

TERMS OF REFERENCE & SCOPE OF SERVICES FOR TEAM LEADER, PPP/ FINANCE EXPERT, ENVIRONMENT AND FOREST EXPERT, MIS EXPERT & IT ASSISTANTS

1. Background:

Uttarakhand Tourism Development Board is the highest body to advise Government on all matters relating to tourism in the State. The statutory board is chaired by the Tourism Minister Govt. of Uttarakhand and Chief Secretary of Uttarakhand is its Vice Chairman. The Principal Secretary/ Secretary tourism acts as Chief Executive Officer. It also has five non- official members from the private sector and experts in tourism related matters.

The Board also functions as a regulatory and licensing Authority.

Mission & Vision.

- To place Uttarakhand on the tourism map of the world as one of the leading tourist destinations, and to make Uttarakhand synonymous with tourism.
- To develop the manifold tourism related resources of the State in an eco-friendly manner, with the active participation of the private sector and the local host communities.
- To develop tourism as a major source of employment and income/revenue generation and as a pivot of the economic and social development in the State.

2. Objective of the assignment:

The objective of this assignment is to assist the Chief Executive Officer, Uttarakhand Tourism Development Board (UTDB) and her/his officers, staff in functioning of UTDB.

3. Qualification, Professional Experience, Tasks:

As given in the Annexure.

4. Contract Period:

The Experts/Assistants shall work on full time basis in UTDB head office. Subject to satisfactory performance, the Contract shall be for a period of three years, which may be extended for further periods but not exceeding one year in aggregate.

The performance will be reviewed periodically at least once a year by a Committee approved by CEO.

5. Data, services and facilities to be provided by the UTDB:

- (i) All the concerned Project / Programme documents as may be required;
- (ii) Appropriate office accommodation with furniture, computer and other accessories for effective functioning;
- (iii) Secretarial assistance for Experts as may be needed;
- (iv) Transport for official work; and
- (v) Travel, lodging & Boarding entitlements as per applicable Board's rules during official tours outside Headquarters (Dehradun).

The Experts/IT Assistants shall be responsible for transport from residence to office and back.

6. Final outputs that will be required of the Experts:

Monthly report of work/tasks accomplished during previous month.

In addition, periodical reports and documents to the Chief Executive Officer, UTDB, their officers and staff as and when required for the completion of the various tasks assigned.

7. Review and monitoring of the Expert work:

The Nodal officer nominated by CEO will review the work of the Experts/Assistants monthly and recommend payment of monthly remuneration subject to satisfactory performance.

8. Remuneration & Leave:

A consolidated amount per month given in the Annexure shall be paid. No other emoluments or reimbursement of taxes will be paid.

An annual increase of 10% in the monthly remuneration will be considered if performance is very good. Otherwise, same remuneration as during the previous year will continue.

The Experts/Assistants will be eligible for an annual paid leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. Nevertheless, casual leave of more than 5 working days at a stretch will not be granted. However, in exceptional circumstances the Chief Executive Officer may relax this condition.

9. General Terms:

- (i) All communications including Expression of Interest for the proposed assignment will be issued in English language only.
- (ii) EOI submitted in any mode other than through www.uktenders.gov.in shall not be considered and shall be rejected. Applicant needs appropriate Digital Key. For any guidance, may contact helpdesk of the portal.
- (iii) The Experts/Assistants will be selected in accordance with the Uttarakhand Procurement Rules, 2017 and this EOI.
- (iv) The selected Experts/Assistants will have to sign an Agreement with the Authority.
- (v) The EOI shall be valid for a period of 90 days from the date of opening of the EOI.
- (vi) No Applicant shall submit more than one EOI.
- (vii) The Applicants shall be responsible for all of the costs associated with the preparation of their EOI, Digital Signature and their participation in the Selection Process including visits to the Authority's office, interview, etc., The Authority will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

10. Right to reject any or all EOIs:

Notwithstanding anything contained in this document, the Authority reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation, and

- (i) The Authority reserves the right to reject any EOI, if:
 - (a) at any time, a material misrepresentation is made or uncovered, or
 - (b) the Expert/Assistant does not provide, within the time specified by the Authority, the supplemental information sought by the Authority for evaluation of the EOI.
- (ii) At any time before the submission of EOI, the Authority may, whether at its initiative or in response to a clarification requested by a potential applicant amend the EOI by issuing an addendum. The addendum shall be uploaded on official website: www.uktenders.gov.in & www.uttarakhandtourism.gov.in to give potential Experts/Assistants a reasonable time in which to take an amendment into account in their EOI, the Authority may at its discretion, if the amendment is substantial, extend the deadline for the EOI submission.

11. Seeking clarifications and Submission of EOI:

Prospective candidates may seek clarifications through e-mail from tourismkarmik@gmail.com with CC to procurement.utdb@gmail.com.

Expression of Interest must be submitted online through www.uktenders.gov.in before **2:00 PM on 22nd June 2021** and will be opened on the same day at 2:30 PM.

Chief Executive Officer,
Uttarakhand Tourism Development Board
Dehradun.

Sl. No.	Designation	Consolidated remuneration per month (INR)	Qualification	Professional Experience	Tasks
1	Expert as Team Leader (One position)	1,50,000/-	Degree in any discipline with PG qualification of minimum 1 year duration in management or IT based courses. Alternatively professional qualification (CA / ICWA / CS) or alternatively Government / semi-government / PSU official working or retired not below the rank of Director or equivalent.	(i) Minimum 15 years of work experience (ii) Minimum five years of experience as Team Leader in any Government / semi-government / Public sector / MNC organization in Tourism related activities or IT industry or management consultancy. (iii) International experience of minimum two years (iv) Experience with project management processes with Project Management course of minimum one year duration (v) Experience in monitoring of assignments through KPAs and KPIs	<ul style="list-style-type: none"> • Lead the team of Experts/Assistants identified by CEO • Advise and monitor work of assigned Experts/Assistants • Monitoring of UTDB Website and Social media posts • Designing and creation of social content, liaise with Media buying, Website maintenance and social media management agencies of UTDB • Assessing performance of Media buying, Website maintenance and social media management agencies of UTDB against agreed deliverables and SLAs. • Correspond on behalf of UTDB with NIC, ITDA and agencies hired by UTDB. • Design and conduct periodical reviews of schemes and projects undertaken by UTDB • Monitoring of functioning and utilisation of facilities provided or managed by UTDB • Design and submit MIS reports required by CEO and other sections in UTDB • Coordinate with inspection agencies works in progress • Monitor working of

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					externally aided projects <ul style="list-style-type: none"> • Develop KPAs and KPIs for consulates / consulting firms hired by UTDB • Coordinate with NIC for suitable software applications and develop new ones for more efficient and effective function of UTDB • Any other assignment as directed by Chief Executive Officer, UTDB.
2	PPP / Finance Expert (One position)	1,50,000/- (in addition, Rs. 25,000 per project after successful implementation of each project)	MBA Finance or Infrastructure Management or CA	Minimum 10 years of experience as PPP Expert	<ul style="list-style-type: none"> • Preparation of Procurement Plan and Procurement Schedules for PPP projects of UTDB with strict adherence to timelines for PPP Projects; • Preparation of appropriate bidding documents for PPP projects <i>inter alia</i> RFQ, RFP, Financial Projections and draft Concession Agreement in accordance with prevalent Uttarakhand Procurement Rules and PPP Policy; • Preparation of additional documents for approval by competent authorities including Expenditure Finance Committee (EFC) documents <i>inter alia</i> Financial Projections and relevant annexure; • Participate and guide UTDB personnel during all activities related to PPP projects in accordance with prevalent Uttarakhand Procurement Rules and PPP Policy and project specific guidelines by Government of India, other agencies as applicable;

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					<ul style="list-style-type: none"> • Plan, advise and participate in any marketing activity for attracting prospective developers/bidders; • Preparation of Evaluation reports, • Preparation of final contract for signature; • Contract management of all PPP contracts executed and/or managed by UTDB, • Monitor, analyze and report to Chief Executive Officer, UTDB adherence to timeliness for PPP Projects; • Preparation of replies to Court cases, Audit reports, RTI and Vigilance enquires relating to PPP Projects; and • Any other assignment/task relating to PPP Projects referred / assigned by Chief Executive Officer, UTDB.
3	Environment & Forest Expert (One position)	85,000/-	Master Degree in Environmental Science, Nature Resource Management, Energy Studies, or other relevant fields	Minimum 10 years of work Experience in Environmental Management of Projects, Compliance of Environment Law and Policies, climate change / Environmental Impact Studies	<ul style="list-style-type: none"> • Preparation and review of environmental plans, EIA studies. • Coordination with central government/other departments regarding projects and resolution of issues. • Any other assignment as directed by Chief Executive Officer, UTDB.
4	MIS Expert (One position)	60,000/-	Graduate in IT or equivalent	Minimum 2 years of experience in managing Information Technology and Computer System	<ul style="list-style-type: none"> • Managing MIS of UTDB • Organizing and facilitating meetings on virtual mode, Video Conferencing (VC) • Creating power point presentations • E-Office implementation • Work of UK Tenders • Any other assignment as directed by Chief Executive Officer, UTDB.
5	IT Assistant	25,000/-	Graduate from recognised	Minimum 3 years of experience in	<ul style="list-style-type: none"> • Collecting and compiling data from different

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	(Two positions)		university with computer knowledge	data entry and office works	Sections of UTDB and different schemes – Homestay (Atithi) and Deendayal, VCSG, etc. <ul style="list-style-type: none"> ● Maintenance of office records ● Preparing daily, weekly and monthly reports. ● Assisting staff and officials in day-to-day office works. ● Any other assignment as directed by Chief Executive Officer, UTDB.