

FATA DEVELOPMENT AUTHORITY



TERMS OF REFERENCES (TORS) FOR CONSULTANCY SERVICES

FOR

FEASIBILITY STUDY FOR ESTABLISHMENT OF INDUSTRIAL ESTATE AT NAURAK, BANNU-MIRANSHAH-GHULAM KHAN ROAD

INDUSTRIES SECTION

TERMS OF REFERENCES (TORS) FOR CONSULTANCY SERVICES

Project Title: FEASIBILITY STUDY FOR ESTABLISHMENT OF INDUSTRIAL ESTATE AT NAURAK, BANNU-MIRANSHAH-GHULAM KHAN ROAD.

The focus of the Government is to harness the untapped economic potential of FATA so that the feeling of unrest is addressed and the people are provided opportunities for decent living standards. Besides this, it has been realized that the strategic geographical position of FATA can be used as an opportunity to benefit from by integrating and linking the FATA economy to the national economy and with other neighboring countries through series of systematic reforms, economic interventions and development initiatives rather than sporadic spread of unplanned activities. One of such co-coordinated effort could be establishment of an industrial estate at Naurak on Bannu-Miranshah-Ghulam Khan Road in North Waziristan Agency so that the economic potential of the area is harnessed in a planned commercial manner.

It is pointed out that presently all the extracted material is transported in raw form to the down districts for onward processing. These raw materials can be effectively value added locally by establishment of industrial estate in FR Bannu, which can be easily accessed from North & South Waziristan, Kurram, Orakzai Agencies, FRs Lakki & DI Khan, down districts of Bannu & Karak etc. FR Bannu and its adjoining areas carry a number of mineral loads including copper, chromite, manganese, Soapstone, magnesite, fossiliferous limestone & granite (dimension stone), coal and Oil & Gas. In addition, minerals like chromite, coal, soapstone and semi-gemstones from Afghanistan are traded through Bannu-Miranshah-Ghulam Khan International Route.

In order to regulate the mineral exploration process and ensure sustainable mineral business development besides socio-economic prosperity of the area. It was perceived to provide a trading and value addition / processing zone for these minerals through establishment of an industrial estate/mineral trading yard with the entire required infrastructure, preferably at Baka Khel, FR Bannu. The Governor, Khyber Pakhtunkhwa through a summary, in October 2014, directed FATA Development Authority to carry out a feasibility study for establishment of an industrial estate, with Mineral Trading Yard as one of its component and study the potential and feasibility of warehouses to facilitate the tribesmen / traders on market lines.

FATA-DA has been mandated to carry out, *inter alia*, industrial development of FATA. The setting up of an industrial estate will address the demand of the people as the area did not receive due attention by the way of industrialization in recent past. Establishment of an industrial estate will not only serve as a source creation of employment opportunity on sustainable basis but will also contribute in achieving its basic objective to **“bridging the development divide”** as envisioned by FATA DA. The proposed industrial estate has to be established in accordance with the Special Economic Zones (SEZ) Act, 2012. The investors may be entitled to all privileges and concessions granted by the law as per applicability.

Considering the foregoing, establishment of an industrial estate at Naurak , between Mir Ali and Miranshah on Bannu-Miranshah-Ghulam Khan Road is not only a desirable but also a necessary intervention to be explored further through a proper feasibility study with the guidelines as follows.

The broader aims of the industrial estate are to:-

- i. Provide impetus for economic growth to industrial development and growth in the area.
- ii. Promote regional and international trade with neighboring countries and to benefit from proposed economic corridor.
- iii. Attract local and foreign investors for investment under one roof with in security cover.
- iv. Increase employment opportunities in the area.
- v. Earn foreign exchange and to improve the balance of payment situation.

Objectives

The objectives of carrying out the feasibility for establishing industrial estate are to:-

- a. Provide impetus for economic growth to industrial development and growth in the area.
- b. Attract private investment by providing enabling environment to the entrepreneurs.
- c. Provide conducive environment to the existing industrial setups such as leather goods, woolen industry etc. for expansion of their activities and setting up of new industries by potential investors.
- d. Provide enabling infrastructure for creation of gainful employment opportunity to the local population of the area.
- e. Frame incentive package for the investors

Details of feasibility study

S.No.	Scope of Services	Details
A	Market Study	
A.1		Develop study methodology for conducting feasibility in FATA at Naurak, North Waziristan Agency.
A.2		Desk study to review the current best practices for an industrial estate in other countries generally and settled areas of Pakistan particularly.
A.3		Logistic survey for inbound and out bound inputs and finished products.
A.4		Exploring local economic potential and description of the industry to which the project belongs to along with industry size, growth rate and future projections.
A.5		Market analysis and to provide Information about target market (types of customer) and major competition.
A.6		Current market share and future estimate of market share.

A.7		Projected annual production volume, annual sales volume and annual turnover.
A.8		Estimated labor force to be employed / engaged with comments on availability of technical and other staff.
A.9		Collect data on willingness of the local stakeholders of the local industry for shifting of their industrial activities to the proposed site of industrial estate.
B	Feasibility Study	The information gathered during the study at A above will be part as well as basis of the feasibility study. The feasibility study will broadly cover the following parameters
B.1		Work out the compensation amount of trees, infrastructure etc, if any.
B.2		Provide the estimate for the infrastructure development charges in consultation with WAPDA, SUI Gas, Telephone department and line department for the industrial Estate for each plot in proposed industrial estate.
B.3		Evaluate the result and prepare detailed feasibility report indicating economic size of the plot size, estimated capital investment on development of the Estate as such and further expansion feasibility and other techno-economic parameters.
B.4		Recommended appropriate steps for its implementation.
B.5		Required quantity of water in gallons per day with detailed justification of usage.
B.6		Proper waste water management and disposal system.
B.7		Estimated capital cost of project, Cost of civil work (including breakup).
B.8		Detailed economic and financial analysis by assuming costs and benefits and calculations of net present value (NPV), benefit cost ratio (BCR), and internal rate of return (IRR) along with payback period to justify the establishment of industrial estate on economic and financial grounds.
B.9		Any proposed legal arrangements that will facilitate the un-interrupted to and from movements of goods between FATA and settled areas.
B.10		Framing an Incentive package with aim to find out in quantitative terms that how much the local area /business in FATA (FR. Bannu) is having economic disadvantage so that government can be asked for concessions up to that extent in taxes, custom duties etc or demanding specific subsidies or tax wavers.
B.11		Externalities of the project if any and suggestions for its removal /minimization.
B.12		Any further inevitable addition may also be taken into consideration by consultant.
C	Time Schedules, Reporting and Deliverables	
C.1	Completion Time	Completion period for the assignment and to produce the required deliverables is estimated as five (05) months from the date of signing of the contract.

C.2.1	Reporting	The consultant will write and submit an inception report within the first month after conducting preliminary surveys and meetings. The inception report will contain, but not limited to, consultant methodology, to be approved by the client and to be adopted during the consultancy period and work plan to be followed.
C.2.2		Land Survey/ requirement including traffic survey
C.2.3		Local business /industrial survey focused grouped discussions and stakeholder's workshop to analyzed data obtained from these three and to comments and concludes with data support regarding establishment of industrial estate in a well framed report/ document.
C.2.4		The Consultant will submit a monthly report about the progress as per approved work plan submitted.
C.2.5		A draft report and a final report to be submitted at the end of the assignment
C.3	Deliverables	The successful Consultant shall be liable to submit the following to the client.
C.3.1		Inception report four (4) copies.
C.3.2		Survey report (05) copies.
C.3.3		Monthly progress report (05) copies based on the work plan.
C.3.4		A well framed report /document covering Local business /industrial survey, focused grouped discussions and stakeholder's workshop report (05) copies.
C.2.3		Interim draft feasibility report as per TORs (10) copies.
C.3.6		Consultant has to make a presentation to FATA DA on the draft report and make necessary changes and fulfill deficiencies in the report as identified by the client.
C.3.7		Draft final report including detailed technical report supported by facts and figures and drawings (05) copies.
C.3.8		Final report (10) copies in a standard format covering all aspects of TORs.

All documents, data, assessment reports, findings, survey reports, workshop reports, recommendations and any other information gathered, collected and consolidated during the conductance of this study shall be the sole property of FATA Development Authority and shall not be used by the Consultant in any other way or shared with any other individual, agency, institution, group or NGO etc. Soft copies of all reports, plans, submissions etc should be provided to FATA DA.

Manpower Requirements

It is envisioned and proposed that the consultant will deploy following minimum manpower during execution of this consultancy.

- | | | |
|------|--------------------------------|-----------------|
| i. | Project Coordinator | One (5 months) |
| ii. | Civil Engineer | Two (4 months) |
| iii. | Financial / Economic Analyst | One (4 months) |
| iv. | Surveyors (2 civil + 2 social) | Four (3 months) |

- | | | |
|-----|-------------------------|----------------|
| v. | Technical report writer | One (4 months) |
| vi. | Patwari | One (2 months) |

However, in case, the Consultant feels a change in the manpower requirement, they can suggest so, with complete justification.

Termination of Consultancy

The termination of the consultancy shall be based on the timely completion of the action plan / project document/ final report that is to be presented in hard and soft format keeping in view the thematic focus of these TORs.

Instructions Regarding Submission of Proposals

- i. The proposal should consist of one step two envelopes strategy:
 - a) Technical proposal
 - b) Financial proposal
- ii. Two copies of the technical and financial proposals are to be submitted in a separate, sealed envelope indicating original or copy on each enclosure, as appropriate.
- iii. The proposals will be valid for a period of 90 days after the last date of submission extendable through mutual agreement
- iv. The technical and financial proposals will be evaluated as per criteria of the P&D department of FATA DA with 80% weightage for technical part & 20 % weightage for financial part of the proposal. The financial proposals of only those firms will be considered / opened for evaluations that qualify the minimum technical requirements of FATA DA. Detailed criteria for selection of consultant are enclosed herewith.
- v. The financial proposal of “Technically Qualified” consulting firm will be considered and opened by competent forum in presence of the bidders/their representatives. The proposals will be evaluated according to the criteria for procurement of consultancy services of the Federal Government. Copy of Consultant Selection Criteria enclosed for guidance and follow up.
- vi. The contract awarded to the successful party will be governed by laws and regulations of the FATA / Govt. of Pakistan.
- vii. Firm shall be responsible for payment of all taxes in respect of personnel with no liability to the client. The firm shall be liable to pay all other taxes as per government rules and regulations.
- viii. The Firm shall quote the fee on lump sum basis with detailed breakup of cost for all type of studies / investigations including Review of previous studies and documents, visit of site.
- ix. The Firm has to provide a Work Plan and Detailed Methodology in accordance with the breakup of the services submitted by the firm in the Technical Proposal. On the satisfactory performance of the services, the payment to the Firm shall be made on actual input on the basis of specific assignments outlined in the work plan. No payment whatsoever shall be made for incomplete / unsatisfactory assignment.
- x. No other expenses as Remunerations or Direct cost will be paid to the Firm by the client.
- xi. The firm has to submit a Performance Insurance Indemnity Bond (PIIB) from a reputable and sound insurance company equivalent to 10% of the contract value. In case the Firm without sound

reasons fails to complete the assignment according to the TORs, the client shall have the sole right in its discretion to encash the PPIB to compensate for the damages.

Other Conditions

1. All taxes will be deducted as per the prevailing Government rules/policies.
2. Management of the firm shall appear in Project Meetings and shall also make presentation if so directed by FATA DA for which no TA/ DA, boarding/lodging and claim for incidental charges etc, shall be entertained.
3. The Firm except with prior approval of the client i.e. FATA Development Authority shall not sublet the job or any part thereof to any other firm/party.
4. The Firm may propose any addition, alteration or amendment in the TORs of the project before signing of agreement for carrying out the desired studies and in that case the client reserves the right to accept or reject any addition, alteration or amendment in the TORs of the project.
5. The Firm has to provide detailed CV of all the employees or Resource Persons etc that he/she/they intend to employ for the purpose of carrying out this study along with the technical proposal.
6. The Firm will provide undertaking that the key staff deputed for this Consultancy would not be employed on any other projects during the currency of the agreement.
7. The Firm has to ensure that the essential staff employed / deputed for this study shall only be replaced after prior approval of FATA DA.
8. Any balance activity left incomplete by the Firm would be executed by the client at the risk & cost of the firm.
9. All necessary technical and supporting staff shall be provided by the Firm for carrying out the survey or as directed by the client in the interest of work.

PROPOSED MODE OF PAYMENT

1. Acceptance of Inception Report	= 15%
2. Acceptance of Survey report	= 10%
3. Acceptance of Survey, FG discussion and workshop report	= 25%
4. Acceptance of Interim Draft Report	= 20%
5. Acceptance of final Report covering all TORs	= 30%
Total	= 100%

Annex-I

CRITERIA FOR EVALUATION OF PROPOSALS

TECHNICAL EVALUATION OF CONSULTANTS

Name of scheme: "Feasibility Study for Establishment of Industrial Estate in FR Bannu"

SUMMARY

Sr#	Name of consultants/firm	Experience (10)	Personnel / key staff (50)	Work Plan & Methodology (40)	Total	Remarks
1						
2						
3						
4						

TECHNICAL EVALUATION OF CONSULTANTS

Name of scheme: "Feasibility Study for Establishment of Industrial Estate in FR Bannu"

EXPERIENCE OF THE CONSULTANT

Sr#	Name of Consultant/firm	No. of similar projects	Consultancy Cost (Rs. M)	Marks (10)		Total
				Project (6)	Cost (4)	
1	2	3	4	5	6	7
1						
2						
3						
4						

TECHNICAL EVALUATION OF CONSULTANTS

Name of scheme: "Feasibility Study for Establishment of Industrial Estate in FR Bannu"

Name of firm:

PERSONNEL / KEY STAFF

Sr#	Personnel / Key Staff	Academic	Practical experience (30)			Total	
			Relevant Experience (22.5)		General		Sub Total
			Experience in years (15)	Exp. No. of projects (7.5)	(7.5)		(50)
1	Project Director						
2	Civil Engineer						
3	Financial / Economic Analyst						
4	Technical report writer						
5	Surveyor						
6	Patwari						

TECHNICAL EVALUATION OF CONSULTANTS

Name of Scheme:- “Feasibility Study for Establishment of Industrial Estate in FR Bannu”

WORK PLAN AND METHODOLOGY

S #	Name of Consultants/ Firm	Quality of Methodology	Understanding of the Objective	Work Plan & Manning Schedule	Innovativeness	Proposal Presentation	Total
		(5)	(5)	(20)	(5)	(5)	(40)
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							

TECHNICAL & FINANCIAL EVALUATION OF CONSULTANTS

Name of Scheme:- “Feasibility Study for Establishment of Industrial Estate in FR Bannu”

Sr#	Name of consultants/firm	Technical score	Technical weight-age (80% of tech. score)	Financial Bid (Rs in million)	Financial weight-age (20%)	Total weight-age	Remarks (Ranking)
1	2	3	4	5	6	7	8
1.							
2							
3							
4							

TECHNICAL PROPOSAL FORMS

FIRM'S REFERENCE

**Relevant Services Carried Out in the Last Ten Years
Which Best Illustrate Qualifications**

Using in the format below, provide information on each reference assignment for which the firm, either individually as a corporate entity or as one of the major companies within a consortium, was largely contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm:
Name of Client:		No of Staff:
Address:		No of Staff Months:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current USD/Rs.)
Name of Associated Firm (s), if any:		No. of Months of Professional Staff Provided by Associated
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project		
Description of Actual Services Provided by the Staff		

Consultants' Name: _____

**APPROACH PAPER ON METHODOLOGY PROPOSED
FOR PERFORMING THE ASSIGNMENT**

COMMENTS/SUGGESTIONS OF CONSULTANT

On the Terms of Reference (TOR)

1.

2.

3.

4.

5.

6.

Etc.

On the data, services and facilities to be provided by the Client indicated in the TOR:

1.

2.

3.

4.

Etc.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED KEY STAFF

1. Proposed Position: _____
2. Name of Firm: _____
3. Name of Staff: _____
4. Profession: _____
5. Date of Birth: _____
6. Years with Firm: _____
7. Nationality: _____
8. Membership in Professional Societies: _____
9. Detailed Tasks Assigned on the Project: _____

10. Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use upto one page].

11. Education

[Summarize college/university and other specialized education of staff member, giving names of institutions, dates attended and degrees obtained].

12. Employment Record

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, title of positions held and location of assignments. For experience in last ten years, also give types of activities performed and Client references, where appropriate].

13. Languages

[Indicate proficiency in speaking, reading and writing of each language: excellent, good, fair, or poor].

14. Certification

I, the undersigned certify that to the best of my knowledge and belief, these bio-data correctly describe myself, my qualifications and my experience.

Date:

Signature of Staff Member

Day/Month/Year

Or:

Authorized official from the Firm

COMPLETION AND SUBMISSION OF REPORTS (As Per TOR)

Sr. No.	Report	Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10		

**COMPOSITION OF THE TEAM PERSONNEL AND THE TASKS TO
BE ASSIGNED TO EACH TEAM MEMBER**

Technical/Managerial Staff

Name	Position	Tasks Assignment	Present location	Name of assignment involved and client's name

WORK PLAN/ACTIVITY SCHEDULE

Item of work/ Activity	Monthly Programm from the date of assignment (in the form of Bar Chart)				
	1	2	3	4	5

WORK PLAN AND TIME SCHEDULE FOR KEY PERSONNEL

NAME	POSITION	Months (in the form of a Bar Chart)					Number of Months
		1	2	3	4	5	

Full Time:----- Activities Duration

Part Time: ----- Activities Duration

Yours faithfully,

Signature (Authorized Representative)

Full Name:

Designation:

Address: _____

CURRENT COMMITMENTS OF THE FIRM

Name of project	Single or JV	Task Assignment	Start date of the project	Expected date of completion

FINANCIAL PROPOSAL FORMS

BREAKDOWN OF RATES FOR CONSULTANCY CONTRACT

Project: _____ Firm: _____

Name	Position	Basic Salary Per Cal. Month	Social Charges (%age of 1)	Overhead (%age of (1+2))	Sub-Total (1+2+3)	Fee (%age of 4)	Rate per Month for project Office	Field Allow. (%age of 1)	Rate per Month for Field Work
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Notes:

Item No. 1 Basic salary shall include actual gross salary before deduction of taxes. Payroll sheet for each proposed personnel should be submitted at the time of negotiations.

Item No. 2 Social charges shall include Client's contribution to social security, paid vacation, average sick leave and other standard benefits paid by the company to the employee. Breakdown of proposed percentage charges should be submitted and supported (see Form 2).

Item No. 3 Overhead shall include general administration cost, rent, clerical and junior professional staff and business getting expenses, etc. Breakdown of proposed percentage charges for overhead should be submitted and supported (see Form 3).

Item No. 5 Fee shall include company profit and share of salary of partners and directors (if not billed individually for the project) or indicated in overhead costs of the company.

Item No. 7 Normally payable only in case of field work under hard and arduous conditions.

Note 1 The minimum percentage of item (1) should be preferably 50% of (8).

Note 2 The consultant is to provide appointment letter and affidavit/undertaking duly signed by each of the individual staff members showing salary rates as above. Further during execution each invoice will also be provided showing that the professionals have been paid their salaries as per basic rates mentioned therein. Failing to which, the Client will take punitive action against the consultant and shall deduct the deficient amount from his monthly invoice. Moreover it will be considered as a negative mark on his performance that will be considered for future projects.

Full Name: _____

Signature: _____

Title: _____

BREAKDOWN OF SOCIAL CHARGES

Sr. No.	Detailed Description	As a %age of Basic Salary

BREAKDOWN OF OVERHEAD COSTS

Sr. No.	Detailed Description	As a %age of Basic Salary and Social Charges

ESTIMATED LOCAL CURRENCY SALARY COSTS/REMUNERATION

Sr. No.	Name	Position	Staff-Months	Monthly Billing Rate (Rs.)	Total Estimated Amount (Rs.)
I. Professional Staff					
	Sub-Total:				
II. Non-Technical Staff					
	Sub-Total:				
	G.Total:				

DIRECT (NON-SALARY) COSTS

S.No.	Nomenclature	Quantity	Unit Price	Total Amount
1.	Rent for Office Accommodation			
2.	Office Utilities Costs			
3.	Cost/rental of Furniture/Furnishings			
4.	Cost (rentals) of Office/Other Equipment i) Computers and accessories ii) Photo copy machines iii) Communication equipment iv) Drafting equipment v) Surveying instruments (rentals) vi) Cost of Laboratory testing etc. vii) Transport Vehicles (Rentals)			
5.	Communication expenses (per month)			
6.	Cost for Survey			
7.	Drafting/Reproduction of Reports			
8.	Professional liability cost/Premium			This is to be paid by the firm from its overheads and here amount payable is only to be
9.	Office/Drafting Supplies			
10.	Support Staff as needed for key professional staff along with number, charge rate and category for review			
11.	Others not covered above to comply with TOR requirement.			
	Total:			

Form- A 15

SUMMARY OF COST OF CONSULTANT

Sr.No.	Description	Amount (Rs.)
1.	Salary Cost/Remuneration	
2.	Direct (Non-Salary) Cost	
3.	Grand Total	

Note: 1- This cost is supposed to be built up in bid price and if anything is left blank it should be deemed to be included in cost.

2- The dues and salaries of staff are payable by the Consultant/Firm in time and not later than 10th of the preceding month positively. In case of failure to do so the Client shall intervene and pay these dues and salaries of the concerned staff member(s) and recover from the invoice of the Consultant/Firm at actual charges paid plus 1% of the amount. This will also be accounted for adversely in making assessment of the Consultant/Firm in future.