

Scope of work for the Technical Consultant to do the documentation of works of Jamnagar Municipal Corporation under ICZMP Gujarat

Following are the scope of work of the Technical Consultant:

Types of documents to be developed

1. The consultation has to prepare two documents in English, details of which are as follows:
 - i) A detailed document of 50 to 60 pages document that would cover the entire process of works of Jamnagar Municipal Corporation under ICZMP Gujarat.
 - ii) A brief document of four pages.

Duration of assignment

- iii) The total duration of the assignment would not be of more than two months.

Data collection

- iv) The consultant has to read available documents on JMCs work and make a format for collecting technical details that would be required for documentation purpose.
- v) The consultant will have to visit Jamnagar and meet with officials of JMC and PMC as and when required. Approximately three visits i.e. a seven day field visit are envisaged for this documentation.
- vi) The consultant will have to collect necessary documents, photographs, maps, plans and physical data from JMC and PMC based on the requirement.

Drafting of the documents

- vii) The consultant has to make a plan of action for the documentation work, which has to cover the following:
 - Tentative content plan for both the documents
 - Time plan of two months
 - Probable list of people to meet for documentation
 - A presentation based on draft content along with submission
- viii) The draft document must include information about graphics, info-graphics etc. which may have to be developed. The consultant must create content for the same.

Finalization of documents

- ix) The consultant is expected to make changes in the final documents based on the comments given by authorized authority of GEC.
- x) If required, a second field visit may be planned to bridge data gaps if any.

Submission of all documents

- xi) The consultant has to submit all the collected documents, photographs, plans and maps to GEC on completion of the assignment.
- xii) These materials would be the sole property of GEC and use of data in partial or in full would have legal implications.

Deliverables from the consultant

- xiii) Two documents as described in point no. 1.
- xiv) The assignment would have three stages such as follows:
 - i) Submission of Inception report along with time plan
 - ii) Draft submission of documents and its acceptance
 - iii) Final submission of documents and its acceptance
- xv) The consultant has to submit a Microsoft Word file of the final content (both in hard and soft formats) along with photographs (.jpeg format) and other required supporting documents.
- xvi) All documents and drawings collected from JMC, PMC and other stakeholders for the documentation has to be submitted to GEC.

Expected qualifications of the consultant

- xvii) The consultant is expected to have minimum three years of experience in documenting works related to sanitation, Sewage Network projects, Sewage Treatment Plant, urban development activities, environment based aspects or similar works.
- xviii) The consultant must submit a list of documentation works done and must submit softcopies or hardcopies of three works done in the past. One of which must be related with environment or similar to the aforementioned assignment.