP to provide more site-specific details or other updates; (b) providing more detailed or updated information and analysis on location, expected impacts, and mitigation measures on sensitive receptors; (c) updating the number of trees required for removal; (d) conducting air and noise impact modelling; and (e) other updates in the reports based on design updates. The output of the detailed design stage will be the final IEE and/or EIA reports fulfilling the requirements of both the Government and the ADB.
 - (viii) Study integration within the environment to ensure that transport choices support a better environment.

Climate Change Risk Assessment

- (ix) To establish the climate resiliency of the CMP and feasibility studies, particularly site selection and designs, a rapid climate risk assessment using the preliminary climate (and disaster) risk screening checklist should be accomplished for each of the ensuing sub-projects. Based on the outcome of the checklist assessment

(‘medium’ or ‘high’), an initial climate change assessment (CCA) will be prepared during the subproject preparation stage. Results and findings from the initial CCA will then be the basis of proposed climate change adaptation and/or mitigation plans, whose costs will determine the subproject’s climate financing contribution. The initial CCA will undergo further modification, based on a more detailed climate risk and vulnerability assessment (CRVA).

- (x) Review the state/ national level initiatives in addressing climate change impacts, climate action plans, any related design practices, technological innovations/ best practices that address climate resilience and facilitate in disaster risk reduction; addressing impact of pandemics (such as COVID-19); any environmental conservation requirements, including, any GESI related roles and interventions, etc.
- (xi) Undertake integrated risk assessment, and prepare the climate change assessment, CCA/CRVA documents, and a climate resilience framework, guidance on adaptation planning, clearly identifying necessary design inputs to be considered during DPR preparation, e.g. on minimizing/ avoiding risks, adaptation and/or mitigation measures/ options to address climate change impacts and ensure climate resilient designs, including “climate proofing” of existing urban roads and transport infrastructure, etc.
- (xii) Deliver CRVA related functions, in coordination with the other technical/ sectoral inputs, e.g. how the adaptation and/or mitigation measures will be implemented (engineering versus non-engineering), who will be responsible, regular monitoring through review reports to confirm adoption of climate resilient design inputs and adaptation and/or mitigation measures have been ensured in DPRs prepared, how the lessons gained over time can be fed back to policy makers and mainstreamed into sector policy and planning, etc.

ACTIVITY 4.6: PROCUREMENT DOCUMENTS AND ASSISTANCE

- (i) Conduct project procurement risk assessment (PPRA), procurement capacity assessment (PCA), in addition to preparation of implementation arrangement and capacity building on procurement by conducting a strategic procurement planning (SPP) study as per ADB guidelines and submit SPP Report. As part of the SPP Study, discuss and outline the contract management support required during the SPP workshop.
- (ii) Prepare a procurement strategy and procurement plan for the identified and prioritized sub-project/ project contract packages, with estimated costs or contract value with applicable contracting modalities, proposed procurement methods and timeframes, review mechanism, bid procedure, etc., complying to the statutory approval requirements of PMU, concerned stakeholder agencies, and ADB.
- (iii) The preparation of procurement plan to include consultation during all stages of the process: project concept, operating environment, market analysis, risk management, options analysis, and procurement strategy, as per ADB guidelines.
- (iv) Prepare draft bid documents for the individual contract packages identified in the procurement plan and as per applicable and appropriate standard bidding documents issued by ADB for works, goods and plant, non-consulting and consulting services’ contracts and finalize the bid documents or proposal(s) as per comments received.

- (v) Ensure that draft/finalized bid documents shall include technical specifications, detailed design-/bid-level construction drawings, bill of quantities (BOQs), EMP/EMOP, HSMP, GAP or any other documents required by the ADB, including performance targets specified as per subproject's sectoral national standards/benchmarks and/or international standards/best practices context applicability and as decided by the government.
- (vi) Assist PMU for administrative/ management approvals (such as technical sanctions/ administrative sanctions/ management approvals) through a designated monitoring/ oversight body for starting the procurement process. All procurement under the PRF will follow ADB Procurement Policy, 2017 and Procurement Regulations for ADB Borrowers, 2017 (as amended from time to time); ADB Guidance Notes on Procurement (June 2018, as amended from time to time); and latest appropriate standard bidding document (SBD) issued by ADB for each type of contract (works, goods and plant, and services), as applicable.
- (vii) Support PMU in the procurement processing, including but not limited to support in the elaboration of the technical and price bid evaluation reports, of contracts for selection of Contractors for subprojects. This support would also include facilitating PMU towards the prior review process of ADB on the draft bid documents or proposal, together with a description of the advertising procedures to be followed for the bidding and the draft invitation for bid (IFB) for each type of contract (works, goods and plant, non-consulting and consulting services) and/or towards the post review (sampling) mechanism of ADB, as stipulated in the procurement plan;
- (viii) Procurement documents for specialized sub-projects/ projects would be for a Design-Build modality. The detailed design for Specialized projects under Design-Build modality is not part of this consulting assignment. However, providing necessary advisory; preparing appropriate bid documents with terms of references/ necessary specifications and linking them with desirable performance parameters/ standards for such specialized sub-projects/ projects remains part of the scope of this assignment.
- (ix) Facilitate PMU in documentation management and retaining all documentation with respect to any procurement. Documentation generally includes the bid documents, bid proposals, the evaluation report (including the analysis of the respective bids or proposals), recommendations for award, for examination by the PMU and ADB or by their Consultants, and post-procurement documentation, such as, the original signed contract, contract management plan, any contract variation(s).
- (x) Considering the contract management support outlined during the SPP Study, prepare contract management plan(s) for the identified contract package(s) of prioritized subprojects of the ensuing project(s) in accordance with the Guidance Note of Procurement on Contract Management (June 2018, as amended from time to time).

17. Output 3: Institutional Development and Capacity Building (for ensuing project)

- (i) This output to include (i) capacity building needs assessment and corresponding capacity building measures to develop the institutional strengthening and capacity development components of the ensuing project; (ii) a framework to guide preparation activities for other urban transport projects in the state in line with best practices.

- (ii) Conduct a review of institutional or organizational structure, recommend improvements in institutional processes and procedures and/or institutional reforms required, if any; and assess capacity strengthening requirements, including training needs assessment, and undertake necessary programs as required on training/ workshops/ seminars/ conferences etc., to support capacity building and institutional strengthening of the relevant government agencies/other stakeholders during PRF period.
- (iii) The areas to be assessed include carrying out a gap analysis of the existing processes and systems in UDPAD, including: (1) administration and financial management system including review of public finance, budgetary allocation and expenditure, and to assess the borrowing capacity; (2) internal control processes; (3) procurement management system, including need for streamlining the procurement decision-making processes and the use of e-procurement system; (4) reliability and integrity of financial and operational information for ensuring sustainability of urban roads and urban transport assets with effective asset utilization; (5) effectiveness of operations; (6) safeguarding assets; (7) effective, efficient and economical use of resources in service delivery potentially towards meeting national benchmarks/SLAs, performance appraisal and evaluation, and recommendations with user requirement specifications for a suitable monitoring/feedback/complaint- or any defect-tracking-diagnosis-escalation management-resolution system that could be implemented through any ensuing loan(s)/project(s) to enhance infrastructure service delivery experience of end-users either as utility consumers and/or as commuters; (8) proposing a strategy for achieving the strategic and operational objectives and key results-measured through service level national benchmarks/standards and key performance indicators; and (9) identifying capacity gaps and areas that may require improvement;
- (iv) Develop and institute a project performance monitoring system (PPMS) for regular monitoring and project management purposes; Set-up a financial management system (FMS) at PMU, integrated with PPMS.
- (v) Facilitate PMU in documentation management and retaining all documentation.
- (vi) Develop a project FM Manual and conduct training.

GENERAL TASKS

- (i) Facilitate PMU in any ensuing loan/project processing stage of work by undertaking as needed financial management assessment, economic and financial analyses, project procurement risk and capacity assessment, environmental assessment and review framework, initial poverty and social analysis/SPRSS assessment, land acquisition and resettlement plan/ Indigenous Peoples Plan documentation and related DDRs, gender analysis and gender action plan, and assessment for climate change and disaster resilience, including developing a design and monitoring framework (DMF) and undertaking baseline measurement, as per relevant ADB guidelines and meeting ADB approval requirements.
- (ii) Provide any other specialist services requested by PMU during the assistance period at mutually agreed conditions.
- (iii) Follow provisions made in the PRF project administration manual (PAM), and in any other governing/guidance documents of ADB, including those approved by ADB for the PRF works, and duly incorporate any recommended risk

avoidance/minimization measures, and adaptation and/or mitigation measures to address climate change and disaster resilience requirements.

- (iv) Provide overall support to PMU for stakeholder coordination/ consultations/ record of discussions etc., and in project reporting, monitoring, and management during PRF implementation.

F. CONSULTANT'S INPUTS

18. The assignment will be carried out over a period of 36 months from the date of commencement. The minimum person-month inputs by the consultants are 45 person-months for international experts (41 key and 4 non-key), and 624 person-months for national experts / staff (116 key and 508 non-key). The required expert composition and the minimum time inputs for the consultant is shown in Table 1. The consultant will be required to set up an office at Aizawl for the whole project duration. The commencement of services is tentatively expected to be in May 2021 and will be further confirmed during contract negotiations.⁷

Table 1: Required Experts and Minimum Inputs in Person-Months

No.	Title	No	Minimum PM for Output					FT
			1	2A	2B	3	All	
Key Experts – International								
IE01	Urban Transport Expert (Team Leader)	1	3	4	10	2	19	50%
IE02	NMT Planning and Management Expert	1	2	2	6		10	50%
IE03	Institutional Development Specialist	1	1			11	12	100%
Non-key Experts – International^a								
IS01	Ropeway Expert	1		4			4	50%
	SUBTOTAL						45	
Key Experts – National								
NE01	Transport Planner cum Deputy Team Leader	1	12	6	15	3	36	100%
NE02	Senior Traffic Modeller	1	4				4	-
NE03*	Senior Highway Engineer	1	2	6	18		26	90%
NE04	Financial Modelling Expert	1	1	6	18		25	-
NE05*	Transport Economist	1	1	6	18		25	95%
Non-key Experts/ Support Staff – National^a								
NS01*	Highway Engineer	1		6	18		24	100%
NS02*	Pavement Engineer	1		6	18		24	100%
NS03*	Geotechnical Engineer	1	1	6	18		25	95%
NS04*	Bridge Engineer	1		6	18		24	100%
NS05	Land use Expert /Urban Planner	1	2				2	-
NS06	ITS System Specialist	1	1	6	9		16	-
NS07	Design Engineer (Infrastructure)	2			18		36	-

⁷ Due to the outbreak of coronavirus disease (COVID-19), the commencement and completion dates and other implementation arrangements for this assignment are to be considered as indicative only. The final dates and implementation arrangements will be agreed with the first-ranked firm at contract negotiations taking into consideration the prevailing situation with COVID-19 at that time.

NS08	Quantity Surveyors	3			18		54	-
NS09	Electrical Engineer (Power Systems/ Street Lighting)	1			3		3	-
NS10	Road Safety and Infrastructure Safety Specialist	1	1	3	3		7	-
NS11	Electrical Mobility Expert	1	1	3	3		7	-
NS12	Procurement Specialist	1			16	2	18	-
NS13*	Financial Management Specialist	1		5	17	2	24	100%
NS14*	Environment Safeguards Specialist	1		5	18	1	24	100%
NS15*	Social Safeguards/LA & Resettlement Expert	1		5	18	1	24	100%
NS16	Social Development Specialist (Gender and Poverty)	1		6	6		12	-
NS17	Climate and Disaster Resilience Specialist	1		6	6		12	-
NS18	Auto-CAD Draughtsman	2	2	6	18		52	
NS19*	Office Manager-cum-Accountant	1		6	18		24	100%
NS20*	Computer/Data Entry Operators	2		6	18		48	100%
NS21*	Office Assistants	2		6	18		48	100%
	SUBTOTAL						624	
	TOTAL						669	

Notes:

IE – International Experts, NE – National Experts, NS – National Support Staff, PM – Person Months and FT – Field Time (minimum field time input at Aizawl)

* To be stationed full time at Aizawl for the duration of the assignment after completion of CMP.

^a These experts will not be evaluated. Their deployment, however, will be subject to meeting the requirements and prior approval.

The Consultant to set up an office at Aizawl. Consultant to engage additional personnel, as required, to complete scope of work. The person-months are indicative and will be finalised during work plan submission of each output in discussion with UDPAD.

G. OUTPUT, REPORTING REQUIREMENTS AND PAYMENT SCHEDULE

18. The consultant will carry out activities according to the following time schedule and submit reports and organise workshops about the activities and outputs. Adjustments to the scope, manning schedule and work plan may be proposed by the consultant at workshop 3 and workshop 6 level according to the field situation but will be subject to the prior approval of Employer. Please refer clause 45.2 of Special Conditions of Contract for input and output payment process /schedule and due dates for achievement of Key milestones.

Table 2: Milestone Schedule: Output 1

S. No.	Milestone	Reference	Due Date*
1	Kick Off Meeting	Finalize Scope and Work Plan	0
2	Inception Report (CMP)	CMP Section 1	1
3	Workshop 1	Review Existing Scenario/ Finalize Mobility Indicators	3
4	Workshop 2	Review and finalize SUT scenarios	6
5	Interim CMP Report	CMP Section 1-4 and associated annexures	6
6	Draft CMP	All sections and annexures	9
7	Final CMP	After incorporation of comments	10

* Due date in months from contract date
CMP – Comprehensive Mobility Plan

Table 3: Milestone Schedule: Output 2A

S. No.	Milestone	Reference	Due Date*
1	Workshop 3	Finalize Scope and Work Plan for Output 2A ⁸	12
2	Methodology and Work Plan (Feasibility Study)	For Feasibility Study of Prioritized Projects	12
3	Workshop 4	Review Land and Site Assessment (Technical & Safeguards)	14
4	Interim Feasibility Report	For Feasibility Study of Prioritized Projects	15
5	Draft FR	All items in Output 2A	17
6	Workshop 5	Review DFR and Select Feasible Projects for Next Stage	17
7	Final FR	After incorporating the comments	18

* Due date in months from contract date
FR – Feasibility Report

Table 4: Milestone Schedule: Output 2B

S. No.	Milestone	Reference	Due Date*
1	Kick Off Meeting	Finalize Scope and Work Plan for Activity 4.6	0
2	Inception Report (Procurement)	Activity 4.6 (PPRA and SPP)	1
3	Workshop 2	Orientation (Operating Environment) for SPP, Activity 4.6	6
4	Workshop 3	Review Operating Environment and Market Analysis for SPP	12
5	Workshop 6	Finalize Scope and Work Plan for Output 2B ⁹	19
6	Methodology and Work Plan (DPR and Project Preparation)	For Output 2B	19
7	Workshop 7	Review Surveys, Standards and Initiate Utility Relocation	22
8	Interim DPR	For Activity 3 (DPR)	23

⁸ The final value and number of FRs will be finalised at key milestone “Workshop 3”. The milestone payment related to FRs at S. No 4, 6 and 7 (Table 3) will be paid on pro-rata basis of total project cost resulting from FRs. For example, say 20 FRs to be prepared resulting into total project cost of INR 1000 crores. Therefore, the payment due at the milestones for one FR (say for project cost of INR 100 crore) will be calculated in the ratio of 100/1000.

⁹ The final value and number of DPRs will be finalised at key milestone “Workshop 6”. The milestone payment related to DPRs at S. No 8, 9 and 12 (Table 4) will be paid on pro-rata basis of total project cost resulting from DPRs. For example, say 10 DPRs to be prepared resulting into total project cost of INR 500 crore. Therefore, the payment due at the milestones for one DPR (say for project cost of INR 100 crore) will be calculated in the ratio of 100/500.

9	Draft DPR	All items in Activity 3 (DPR)	28
10	Draft SPP	Strategic Procurement Plan (Activity 4.6)	28
11	Workshop 8	Review DPR and Finalize Procurement Strategy	29
12	Final DPR	After incorporating the comments	30
13	Workshop 9	Review Draft SPP and Finalize Procurement Plan (Activity 4.6)	30
14	Final SPP	After incorporating the comments	30
15	All Documents	Bid Documents and other supporting documents towards due diligence as required, including, Bid Document for specialized projects under design-build modality; and contract management plan(s).	35

* Due date in months from contract date

PPRA – Project Procurement Risk Assessment, DPR – Detailed Project Report, SPP – Strategic Procurement Plan

Table 5: Milestone Schedule: Output 3

S. No.	Milestone	Reference	Due Date*
1	Kick Off Meeting	Finalize Scope and Work Plan	0
2	Inception Report (Institutional)	For Output 3	1
3	Sector Analysis Report	Sector Analysis	6
4	Institutional Assessment Report	Capacity Building Needs Assessment and Measures	10
5	Institutional Final Report	Includes framework for urban transport projects	12
6	PPMS, FMS and other measures	All activities of Output 3	24

* Due date in months from contract date

PPMS – Project Performance Monitoring System; FMS – Financial Management System

H. CLIENT'S INPUT

19. The UDPAD will provide all the data available at the UDPAD and will facilitate communications with the concerned offices of the UDPAD and any other stakeholder department/agencies. The UDPAD will assign the PMU as counterpart staff for day-to-day project management and facilitation.

20. The UDPAD would cross-verify and formally certify at-least 20% of the studies undertaken by the consultant.

21. The UDPAD would endeavour to review and comment on deliverables submitted by the Consultant in 2 weeks.

I. POTENTIAL DOWNSTREAM WORKS

22. Subject to the satisfactory performance of the consultant and the final decision of the government on the proposed ensuing project, the consultant may be engaged to provide assistance during the construction of ensuing project.

J. GUIDELINES OF ADB

23. All sub-projects/ projects shall be studied and prepared in line with ADB's guidelines and requirements, which include the following:

- ADB Procurement Policy, 2017 and Procurement Regulations for ADB Borrowers, 2017 (as amended from time to time), and accompanying relevant Guidance Notes on Procurement, June 2018 (as amended from time to time);
- Standard bidding documents (latest applicable);
- Preparing and Presenting Cost Estimates for Projects and Programs Financed by the Asian Development Bank (2014);
- Financial Analysis and Evaluation: Technical Guidance Note (2019); and Financial Management Assessment: Financial Management Technical Guidance Note (2015); and Financial Due Diligence: A Methodology Note (2009);
- Guidelines for the Economic Analysis of Projects (2017);
- Safeguard Policy Statement (2009);
- Handbook on Poverty and Social Analysis (2012);
- Technical Note on Social Analysis for Transport Projects (2008);
- Gender Tool Kit: Transport (2013);
- Guidelines for Climate Proofing Investment in the Transport Sector: Road Infrastructure Projects (2011); and
- Guidelines for Preparing a Design and Monitoring Framework (2020).
- Any other guidelines as may be applicable and updated from time to time.

24. In addition, the consultant should follow Health and Safety Measures as below (equally applicable for non-consulting services):

- For their own health and safety, the consultant(s) should follow the regulations and guidance on COVID-19 health and safety prevention and controls issued by the Client's government, or international good practices in the absence of national provisions.
- The Firm must, where possible, replace field inputs requiring travel and attendance of meetings with video and teleconferencing. Consultants who are required to visit the project site should be briefed on the approved site-specific health and safety management plan (which should be updated to include COVID-19 specific elements) prior to entering the site and comply with the provisions of it.
- The consultant is responsible for their own health and safety in relation to the consulting services assignment and shall comply with the country specific requirements and regulations in relation to COVID-19.

Annexure 1: Qualifications and Experience of Key Experts (to be evaluated)

No.	Title	Education	Experience	Specific
IE01	Urban Transport Expert (Team Leader)	Master's degree or post graduate degree in Urban Planning/ Civil Engineering/ Transport Engineering/ Transport Planning or relevant fields	<p>Preferably 20 years of experience, including 10 years of overseas experience, in multi modal urban transport, urban mobility plans, urban transport studies, strategy, and investment planning studies.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies is preferable.</p> <p>Experience in projects in hilly/ mountainous terrain is desirable</p>	<p>Preferably three projects as team leader of Urban Transport Planning and Implementation projects.</p> <p>Experience in institutional capacity building of urban transport agencies.</p>
IE02	Non-Motorized Transport Planning and Management Expert	Master's degree or post graduate degree in Urban Planning/ Civil Engineering/ Transport Engineering/ Transport Planning or relevant fields	<p>Preferably 20 years of experience, including 10 years of overseas experience, in non-motorized transport, urban mobility plans, NMT studies, strategy, and investment planning studies.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies is preferable.</p> <p>Experience in projects in hilly/ mountainous terrain is desirable</p>	Experience in vertical transportation projects
IE03	Institutional Development Expert	Master's degree in finance or Business Administration, Engineering, or relevant fields	Preferably 15 years of experience, including 10 years of overseas experience, in development and implementation of institutional development strategy	One institutional development strategy project with urban transport
NE01	Transportation Planner (Deputy Team Leader)	Master's degree or post graduate degree in Urban Planning/ Civil Engineering/ Transport Engineering/ Transport Planning or relevant fields	Preferably 15 years of experience in multi modal urban transport, urban mobility plans, urban transport studies, household survey, strategy and investment planning studies.	Preferably three projects as deputy team leader or one project as team leader of Urban Transport Planning and Implementation projects.

No.	Title	Education	Experience	Specific
			<p>Experience on projects funded by ADB and other multilateral funding agencies is preferable.</p> <p>Experience in projects in hilly/ mountainous terrain is desirable</p>	<p>Experience in Public Transport Projects, Bus procurement.</p> <p>Experience in institutional capacity building of urban transport agencies.</p>
NE02	Senior Transport Modeller	Master's degree or post graduate degree in civil engineering/ transport Engineering/ transport Planning or relevant fields	Preferably 10 years of experience in transport network modeling using commercially available software	Preferably two projects experience with development of transport model for urban networks with multimodal interactions.
NE03	Senior Highway Engineer	Master's degree or post graduate degree in civil engineering, highway engineering, or relevant fields Transportation engineering	<p>Preferably 15 years of experience in road/ highway design services.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies is preferable.</p>	<p>Experience in road design of Urban roads</p> <p>Preferably 40 km of roads in hill regions as highway engineer</p> <p>Good knowledge of Highway design software</p>
NE04	Financial Modelling Expert	Master's degree in finance or Business Administration, Chartered Accountant, or relevant fields.	Preferably 15 years of experience in financial analysis and modelling of infrastructure projects, along with experience in PPP projects.	Experience in financial due diligence and transaction advisory of urban transport agencies
NE05	Transport Economist	Master's degree or post graduate degree in economics, transport planning, or relevant fields.	Preferably 15 years of experience in road project economic analysis/ feasibility studies	Preferably three projects in estimating EIRR of urban transport related projects

Annexure 2: Qualifications and Experience of Non-Key Experts (will not be evaluated)

No.	Title	Education	Experience	Specific
IS01	Ropeway Expert	Master's degree or post graduate degree in engineering, planning, or relevant fields	<p>Preferably 12 years of experience on ropeway planning and design projects.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	Experience in ropeway projects in urban areas.
NS01	Highway Engineer	Master's degree or post graduate degree in civil engineering, highway engineering, or relevant fields	<p>Preferably 12 years of experience in road/highway design services.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	<p>Experience in road design of Urban roads</p> <p>Preferably 40 km of roads in hill regions as highway engineer</p>
NS02	Pavement Engineer	Master's degree or post graduate degree in civil engineering, highway engineering, or relevant fields	<p>Preferably 12 years of experience in pavement design services.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	<p>Experience in pavement design of Urban roads</p> <p>Preferably 40 km of roads in hill regions as pavement engineer.</p>
NS03	Geotechnical Engineer	Masters or post graduate degree in Geology or Geological Science or Engineering Geology or relevant fields	<p>Preferably 12 years in geological investigations of hill side slope & embankment slope, geological investigations for structures either underground or surface including tunnels & bridges, landslide studies, identification of chronic slip zones, slope stabilization, Q-value/RMR, Rock classification, and geological mapping.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	<p>Familiar with relevant software</p> <p>Experience in projects in hilly/ mountainous terrain (preferably aggregate length of 40 km)</p>

No.	Title	Education	Experience	Specific
NS04	Bridge Engineer	Master's degree or post graduate degree in civil engineering, bridge engineering, or relevant fields	<p>Preferably 12 years of experience in bridge design services.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	<p>Experience in bridge design of Urban roads</p> <p>Preferably 2 major bridge and 2 flyover projects in hill urban regions as bridge engineer</p>
NS05	Land use Expert /Urban Planner	Master's degree or post graduate degree in urban planning, land use planning, engineering, or relevant fields	<p>Preferably 12 years of experience in urban planning services.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	Experience in land use and urban planning for hill urban regions.
NS06	ITS System Specialist	Master's Degree or post graduate degree in ITS, Transport Engineering, Civil Engineering, or relevant	<p>Preferably 10 years of Experience in intelligent transport systems.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	Experience with urban transport related ITS systems. toll management, accident and safety response system, incident management.
NS07	Design Engineer (Infrastructure)	Master's degree or post graduate degree in engineering, or relevant fields	<p>Preferably 12 years of experience in infrastructure design services, including depots, bus and freight terminals.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	Experience in infrastructure design for hill urban regions.
NS08	Quantity Surveyors	Relevant graduate degree	<p>Preferably 12 years of experience in quantity surveying services.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	Experience as quantity surveyor for hill urban regions.
NS09	Electrical Engineer (Power Systems/Street Lighting)	Master's degree or post graduate degree in electrical engineering, or relevant fields	<p>Preferably 12 years of experience as electrical engineer.</p> <p>Experience on projects funded by ADB and other multilateral funding agencies.</p>	Experience as electrical engineer for hill urban regions.

No.	Title	Education	Experience	Specific
NS10	Road Safety and Infrastructure Safety Specialist	Masters or post graduate degree in Traffic/Transportation Engineering, Transportation Planning, Civil Engineering or relevant fields	Preferably 12 years on similar projects as Safety Engineer on infrastructure projects, such as, roads and public transport/externally aided projects.	Demonstrate in depth understanding on collision investigation, identification of road safety issues and development of mitigation measures. Experience in projects in hilly/ mountainous terrain (Preferably aggregate length of 40 km)
NS11	Electrical Mobility Expert	Relevant graduate degree	Preferably 10 years of experience in electrical mobility projects. Experience on projects funded by ADB and other multilateral funding agencies.	Experience in planning/design of electrical mobility in urban areas.
NS12	Procurement Specialist	Master's degree or post graduate degree in civil engineering, or relevant fields.	Preferably 12 years of experience, in procurement processing and procurement management support for civil works in infrastructure projects/transport related projects/externally aided projects, including in procurement risk/capacity assessment, strategic procurement planning (SPP) study, preparation of contract management plans (CMPs) and bid documents.	Preferably three projects in preparation procurement documents of urban transport related projects Experience in procuring contractors, construction supervision and related consultants
NS13	Financial Management Specialist	Master's degree in finance or Business Administration, Chartered Accountant, or relevant fields.	Preferably 12 years of experience in financial management. Experience on projects funded by ADB and other multilateral funding agencies.	Experience in financial management assessment of the entities, financial analysis, fund flow mechanism, preparing disbursement schedules, risk analysis and due diligence of infrastructure projects.

No.	Title	Education	Experience	Specific
NS14	Environment Safeguards Specialist	Master's degree or post graduate degree in environmental science, climate change, or relevant fields.	Preferably 12 years of experience, in initial environmental examination/ environmental impact assessment and preparation and monitoring EMP implementation for infrastructure projects/ externally aided projects., including in grievance redress mechanism.	Experience with multilateral development banks, particularly familiarity with ADB's SPS 2009, is preferred Experience in projects in hilly/ mountainous terrain (Preferably aggregate length of 40 km)
NS15	Social Safeguards/LA & Resettlement Expert	Master's degree or post graduate degree in social science, or relevant fields.	Preferably 10 years of experience in land acquisition, rehabilitation, and resettlement services Experience in R&R impact assessment and related studies, preparation of Resettlement Plan (RP) or R&R plan, Land Acquisition (LA) Plan, Draft LA Notifications and LA Reports, Indigenous Peoples Plan documentation, along with related Due Diligence Reports (DDRs), and health and safety management plan (HSMP*) of infrastructure projects / externally aided projects, including in grievance redress mechanism.	Thorough knowledge of prevailing land acquisition Act, states jantri values as well as current draft land Acquisition and Resettlement Act as well as State/ National Resettlement Policy on Resettlement and Rehabilitation for Project/ ADB's SPS 2009, including RP/ IPP documentation and related DDRs. Experience with multilateral development banks, particularly familiarity with ADB's procedures, is preferred Experience in projects in hilly/ mountainous terrain (Preferably aggregate length of 40 km)
NS16	Social Development Specialist (Gender and Poverty)	Master's degree or post graduate degree in social science, or relevant fields.	Preferably 10 years of experience in social development, conducting gender analysis and design of Gender Action Plan (GAP), gender mainstreaming/ equity and social inclusion services in infrastructure projects/	Preferably two projects of preparation of GAP based on the ADB Guidelines for Gender Mainstreaming Categories of ADB Projects (2012).

No.	Title	Education	Experience	Specific
			externally aided projects.	
NS17	Climate and Disaster Resilience Specialist	Master's Degree in Climate Sciences, Meteorology, Environmental Engineering, and related fields	Preferably 12 years of experience in development projects and designing adaptation measures with 5 years specialized experience in conducting climate risk screening, preparing climate risk and vulnerability assessments and designing adaptation and/or mitigation measures in infrastructure projects/externally aided projects.	Experience with multilateral development banks is preferred Experience in projects in hilly/ mountainous terrain (preferably aggregate length of 40 km)

* Updated as site-specific health and safety management plan (SSHSMP) with site-specific health and safety COVID-19 plan (HS COVID-19 Plan).

**TERMS OF REFERENCE (TOR)
CONSULTING SERVICES (INDIVIDUAL EXPERTS)**

1. URBAN TRANSPORT SPECIALIST

- (i) Advise the UDPAD and ADB on all aspects of the project keeping the overall picture in mind
- (ii) Monitor the progress and outputs of the PRF Consultant Firm, especially, in terms of quality.
- (iii) Review, evaluate and comment on all PRF Consultant Firm deliverables.
- (iv) Assist the UDPAD in the workshops planned during the PRF duration.
- (v) Assist the UDPAD in the selection of prioritized projects (from the CMP) to be taken up for feasibility studies, selection of feasible projects to be taken up for project preparation.
- (vi) Assist the UD&PA in finalization of scope and work plan for CMP, feasibility and DPR/Project Preparation parts of the PRF Consultant Firm contract.

2. SOCIAL DEVELOPMENT (GESI) EXPERT

- (i) Conduct a social and gender analysis and assess key gender equality and social inclusion (GESI) related issues, and potential actions to be taken under the ensuing project.
- (ii) Advise the UDPAD and ADB on social development, and GESI aspects, including potential elderly, women, children, differently abled, and transgender (EWCDT) facilities and other gender and socially inclusive approaches that can be incorporated in the design of the project.
- (iii) Ensure compliance with all ADB, GOM and GOI requirements on social analysis and processes.
- (iv) Ensure GESI inclusion is addressed in all analysis, suggestions, designs and outputs.
- (v) Review, evaluate and comment on all PRF Consultant Firm deliverables with respect to social and GESI aspects.

3. ENVIRONMENTAL EXPERT

- (i) Advise the UDPAD and ADB on environmental aspects of the project
- (ii) Ensure compliance with all ADB, GOM and GOI requirements on environmental analysis and processes
- (iii) Review, evaluate and comment on all PRF Consultant Firm deliverables with respect to environmental aspects

4. CONTRACT AND PROCUREMENT EXPERT

- (i) Advise the UDPAD and ADB on Strategic Procurement Studies (SPS).
- (ii) Assist the UDPAD in monitoring and finalization of the Strategic Procurement Plan and Contract Management Plan based on the SPS conducted by the PRF Consultant Firm.
- (iii) Review, evaluate and comment on all PRF Consultant Firm deliverables related to contracts and procurement
- (iv) Ensure compliance with all ADB, GOM and GOI requirements, as applicable

5. FINANCIAL EXPERT

- (i) Advise the UDPAD and ADB on all financial aspects of the project.

- (ii) Assist the UDPAD on financial management assessment of the entities, financial analysis, fund flow mechanism, preparing disbursement schedules, risk analysis and due diligence of the identified subprojects for ensuing loan(s).
- (iii) Assist the UDPAD in preparing the financial reports as required by government/ADB;
- (iv) Review, evaluate and comment on all PRF Consultant Firm deliverables related to contracts and procurement
- (v) Ensure compliance with all ADB, GOM and GOI requirements, as applicable.

TERMS OF REFERENCE FOR INDEPENDENT AUDITOR

(if engaged as Independent auditor as an alternate to Government auditor)

A. Scope of the Assignment.

1. For scope of the audit, the auditor is required to follow the guidelines prescribed in terms of reference (TOR) duly approved by the CAG and department of economic affairs. Attestation of auditor is required on all schedules prescribed in TOR and audit report shall be strictly as per template with minor modifications if applicable while expressing an opinion (whether clean or qualified, disclaimer or an adverse opinion if any). The audit report must include, all required additional opinions including a management letter unless specifically mentioned otherwise in writing with brief explanations. Other relevant documents that the auditor is required to familiarize himself/herself are: ADB PRF paper, relevant loan agreement between ADB and government of India and project agreement between ADB and the government of Mizoram, an Project administration manual (PAM) for relevant cost estimates and expected outputs in detail, ADB's applicable policy guidelines Operation Manual (OM)– J7: Project financial reporting and project administration instructions (PAI) – 5.07: Financial auditing and auditing of loans and grant financed projects. Upon selection, the auditor must obtain access to previous year audit reports and ADB observations therein for obtaining an understanding on audit issues involved and incorporating them on audits periods as described in para 11 below. If necessary, the selected auditor may further be requested to share his draft audit report prior to its issuance to the UDPAD. At all times, the auditor is expected to maintain consistency and uniformity keeping in mind of audit quality. Unexplained inconsistencies, if any, shall be explained. On matters relating to poor audit quality or inappropriate audit opinion not in accordance with scope of this assignment, both the UDPAD management and ADB may approach relevant professional accounting body which is the Institute of chartered accountant of India (ICAI).

2. The auditor will have full and complete access, at all reasonable times, to all records and documents including books of account, legal agreement(s), bank records, invoices and any other information associated with the project and deemed necessary by the auditor. He/she will be provided with full cooperation by all employees of the UDPAD and the project implementing units, whose activities involve, or may be reflected in, the annual project financial statements. The auditor will be assured rights of access to banks and depositories, consultants, contractors and other persons or firms hired by the employer.

3. Due to public nature of expenditure, the audit reports (to be issued) shall not contain any restrictive paragraphs on use of audit reports. The audit reports issued will be subject to disclosure at ADB website as per agreement between ADB and the government of Mizoram. Addressal of questions arising from public if any on any expenditures or financial information contained in audit reports, shall be the responsibility of the government of Mizoram and the auditor issuing his/her opinion.

B. Selection Process

5. Based on EOIs received through an open competitive bidding, candidates will be evaluated and short-listed. The EOI shall include detailed Biodata with experience of various assignments. The short-listed candidates will be invited for discussions with relevant GOI officials. Selection and payment of remuneration for audit services on this ongoing loan shall be through ADB loan fund using Guidelines on Use of Consultants by Asian Development Bank and its borrowers (for individual consultants and consulting firms). Relevant documents are available in public domain at www.adb.org/documents/adb-procurement-policy

6. As per project agreement between ADB and the government of Mizoram, the project during its implementation shall require its project accounts to be audited by an independent auditor using financial reporting standards prevalent in the country. The auditor required for the assignment should be independent and qualified chartered accountant having experience of at least 15 years. The individual consultant should have adequate exposure into public sector audits and other relevant assignments of externally assisted projects. The selected auditor will be required to issue an “independent project audit report” in accordance with auditing standards by mentioning the applicable framework. 2 support staff (semi or qualified) can be separately engaged by the auditor, whose proposed names, qualifications, and experience shall be shared with the UDPAD. For the proposed assignment, the appointment by the UDPAD. The contract will be between the UDPAD and the individual consultant. ADB is not a party to the proposed contract. However, ADB or its representatives reserves the right to inspect any working papers, provide suggestions and or issue relevant guidance as appropriate.

C. Auditor Qualification

7. The desired auditor must be (i) an individual who shall be objective and independent; (ii) be able to demonstrate similar experiences in auditing or accounting of financial statements for projects and entities comparable in type, nature and complexity; (iii) should be a chartered accountant having completed at-least 40 years of age and must have minimum 15 years of post-qualification experience in field of attesting financial statements. (iv) will be willing to act as a team player and must possess good communication skills, which is subject to evaluation through EOI application submission. (v) may include support staff assigned who shall work under direct supervision of the proposed consultant and subordinate staff of the UDPAD (v) candidates with international audit or accounting experiences will be given preference.

8. On fulfilling independence, the auditor will be impartial from any aspects of management or financial interest in the entity or project under audit. In particular, the auditor should be independent of the control of the entity. The auditor should not, during the period covered by the audit, be employed by, or serve as director for, or have any financial or close business relationship with the entity. The auditor should not have any close personal relationships with any senior participant in the management of the entity. The auditor must disclose any issues or relationships that might compromise their independence.

9. The proposed auditor must be authorized to practice in India and be capable of applying the agreed auditing standards. The auditor must possess appropriate professional qualifications and suitable experience, including experience in auditing the accounts of projects or entities comparable in nature, size and complexity to the project or entity whose audit they are to undertake. To this end, the auditor is required to provide curriculum vitae (CV) of the personnel who will provide the opinions and reports, together with the CVs of support staff (if any).

D. Duration and Budget *(to be updated as per requirement)*

11. Total duration of the assignment shall be spread over for xxxx days. Two reasonable assurance audit reports along with management letters (on deficiencies of internal control if identified during the course of the audit) are expected from the engaged auditor on a) For the period 1 April xxxx to 31 March xxxxxx. Engagement for this deliverable is likely to be commenced w.e.f. 1 xxxx onwards. Final report to be issued within xxxx Reporting deadline to ADB is 30 September xxxx . b) Final project audit report after expiry of winding up period xxxxxxxxxx and

relevant financial closure as appropriate immediately after winding up period and audit for the period 1 April xxxx until financial closure date.

14. A budget of US\$ xxxx (including contingencies, 2 support staff and other incidental expenses is earmarked for the job. For deliverable on 11(a), fees can be paid immediately upon completion of the service. Payment for 11(b) on final audit shall be paid in accordance with provisions paragraph 4.22 on payment of final audit fees of the ADB loan disbursement handbook (LDH-2017 revised).