STATE URBAN DEVELOPMENT AGENCY (SUDA), UTTAR PRADESH

Expression of Interest (EOI)

For

Short listing / Selection of HR Agencies as service provider (for procurement of Experts to deploy them at SUDA/DUDA on his pay roll) for State Level Technical Cell (at SUDA, Lucknow) **/ City Level Technical Cell** (at Lucknow, Kanpur, Ghaziabad, Agra, Varanasi, Meerut, Allahabad, Bareilly, Aligarh, Moradabad, Saharanpur, Gorakhpur, Firozabad, Jhansi, Muzaffarnagar, Mathura, Shahjahanpur, Rampur, Etawah, Raebareli, & Kannauj) **of Uttar Pradesh under Rajiv Awas Yojana (RAY)**

RFP No. : 1812/01/28/2012 TC

Date of Release of EOI :	22 -08 -2014
Last date of Submission of EOI :	19-09 -2014, 3:00 PM
Opening date of EOI :	19-09-2014, 3:30 PM

State Urban Development Agency (SUDA), Uttar Pradesh
Nav Chetna Kendra, 10 Ashok Marg, Lucknow – 226 001
Phone: 0522-2286709 Fax- 0522-2286711
Website: http://www.sudaup.org

EXPRESSION OF INTEREST (EoI) FOR
Short listing / selection of HR Agencies as service provider (for procurement of Experts to deploy them at SUDA/DUDA on his pay roll) for State Level Technical Cell (at SUDA, Lucknow) / City Level Technical Cell (at Lucknow, Kanpur, Ghaziabad, Agra, Varanasi, Meerut, Allahabad, Bareilly, Aligarh, Moradabad, Saharanpur, Gorakhpur, Firozabad, Jhansi, Muzaffarnagar, Mathura, Shahjahanpur,Rampur, Etawah, Raebareli, & Kannauj) of Uttar Pradesh under Rajiv Awas Yojana (RAY)

The Director, SUDA, UP, invites "Expression of Interest" from the eligible registered agencies to submit their interest for providing services for "Human Resource Management Agency" at State Level Technical Cell (SLTC) & City Level Technical Cell (CLTC) under Rajiv Awas Yojana of Uttar Pradesh.

Interested agencies may submit their "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for "Human Resource Management Agency" for SLTC & CLTC under RAY addressed to the Director, SUDA, UP on the above address latest by **3.00 pm on 19/09/2014**. The agencies may obtain further information about Terms of Reference, qualification criteria and procedure for submitting the Expression of Interest at www.sudaup.org.

Interested Agencies may download the complete EOI Document, from Tender/EOI section on the website http://www.sudaup.org from 23/08/2014 onwards. No liability will be accepted for downloading the incomplete document.

Interested agency may submit their proposals along with a **non-refundable Demand Draft of Rs.10,000/- (Rupees Ten thousand only) drawn in favor of Director, State Urban Development Agency, Uttar Pradesh payable at Lucknow,** towards the cost of EOI Document. No liability will be accepted for downloading the incomplete document.

The agencies should ensure that the "Expression of Interest" should reach the Office before the closing date and time as mentioned and **EOI shall be opened on the same day at 3.30 pm in the meeting hall of the SUDA, UP.** The Director, SUDA, UP has all rights reserved to cancel the EOI without citing any reason.

**Director,
SUDA, U.P.**

<table>
<tr><td>

State Urban Development Agency (SUDA), Uttar Pradesh
Nav Chetna Kendra, 10 Ashok Marg, Lucknow – 226 001
Phone: 0522-2286709 Fax- 0522-2286711   Website: http://www.sudaup.org

</td></tr>
<tr><td>

EXPRESSION OF INTEREST (EoI) FOR

Short listing / selection of HR Agencies as service provider (for procurement of Experts to deploy them at SUDA/DUDA on his pay roll) for State Level Technical Cell / City Level Technical Cell of Uttar Pradesh under Rajiv Awas Yojana (RAY)

</td></tr>
<tr><td>

EOI No 1812/01/28/2012 TC   **Date: 22-08-2014**

1. Director, SUDA, UP, invites EOI for Short listing / selection of HR Agencies as service provider (for procurement of Experts to deploy them at SUDA/DUDA on his pay roll) for State Level Technical Cell (SLTC) & City Level Technical Cell (CLTC) under Rajiv Awas Yojana

2. **Availability of EOI Document**: **23.08..2014** (Downloadable from website**: www.sudaup.org**)

3. Interested agency may submit their proposals along with a **non-refundable Demand Draft of Rs.10,000/- (Rupees Ten thousand only) drawn in favor of Director, State Urban Development Agency, Uttar Pradesh payable at Lucknow,** towards the cost of EOI Document. No liability will be accepted for downloading the incomplete document.

4. **Last date of receiving EOI : 19-09 -2014, Time: 3:00 pm. The EOI will be opened on the same date at 3.30 pm in the meeting hall, SUDA, U.P. Lucknow.**

5. **Place of submission** : The Director, State Urban Development Agency (SUDA), Uttar Pradesh, Nav Chetna Kendra, 10 Ashok Marg, Lucknow – 226 001, Phone: 0522-2286709

6. Director, SUDA, U.P. reserves the all right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s. The proposals will be evaluated based on the information provided by the applicants and the evaluation criteria detailed in EOI Document.

<div align="right">

Director
SUDA, U.P.

</div>

</td></tr>
</table>

ABBREVIATION

CDP	Comprehensive Development Plan
CV	Curriculum Vitae
CLTC	City Level Technical Cell
EOI	Expression of Interest
EWS	Economically Weaker Section
GIS	Geographical Information System
GoI	Government of India
GoUP	Government of Uttar Pradesh
HR Agency	Human Resource Agency
MoHUPA	Ministry of Housing and Urban Poverty Alleviation
JnNURM	Jawaharlal Nehru National Urban Renewal Mission
LIG	Lower Income Group
LoA	Letter of Acceptance
MIS	Management information system
PoA	Plan of Action
PAN	Permanent Account Number
RAY	Rajiv Awas Yojana
RFP	Request for Proposal
SFCPoA	Slum Free City Plan of Action
SLNA	State Level Nodal Agency
SLTC	State Level Technical Cell
SUDA	State Urban Development Agency
TS	Technical score
UP	Uttar Pradesh
UT	Union Territory

EXPRESSION OF INTEREST (EoI) FOR
Short listing / Selection of HR Agencies as service provider (for procurement of Experts to deploy them at SUDA/DUDA on his pay roll) for State Level Technical Cell (at SUDA, Lucknow) / City Level Technical Cell (at Lucknow, Kanpur, Ghaziabad, Agra, Varanasi, Meerut, Allahabad, Bareilly, Aligarh, Moradabad, Saharanpur, Gorakhpur, Firozabad, Jhansi, Muzaffarnagar, Mathura, Shahjahanpur, Rampur, Etawah, Raebareli, & Kannauj) of Uttar Pradesh under Rajiv Awas Yojana (RAY)

1. BACKGROUND

The State Urban Development Agency (SUDA), Uttar Pradesh intends to set up a State Level Technical Cell (SLTC) at the State Level Nodal Agency (SLNA) level at Lucknow & City Level Technical Cell (CLTC) at Selected 21 cities (list of cities are provided in **Annexure-B**) of Uttar Pradesh to provide focused support for the implementation of its scheme – Rajive Awas Yojna (RAY). The objective is to efficiently and effectively manage, coordinate, and monitor the implementation of RAY by providing programmatic support to the State Urban Development Agency (SUDA), Ministry of Urban Employment & Poverty Alleviation, Govt. of Uttar Pradesh. The SLTC & CLTC would operate under the overall supervision and guidance of the Director SUDA, UP. The SLTC would be positioned in State Urban Development Agency (SUDA), Uttar Pradesh, Luck now Office and CLTC would be positioned in the selected cities of Urban Local Bodies office / District Urban Development Agency (DUDA).

2. ABOUT RAJIV AWAS YOJANA (RAY)

Ministry of Housing & Poverty Alleviation through Rajiv Awas Yojana (RAY) scheme aims at equitable urban development. The scheme aims "to make a slum-free India" by encouraging State/ Union Territories to tackle the problem of slums in a definitive manner and encourage them towards –

➢ Formalization of existing slums and universalization of basic amenities in identified slums;

➢ Identification and Redressal of institutional failures which result in creation of slums;

➢ Tackling the shortages of urban land and housing that keep shelter out of reach of the urban poor;

➢ Development of basic infrastructure for affordable housing projects.

RAY envisages the achievement of above goals through provision of central support for slum redevelopment and construction of affordable housing conditional to a set of reforms for inclusive urban development. Applicants may refer the Scheme guidelines for details on the admissible and inadmissible components under RAY. Central Assistance under RAY will be predicated on the condition that States/Union Territories assign security of tenure title to slum-dwellers over their dwelling space. The other reforms include the continuation of the three pro-poor reforms of JnNURM till they are legislated and internalized as part of the system.

The recommended Plan of Action for RAY is two-pronged –

I.   Up-gradation of existing slums.

II.   Action to prevent new slums.

The following portions further details the States Plan of Action (PoA) under RAY:

I. Up-gradation of existing slums would include-

a) Survey and mapping of all existing slums (notified / non-notified) within the selected cities proposed by the State for coverage under RAY

b) Holistic redevelopment of each of the identified slums through -

(i) Provision of all basic civic infrastructure and social services

(ii) Adequate Affordable Housing

II. Action to prevent new slums shall involve

a) Assessment of the rate of growth with a twenty year perspective

b) Form a detailed Action Plan to formulate

i. Strategy for Procurement of commensurate lands / Virtual lands

ii. Promote the construction of affordable EWS & LIG housing

iii. Identify, propose and legalize the necessary legislative and administrative changes for enabling slum free cities. Setting up of Technical Cell for under RAY guideline for its implementation.

For advertising the above the State Government decided to setup the State Level Technical Cell (SLTC) at the State Level Nodal Agency (SLNA) Level. The SLNA (SUDA, UP) has appointed the SLTC for providing Strategic and operational support as an extended arm of SLNA for efficient transfer of knowledge and resources under RAY scheme.

The SLTC in coordination with the City Level Technical Cell (CLTC) to be formed at each of the city levels shall formulate the 'City Plan of Action's under RAY. The 'Slum Free City PoA's shall have to be prepared for each city as a whole in order to attain the entire city as slum free. The Slum-free City Planning scheme will be implemented under the guidance of a National Steering Committee under the Chairpersonship of Secretary (HUPA). This Committee will steer and monitor the entire process of preparation of Slum-free City Plans by States/ UTs in a time-bound manner. A Technical Committee formed at the central government level will guide the States/ UTs through the formulation of operational guidelines in technical, costing, procurement of hardware/software, planning and other aspects and will assist the National Steering Committee.

State Level Technical Cell (SLTC) and City Level Technical Cell (CLTC) respectively for managing and supporting all RAY activities.

3. ABOUT STATE LEVEL TECHNICAL CELL (SLTC) AND CITY LEVEL TECHNICAL CELL (CLTC)

The State Urban Development Agency (SUDA), Uttar Pradesh has been nominated as the State Level Nodal Agency for implementation of the RAY in the selected cities of Uttar Pradesh by the State Government . State Level Nodal Agency shall be responsible for –

1. Coordination of all legislative and policy formulation for RAY

2. Identification of cities to be covered in five years and their individual phase put plans

3. Implementation Aspects of RAY including monitoring & supervision

4. Deciding on a Delivery Mechanism

5. Implementation of Projects.

The SLNA has proposed to set up State Level Technical Cell (SLTC) on SLNA level at Lucknow & separate City Level Technical Cell (CLTC) for the towns of Lucknow, Kanpur, Ghaziabad, Agra, Varanasi, Meerut, Allahabad, Bareilly, Aligarh, Moradabad, Saharanpur, Gorakhpur, Firozabad, Jhansi, Muzaffarnagar, Mathura, Shahjahanpur, Rampur, Etawah, Raebareli, & Kannauj.

State Urban Development Agency (SUDA), Uttar Pradesh, as State Level Nodal Agency, wants to select reputed HR Agency/ Firm to provided Human Resource of required Qualification and experiences SLTC on SUDA at Lucknow & CLTC for above mention towns/cities.

The project requires intensive planning to make a slum free city includes community mobilization, communication, capacity building, engineering, Geo-referencing of Satellite Images and preparing Base Map for entire Urban Agglomeration area, Satellite Image of the City, Preparation of Inventory of existing Spatial Data, Demarcation of Slum areas & Vacant Lands on Base Map, Socio-economic & Bio-metric Surveys, Formulation of Slum-free City Plan of Action infrastructure development, monitoring and administrative support, especially at grassroots levels for effective implementation and sustainability of the project outcomes. It is therefore proposed to equip the SUDA, UP and selected cities by setting up SLTC & CLTC Units with adequate number of subject specialists as consultants and support staff. In order to ensure the induction of best available talent the Project proposes to engage a Service Provider/ HR Agency to provide human resources of required qualifications and experience for SLTC & CLTC as per RAY guideline.

The objective of the assignment is to hire a Service Provider/HR Agency for strategically recruiting, placing the experts for SLTC for SUDA, UP Lucknow & CLTC for District Urban Development Agency (DUDA) of selected towns of RAY mention in **Annexure - B** and managing qualified experienced professionals as per the eligibility criteria/ terms provided in the ToR of SLTC & CLTC Professionals/Consultants & remuneration **(Annexure - C)**. *'Guideline for Capacity Building under RAY guideline : Terms of Reference for Experts in Technical Cell' for specialists work of scope and qualification & experience.*

All RAY guidelines & letter are available in MoHUPA website : www.mhupa.gov.in

The list of positions and Terms of Reference (ToR) for Technical Experts at SLTC & CLTC at city level is provided in **Annexure C**.

4. SCOPE OF WORK

SUDA will hire the services of agency that will undertake the requisite deployment of professional staff to perform the role of the SLTC at State level and CLTC at the selected Cities. The selected agency will accordingly place the technical experts at SLTC & CLTC to support the implementation of RAY. This SLTC will be housed in SUDA, UP, Lucknow and CLTC will be housed in selected cities (list provided in **Annexure-B**).

4.1 The selected agency will be responsible for deploying technical experts required at State and City level as per details provided in **Annexure-B**.

4.2 Terms of Reference (ToR) for each technical expert position at SLTC & CLTC including qualification and experience is provided in **Annexure C**. However, the job description provided is indicative in nature and may change as per the requirement of the RAY & other Poverty Alleviation programe implemented by SUDA.

4.3 The technical experts deployed by the selected agency for the SLTC & CLTC will be dedicated full time staff and will be stationed at SUDA, UP and selected ULB/Cities. The day to day work of the technical experts will be assigned by Director, SUDA and Project Director, DUDA or any other officer designate by Director, SUDA for this purpose. All the monitoring and reporting aspects of the technical experts will be under the control and supervision of Director, SUDA.

4.4 The selected agency will provide the services of only those experts who fulfill the eligibility criteria prescribed. SUDA will conduct one to one discussions with the experts provided by the selected agency to ensure suitability of the technical experts. Director, SUDA, UP has

right to reject the list of experts provided by the agency in case they are not found suitable as per criteria.

5. PAYMENT TO TECHNICAL EXPERTS

5.1 Remuneration

i.   The agency will be paid maximum of Rs. 75,000 per month (for SLTC experts) and maximum of Rs.75,000 to 40,000 per month (for CMMU experts) (salary of CLTC expert depending on town population, qualification & experience) for the services of each technical expert. In addition, TA and DA for technical experts as per the norms of State Government to be fixed by SUDA will be paid.

iii.   No additional payment for insurance cover, EPF etc will be paid to the agency.

iv.   No separate management fee will be provided to the agency

6. DELIVERABLES BY THE AGENCY

The agency is responsible for the following deliverables apart from the job descriptions mentioned:

i.   Provide technical experts for 1 year as per the ToR given in the EoI, Which will be extended for more years on the basis of satisfactory performance.

ii.   To keep the technical experts in position by the date mentioned in the RFP.

iii.   To provide suitable replacement within 30 days, in case any of the technical experts leaves the job. Beyond that period, the agency will be charged a fine which may be up to a maximum of Rs. 3,000 per day.

7. MINIMUM ELIGIBILITY/QUALIFYING CRITERIA FOR THE SUBMISSION OF EOI BY THE AGENCIES

Following are the essential qualifying criteria for agency to qualify for the assignment :

1.   The agency should be registered since 3 years under Company Act 1956 & registered in Labour Department under Labour Act 1970 as a HR service provider. Both copies of Registration certificate should be furnished.

2.   Agency should have minimum average annual turnover of Rs. 5 Cr. for last 3 financial year (ie. 2011-2012, 2012-2013, & 2013-2014) for similar activities carried out. Audited balance sheet and profit & loss a/c should be furnished along with proposal.

3.   The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of EoI. An undertaking to this effect should be submitted.

8. EVALUATION CRITERIA FOR THE EOIs

The criteria for evaluation for the proposals received in response to Expression of Interest (EoI) are as follows:

S.N	Criteria
I. Past Experience of agency	
1	Number of years in existence as HR service provider
2	Past experience of the agency handling Programme Management Units of Government of India/ State Governments in the past
3	Past experience of the agency handling Programme Management Units other than Government of India/States in the past

II. Experience of Senior Management (maximum of 5 members)	
4	Relevant experience of Senior Management (5 members) of agency
III. Financial Performance of agency	
5	Average audited annual turnover of last 3 financial years

Only those agencies that score minimum 60% marks on the criteria will be shortlisted. All the successfully shortlisted agencies will be issued RFP containing both technical and financial components.

An agency will be selected in accordance with the Quality and Cost based System (QCBS) method.

9. DOCUMENTS TO BE SUBMITTED AS PART OF EOI

1. Covering letter on agency letter head

2. Copy of certificate of Registration under Company Act 1956 & registration in Labour Act 1970.

3. Memorandum and Articles of association of the agency

4. Profile of the Organisation - scope of work, type of services, key achievements, details of Awards or recognition won etc if any

5. Curriculum Vitae (CV) of Senior Management (Maximum of 5 members)

6. Audited financial statements for last 3 financial year (Balance Sheet and P&L account)

7. Declaration statement by the agency on letter head (about not blacklisting by government agencies)

8. Copy of work orders undertaken by the agency in support of evaluation as mentioned in 8.2 & 8.3.

(Note- All above document should be attested by the authorized signatory with name, designation & seal of the agency)

10. TERMS AND CONDITIONS

10.1 Amendments to the EOI

SUDA, UP may amend the EoI documents at any time prior to the deadline for submission of EoI, by issuing suitable corrigendum. Any corrigendum issued in this regard shall be uploaded on SUDA, UP website (www.sudaup.org). To give reasonable time to the agencies, so that they can take corrigendum in to account in preparing their EoI, SUDA,UP shall extend, if necessary, the deadline for submission of proposal.

10.2 Language of EOI

The EoI, and all correspondence and documents related to EoI exchanged by the agency should be in English.

10.3 Disqualification of EOI

The EoI submitted by agency is liable to be disqualified if

i. Not submitted in accordance with the EoI document

ii. EoI received in incomplete form

iii. EoI received after due date and time

iv. EoI not accompanied by all requisite documents

10.4 SUDA, UP reserve the right to the following

i. Reject any or all proposals received in response to the EoI without giving any reason whatsoever

ii. Extend the time for submission of EoI

iii. Modify the EoI document, by an amendment that would be published on the website of SUDA, UP

11. SUBMISSION OF EOI

Interested agency may submit their proposals along with a **non-refundable Demand Draft of Rs.10,000/- (Rupees Ten thousand only) drawn in favor of Director, State Urban Development Agency, Uttar Pradesh payable at Lucknow,** towards the cost of EOI Document. No liability will be accepted for downloading the incomplete document.

The complete EOI in prescribed format as provided in **Annexure-A & Appendix -1, 2 & 3** along with required documents may be submitted in a sealed envelope through Speed Post/Registered Post or delivered by hand super scribing "**Expression of Interest (EoI) for Selection of Human Resource Agency for SLTC & CLTC under RAY"** on top of the envelope to the following address. **The last date for submission of EOI is 3.00 pm on 19/09/2014 and EOI shall be opened on the same day at 3.30 pm in the meeting hall of SUDA, UP.**

<div align="center">

Director

State Urban Development Agency (SUDA), Uttar Pradesh

Nav Chetna Kendra, 10 Ashok Marg, Lucknow – 226 001

Phone: 0522-2286709 Fax- 0522-2286711

Website: http://www.sudaup.org

</div>

PROPOSAL FORMAT

The EoI should be submitted in the format and should be signed by the authorized signatory with seal of the company

Part A

1. Check for the list of documents to be attached

S.N	Name of the document	Attached (Yes/No)
1	Covering letter on agency letter head	
2	Copy of certificate of registration under Company Act 1956 & registration in Labour Act 1970.	
3	Memorandum and Articles of association of the agency	
4	Profile of the organisation - scope of work, type of services, key achievements, details of Awards or recognition won etc if any	
5	Curriculum Vitae (CV) of Senior Management (Maximum of 5 members)	
6	Audited financial statements for last 3 financial year (Balance Sheet and P&L account)	
7	Declaration statement by the agency on letter head (about not blacklisting by government agencies)	
8	Copy of work orders undertaken by the agency	

2. Basic information of the agency

S.N	Particulars	Details	Page no. (for attachment, if any)
1	Name of the agency		
2	Year of Registration under Company Act 1956		
3	Year of Registration under Labour Department under Labour Act 1970		
4	Legal Status		
5	Address for communication		
6	Name of the Contact person		
	Designation		
	Email id		
	Mobile		
	Land line		
	Fax		

7	Details the Senior Management (mention a maximum of 5 members only				
8	S.N	Name	Highest Educational Qualification	Total experience (in years)	
	1				
	2				
	3				
	4				
	5				

3. Details of the projects undertaken by the agency

S.N	Name of the project	Client name and address	Project location	Project period as per contract	No. of team members positioned	Project value	Start and end date	Brief description of project

Part B

S.N	Particulars	Details	Page no (for attachment, if any)	Score (not to be filled by agency)
1	Number of years in existence as HR service provider			
2	Past experience of the agency handling Programme Management Units of Government of India/ State Governments in the past			
3	Past experience of the agency handling Programme Management Units other than Government of India/States in the past			
4	Relevant experience of Senior Management (5 members)			
5	Average audited annual turnover of lat 3 financial years (Rs. Cr)			

I / we certify that I / we have read the terms of condition of Expression of Interest for short listing of agency in …………………… as amended up to date and shall abide by us.

I / We certify that the information given above is true to the best of our knowledge. I / We also understand that if any of the information is found false, I am / we are liable to debarred from empanelment process.

Name and Signature of agency's AUTHORISED REPRESENTATIVE

Date & place:

SEAL OF AGENCY

The names of selected Cities under RAY in Uttar Pradesh :

(Population as par final population, Census of India 2011)

Sl. No.	Name of Town	Population 2011	Population Criteria
1	Lucknow (M. Corp.)	2817105	**10 Lakh + population Cities**
2	Kanpur (M. Corp.)	2768057	
3	Ghaziabad (M. Corp.)	1648643	
4	Agra (M. Corp.)	1585704	
5	Varanasi (M. Corp.)	1198491	
6	Meerut (M. Corp.)	1305429	
7	Allahabad (M. Corp.)	1168385	
8	Bareilly (M. Corp.)	904797	**5 - 10 Lakh population Cities**
9	Aligarh (M. Corp.)	874408	
10	Moradabad (M. Corp.)	887871	
11	Saharanpur (M. Corp.)	705478	
12	Gorakhpur (M. Corp.)	673446	
13	Firozabad (NPP)	604214	
14	Jhansi (M. Corp.)	505693	
15	Muzaffarnagar (NPP)	392768	**< 5 Lakh population Cities**
16	Mathura (NPP)	349909	
17	Shahjahanpur (NPP)	329736	
18	Rampur (NPP)	325313	
19	Etawah (NPP)	256838	
20	Raebareli (NPP)	191316	
21	Kannauj (NPP)	84862	

PROFILE OF KEY PERSONNEL

Terms of Reference for Experts for Experts in Technical Cell

Experts in SLTC and CLTC are expected to work in close coordination with the State Level and City/Town level to carry out various activities required for implementation of RAY. Experts in SLTC and CLTC would report to designated senior officials and discus day-to-day issues proactively. Key roles and responsibilities of experts in technical cells as communicated vide DO No. J-11027/1/2011-RAY dated 8th February 2011 are as follows :

State Level Technical Cell is envisaged to play a critical role in enchaining overall efficiency of implementation of RAY. A team of 6 (six) positions are suggested for SLTC. Required Qualifications and experience of specialists are as under :

1   *MIS Specialist*

The primary responsibility of the MIS expert will be to support speedy internalization of the MIS and accurate reporting through the same and strive to improve the IT systems of RAY/JNNURM and proactively recommend ways to make it more user-friendly and efficient.

Scope of Work

- Coordination of data entry and file uploads into systems to be used by the State Level Nodal Agency (SLNA) on a regular basis.
- Work closely with the GIS expert in providing advice to the Local Bodies for the development of a GIS-based Slum MIS.
- Provide advice to the Local Bodies in coordinating/monitoring Slum Surveys.
- Coordinate management of electronic data pertaining to the SLNA, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system.
- Furnishing of reports/Quarterly Progress report to the Ministry.
- Encourage use of IT to produce training materials and manuals; increasingly impart an understanding and use of e-learning among staff ; stay abreast of latest developments in the IT sector and transfer emerging technology as relevant to both to the SLNA and the ULBs.
- Provide assistance to the City level MIS specialists as and when required.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

Qualification and Experience

- BE/BTech Computer Science/Electronics, MCA/PGDCA in IT; MSc Computer Science.

- Minimum of five year experience in government/semi govt./ autonomous organizations/private company of repute. Should have exposure to software development & project management, database management, MIS etc.
- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues related to IT.
- Fluency in English and local language essential.

2   GIS Specialist

The primary responsibility of the GIS expert will be to provide advisory support to the local bodies to support speedy deployment of GIS and its continuous use by the local body and proactively recommend ways to make it more user-friendly and efficient.

Scope of Work
- Advice to the local Bodies in acquiring satellite images for the preparation of the base maps for the city and work closely with the GIS consultants/ concerned ULB officials in cities in regard to digitization, geo-referencing, ground verification and preparation of base maps etc.
- Work closely with the MIS Specialist/expert in providing advisory support to local bodies for collating spatial and non-spatial information and in GIS-MIS integration.
- Advice to the local Bodies in integration of total station survey in to GIS domain.
- Work closely with the urban planners on the team and provide guidance to the local bodies in the development of "Slum-free City Plan".
- Provide advice to the local body for capacity building of ULB for their GIS needs and the means and manner of providing support.
- Encourage use of GIS in the various planning functions of the local bodies.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

Qualification and Experience

- Masters degree in Planning, Engineering, Geography, Computer Sciences or Other relevant discipline with 5 years of work experience.
- Demonstrated proficiency and creative application of GIS in the urban context.
- Knowledge of urban planning & housing.
- Ability to work and motivate/ train Govt. staff.

3. Town Planning Specialist

The Town Planning Specialist will ensure adherence and provide support to local bodies with regard to the planning guidelines of RAY and ensure that the proper templates are provided to local bodies for planning.

Scope of Work

- Provide advice for improvement of activities related to urban planning.
- Assist in programme design and implementation of the slum free city plan and to clearly identify the role of stakeholders at State level.
- Assist in selection of best model for in-situ development and deciding options for relocation of untenable slums.
- Assist in integration of spatial data, and slum survey information at slum and city level to create GIS enabled slum MIS.
- Provide technical support in implementing following: 74th CAA provisions related to urban planning and slum improvement, land use and land tenure especially for urban poor, environmental planning etc.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

Qualifications and Experience

- Masters Degree in Planning with specialization in Urban Planning.
- Minimum of five years work experience in urban planning with experience of urban infrastructure projects.
- Experience of reform oriented projects is desirable.
- Fluency in English and local language essential.

4. Social Development Specialist

The Social Development Expert shall play a key role in taking forward the core principles of community participation, community development with regard to internalizing stakeholder consultations into the planning as well as operating procedures for RAY. He/She will provide advisory support to ensure community participation in other planning and practices of infrastructure development and optimizing the community participation in urban governance.

Scope of work

- Provide advice on all matters relating to pro poor governance, strengthening and empowerment of local communities, social development, community participation, urban poverty alleviation.

- Assist in developing partnership with civil society, CBOs, NGOs in implementing housing projects.
- Guide and support implementation of mechanisms for pre-project community consultations and streamlining inputs into Slum Free City Plan.
- Support effective and transparent use of the Community Participation Fund (CPF) by cities.
- Devise communication strategies to make the communities aware of their responsibilities in keeping cities clean, preserving and helping in making the investments secure and complying with requirement of the reforms.
- Devise strategies to develop platforms for interface between the service provider and the client in the backdrop of the housing projects under RAY.
- Assist in establishing Networks with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/ leverage their schemes with projects under UIG.
- Support social aspects of policy and legal reforms such as: Enactment of Community Participation Law; Provision of basic services to urban poor.
- Design client satisfaction surveys periodically.
- Any other related tasks, including advocacy at state level that may be entrusted upon by the head of technical cell at State level.

Qualifications and Experience

- Masters degree in Social Science.
- Minimum of five year of work experience in social and community development.
- Practical experience of working in the development areas, preferably in urban development.
- Wide knowledge and experience in implementing social sector reforms.
- Working experience in urban sector social development will be preferred.
- Training and capacity building in social development and community participation processes.
- Fluency in English and local language essential.

5. Project Engineering Specialist

Project Engineering Specialist will be responsible for providing overall guidance and support to ULBs on all aspects of planning, design, implementation, monitoring and quality assurance of slum infrastructure projects undertaken under Slum Free City Plan.

Scope of Work

- Provide technical support as necessary in design and implementation of slum infrastructure works - Water supply, drainage, roads, Solid waste etc.
- Facilitate recruitment of quality consultants for preparation of DPRs.
- Provide technical advice in tendering process, design and supervision of infrastructure works.

- Review the Detailed Projects Report (DPR) for precision and detail and provide feedback as necessary.
- Support ULB to prepare project monitoring formats and report with precision on progress of construction and utilization of funds under RAY.
- Develop and disseminate guidelines on project preparation, procurement and other related activities.
- Assess the training needs in engineering and assist ULBs to access quality training on site or at recognized centres of excellence.
- Provide advice for the improvement of the day to day activities of the ULBs' public health and sanitation services.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

Qualifications and Experience

- Post graduate degree in Engineering with specialization in public health engineering.
- Minimum of five years experience in procurement, design, and supervision of infrastructure works.
- Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance
- Prior experience as municipal engineer will be an added advantage.
- Fluency in English and local language essential.

6 Capacity Building/Training Coordinator

The Capacity Building/Training Coordinator will play a key role in taking forward the core principles of RAY with regard to appreciation and implementation of the reforms, internalizing stakeholder consultations into the operating procedures and practices of infrastructure development and optimizing the community participation in urban governance. Capacity building and training will be critical for the preparation and implementation of slum-free city action plan.

- Assess barriers and constraints, training requirements, institutional weaknesses, absorptive capacity constraints to implement slum infrastructure projects and urban reforms, issues of sustainability of created assets, and other social and institutional risks at state and ULB level.
- Advise in developing capacity building modules in local language for conduct of training programmes on RAY.
- Support in building the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- Support city level capacity building/training coordinator in organising training programmes and bringing in resource persons for taking sessions during training programmes.

- Advise, collate and disseminate reports of the trainings and capacity building programme.
- Develop mechanism to undertake the follow up of the training and capacity building programmes.
- Support ULBs in cross learning through organising study tours, exposure visits.
- Ensure that women elected representatives and other marginalised groups attend the training programmes and contribute in implementing RAY in cities.
- Develop mechanism and monitor the impacts of training programmes and document learnings from the field.
- Organise training to State level officials and non-officials in various guidelines, manuals, tools and techniques for Slum-free City Planning, and oversee the support from the select nodal institutions on capacity building/training programmes and handholding support on GIS Mapping, Slum Survey & MIS, Slum-free City Planning and Legislative Framework for Inclusive City Planning.
- Organize studies, surveys etc. to document lessons and disseminate good practices across the state, through state initiatives.
- Any other related tasks that may be entrusted upon by the head of technical cell at State level.

Qualifications and Experience

- Masters or doctoral degree in Urban Planning and management, Social Sciences, with practical experience of working in the development areas, preferably in urban development.
- Minimum of five years experience in urban sector.
- Wide knowledge and experience in implementing governance reforms.
- Training in organizational behaviour and management of institutional change processes.
- Experience in designing capacity building activities, preferably in the municipal environment.

Profile of Key Personnel

City Level Technical Cell is envisaged to play a critical role in enchaining overall efficiency of implementation of RAY. A team of 6 (six) positions are suggested for each CLTC.

1   MIS Specialist

MIS Specialist will be responsible for managing city level database, preparation of monitoring statements, online monitoring and data analysis.

Scope of Work

- Coordination of data entry and file uploads into systems to be used by Urban Local Body (ULB) on a regular basis.

- Work closely with the GIS expert in the development of a GIS-based Slum MIS collating both spatial and non-spatial, at the slum, zone and city level.

- Assist ULB in conducting Slum Surveys based on detailed formats, and ensure the data entry in the desired MIS application.

- Management of electronic data pertaining to the ULB, including soft copies of letters, reports and numerical data. This may involve conversion of data and reports in hard copy to electronic form, as well as their storage in an organized filing system.

- Operating IT systems on a daily basis; provide handholding support to the ULB officials when required.

- Any other related tasks that may be entrusted upon by the head of slum free city cell.

Qualification and Experience

- BE/BTech Computer Science/Electronics, MCA/PGDCA in IT; MSc Computer Science.

- Minimum of three years in government/semi govt./ autonomous organizations/private company of repute. Should have exposure to software development & project management, database management, MIS etc.

- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues related to IT.

- Fluency in English and local language essential.

2   GIS Specialist

GIS Specialist will be responsible for managing and updating of GIS level database at the city level and ensure coordination with MIS .

Scope of Work

- Assisting in acquiring satellite images for the preparation of the base maps for the city and work closely with the GIS consultant in regard to digitization, geo-referencing, ground verification and preparation of base maps etc.

- Work closely with the MIS Specialist/expert in collating spatial and non-spatial information with respect to plot boundaries, network of basic infrastructure such as roads, sewerage, storm drainage and water lines, etc.

- Integration of total station survey in to GIS domain.

- Work closely with the urban planners on the team in the development of "Slum Development Plans" and a "Slum-free City Plan".

- Act as a resource for capacity building of ULB for their GIS needs.

- Any other related tasks that may be entrusted upon by the head of slum free city cell.

Qualification and Experience

- Masters degree in Planning, Engineering/ Geography/ Computer Sciences or Other relevant discipline with 3 years of work experience.

- Demonstrated proficiency and creative application of GIS in the urban context

- Knowledge of urban planning & housing.

- Ability to work with and motivate/ train Govt. staff.

3. Town Planning Specialist

The Town Planning Specialist will be responsible for supporting improved coordination between various planning agencies and organizations responsible for urban development at City level. The planner will also be responsible for guiding town planning activities at the city level.

Scope of Work

- Programme design and implementation of the slum free city plan and to clearly identify the role of stakeholders at City level, Zone/Ward Level, Neighbourhood level etc, and Slum (Settlement) Level.

- Identifying in consultation with the local body the geographic area to be covered under slum free city plan.

- Using appropriate GIS mapping techniques and GIS base maps assist in identifying the slum pockets within the city.

- Based on the proposed land use and land reserved for city infrastructure, do plotting on the GIS maps information available from City Master Plan, City Development Plan and city Departmental sources.

- As part of the slum mapping exercise, assist the local Body in identifying ownership of the land occupied by slums and mapping under various category of land e.g. Public land, private land, disputed land etc.

- Assist categorization of each slum in terms of its tenability.

- Assist in selection of best model for in-situ development and deciding options for relocation of untenable slums.

- Assist in integration of spatial data, and slum survey information at slum and city level to create GIS enabled slum MIS.

- Ensure formulation, implementation and revision of CDPs and linkage with Master Plans,
- Develop and update databases on planning.
- Any other related tasks that may be entrusted upon by the head of slum free city cell

Qualifications and Experience

- Masters Degree in Planning with specialization in Urban Planning.
- Minimum of three years work experience in urban planning with experience of urban infrastructure projects.
- Experience of reform oriented projects is desirable.
- Fluency in English and local language essential.

4. Social Development Specialist

The Social Development Expert will be responsible for conceiving and implementation of social reforms, strengthening and empowerment of communities, internalizing stakeholder consultations into operating procedures and practices and optimizing the community participation in urban governance.

Scope of work

- Support ULB with regard to pro poor governance, strengthening and empowerment of local communities, social development, community participation, urban poverty alleviation at City level.
- Developing partnership with civil society, CBOs, NGOs in implementing housing projects.
- Implementation of mechanisms for pre-project community consultations and streamlining its inputs into the Slum free city plan.
- Incorporation of social issues into DPR preparation.
- Effective and transparent use of the Community Participation Fund (CPF) by user groups in the select cities.
- Assistance in implementing communication strategies to make the communities aware of their responsibilities in keeping cities clean, preserving and helping in making the investments secure and complying with requirement of the reforms.
- Assist in identifying pro poor relocation strategies which manifest the concerns for the poor, vulnerable, disabled and aged population within the broad livelihood framework

- Devise strategies to develop platforms for interface between the service provider and the client in the backdrop of the housing projects under RAY.

- Identify and address gender gaps in coverage of services, access to training and opportunities for economic activities and enable ULB to undertake Gender Need Assessment and Gender Mainstreaming.

- Establish mechanisms for dialogue between elected representatives, staff and clients.

- Preparation and periodic updating of city's poverty profile, in tandem with the RAY/BSUP/IHSDP and other poverty focused programs of the City.

- Establish Networks with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/ leverage their schemes with projects under UIG.

- Ensure that information related to social development indicators/ elements are adequately captured in data bases, analyzed and the emerging findings applied in practice.

- Design and Implement client satisfaction surveys periodically.

- Monitor expenditure on improvement of urban services to the poor and overall social impact of projects implemented under JNNURM/RAY.

- Any other related tasks that may be entrusted upon by the head of slum free city cell.

Qualifications and Experience

- Masters degree in Social Sciences

- Minimum of three years work experience in social and community development

- Practical experience of working in the development areas, preferably in urban development

- Wide knowledge and experience in implementing social sector reforms

- Working experience in urban sector social development will be preferred

- Training and capacity building in social development and community participation processes

- Fluency in English local language essential.

5. Project Engineering Specialist

Project Engineering Specialist will be responsible for providing overall guidance and support to ULBs on all aspects of planning, design, implementation, monitoring and quality assurance of slum infrastructure projects.

Scope of Work

- Provide technical support as necessary in design and implementation of slum infrastructure works - Water supply, drainage, roads, Solid waste etc.
- Facilitate recruitment of quality consultants for preparation of DPRs.
- Provide technical advice in tendering process, design and supervision of infrastructure works.
- Review the Detailed Projects Report (DPR) for precision and detail and provide feedback as necessary.
- Support ULB to report with precision on progress of construction and utilization of funds under RAY.
- Develop and disseminate guidelines on project preparation, procurement and other related activities.
- Assess the training needs in engineering and assist ULBs to access quality training on site or at recognized centres of excellence.
- Provide advice for the improvement of the day to day activities of the ULBs' public health and sanitation services.
- Any other related tasks that may be entrusted upon by the head of slum free city cell.

Qualifications and Experience

- Post graduate degree in Engineering with specialization in public health engineering.
- Minimum of three years experience in procurement, design, and supervision of infrastructure works.
- Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance.
- Prior experience as municipal engineer will be an added advantage.
- Fluency in English and local language essential.

6   Capacity Building/Training Coordinator

The Capacity Building/Training Coordinator will play a key role in taking forward the core principles of RAY with regard to appreciation and implementation of the reforms, internalizing stakeholder consultations into the operating procedures and practices of infrastructure development and optimizing community participation in urban governance. Capacity building and training will also be critical for the preparation and implementation of slum-free city action plan.

- Assess barriers and constraints, training requirements, institutional weaknesses, absorptive capacity constraints to implement slum infrastructure projects and urban reforms, issues of sustainability of created assets, and other social and institutional risks at ULB level.
- Develop capacity building modules in local language for conduct of training programmes on RAY.

- Build the database of trainers and resource persons on urban poverty alleviation, planning, community participation, social development, engineering etc.
- Support ULBs in organising training programmes and bringing in resource persons for taking sessions during training programmes.
- Prepare reports of the trainings and capacity building programme.
- Undertake the follow up of the training and capacity building programmes.
- Support ULBs in cross learning through organising study tours, exposure visits.
- Ensure that women elected representatives and other marginalised groups attend the training programmes and contribute in implementing RAY in cities.
- Monitor the impacts of training programmes and document learnings from the field.
- Identify and address gender gaps in coverage of services, access to training and opportunities for economic activities.

- Any other related tasks that may be entrusted upon by the head of slum free city cell.

Qualifications and Experience

- Masters or doctoral degree in Urban Planning and management, Social Sciences, with practical experience of working in the development areas, preferably in urban development
- Minimum of three years experience in urban sector
- Wide knowledge and experience in implementing governance reforms
- Training in organizational behaviour and management of institutional change processes
- Experience in designing capacity building activities, preferably in the municipal environment.

Note: The Ministry vide its letter no. N-11011/58/2012-RAY II, dated 16th September 2013 has communicated the following:

i. The minimum educational qualifications prescribed for the 6 experts may be relaxed to Bachelor's degree in the respective fields. Post graduate degree with specialization in the relevant field as mentioned above may be made desirable condition.

ii. Minimum experience criteria at the State level may be relaxed to 5 years and to 3 years at the city level.

iii. For NE and special category States (J&K, Himachal Pradesh and Uttarakhand) the minimum required qualification criteria may be relaxed to Diploma wherever Bachelor degree holders are not available in the relevant field.

iv. The minimum experience criteria for the experts at both State and City level technical cells may be relaxed to minimum of 3 years.

F.No.N.11011/58/2012-RAY II
Government of India
Ministry of Housing & Urban Poverty Alleviation
(RAY Division)

Nirman Bhavan, New Delhi.
Dated: 16ᵗʰ September, 2013.

To,

The Principal Secretary (Housing),
(All States and UTs)

Subject: Educational qualifications/eligibility/ criteria/ remunerations of Experts in RAY Technical Cells – modifications – reg.

Sir,

I am directed to refer to this Ministry's D.O. letter number J.11027/01/2011-RAY dated 08.02.2011 forwarding therewith model ToR's for Experts in RAY Technical Cell as well as the minutes of the 2ⁿᵈ meeting of CSMC held under RAY on 19.01.2012.

2.   The Cabinet Committee on Economic Affairs has approved continuation of implementation of RAY as a Centrally Sponsored Scheme (CSS), in Mission mode during 2013-2022. The CCEA has also extended the implementation period of JNNURM upto 31st March 2015 for completing the ongoing projects. The scheme guidelines are being issued.

3.   The modifications in the prescribed educational qualifications/experience criteria/ remunerations of Experts in the RAY Technical Cells under RAY are as follows:

(i)   Minimum educational qualifications prescribed for the 06 experts in the RAY Technical Cell may be relaxed to Bachelor's degree in the respective fields mentioned in the ToRs already circulated by the Ministry. Post Graduate degree with specialisation in the   relevant   field   mentioned   in   the   ToRs   already circulated by the Ministry may be made desirable qualification.

(ii)   The minimum experience required for the 06 Experts in   the   RAY   Technical Cells at State level may be 05 years and at City level may be 03 years.

(iii)   For North-Eastern Region and Special category States (J&K, Himachal Pradesh and Uttarakhand) the minimum required educational qualification for the 06 Experts in the RAY Technical Cells at City level may be relaxed to Diploma wherever Bachelor degree holders are not available in the relevant field.

(iv)   For North-Eastern Region and Special category States (J&K, Himachal Pradesh and Uttarakhand) the minimum required   experience   for   the   06 Experts in the RAY Technical Cells, both at   State and City level, may be relaxed to a minimum of 03 years.

(v)   Remuneration to these Experts may be proportionate to the   qualifications   and experience of candidates to be decided by the States to its satisfaction subject to the upper ceiling as follows:

a)   **State level Technical Cells/City level Technical Cells for cities more than 10 lakh population:**

     (i)   Postgraduate degree - Rs.75000/-
     (ii)   Bachelor degree   - Rs.60000/-
     (iii)   Diploma   - Rs.45000/-

b)   **City Level Technical Cell for Medium cities (5-10 lakh population):**

     (i)   Postgraduate Degree   - Rs.50,000/-
     (ii)   Bachelor Degree   - Rs.35,000/-
     (iii)   Diploma   - Rs.25,000/-

c)   **City Level Technical Cell for Small cities (<5 lakh population):**

     (i)   Postgraduate Degree   - Rs.40,000/-
     (ii)   Bachelor Degree   - Rs.30,000/-
     (iii)   Diploma   - Rs.20,000/-

(vi)   The following additional Experts wherever required by States (with due justifications) can be supported by the Ministry, subject to condition that the Technical Cell size will be limited to a total of 06 Experts:

     a)   PPP Expert
     b)   Procurement Expert
     c)   Architect
     d)   Structural Engineer

(vii)   States shall designate one of the 06 Experts in RAY Technical Cell at State level as a Nodal Officer who shall be the single point of contact and be responsible for reporting and monitoring tasks in these Cells.

(viii) Expenses towards remuneration of these experts shall be borne by the Centre in the same proportion as the project cost i.e., 50%, 75% and 80% for larger towns, smaller towns and NE & Special category States respectively.

(ix)   States may ensure that there is no duplication of Experts between JNNURM and RAY Cells.

(x)   States may ensure that, the revised/reduced eligibility conditions do not compromise on the effective functioning of the technical cells.

-3-

(xi)   The other terms and conditions in the ToR's earlier issued by the Ministry as well as financial norms set by the 2nd CSMC held on 19.01.2012 for establishment of RAY Technical Cells at State/City level remains unchanged.

4.   This issues with the approval of Joint Secretary & Mission Director (JN & RAY).

Yours faithfully,

(Alka Selot Asthana)
Director (RAY)
Telefax: 011-23062279

APPENDIX-I

COVERING LETTER ON AGENCY LETTERHEAD

(*The agencies are required to submit the covering letter in the Form (sample). This form should be in the letter head of the agencies, who are submitting the proposal.*)

Date -----------------------

To

Director
State Urban Development Agency (SUDA), Uttar Pradesh
Nav Chetna Kendra, 10 Ashok Marg, Lucknow – 226 001

Subject:

Expression of Interest (EoI) for short listing agencies for Selection of Human Resource Agency (for Recruitment of Experts & deploy them at SUDA/DUDA on his Pay roll) for SLTC & CLTC under RAY - EoI proposal

Dear Sir,

Having examined the EOI, the undersigned, offer to be shortlisted for **'**Selection of Human Resource Agency for recruitment of Experts in SLTC & CLTC under the RAY' in full conformity with the said EOI. I have read the provisions of EOI and confirm that these are acceptable to us.

I hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of short listing and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the short listing process may be terminated without assigning any reason and without any liability to agencies, whatsoever, it may be.

Signature

Duly authorized to sign proposal for and on behalf of

Date:

Place:

Postal Address:

Telephone Number:

Mobile:

Email Id:

APPENDIX-II

DECLARATION STATEMENT ON LETTER HEAD

To whomsoever it may concerned

This is to certify that ------- (full name of the agency, with address particulars) has not been blacklisted by a government/ semi government organisation for unsatisfactory performance or financial conduct in the last five years

Signature [In full]:

Name and Title of Signatory: Name of Agency / Organization: (Company /Organization Seal)

APPENDIX-III

STANDARD FORMATS OF CURRICULUM VITAE (CV) FOR SENIOR   MANAGEMENT

i.   Name:

ii.   Designation:

iii.   Years with agency:

iv.   Membership in professional societies:

v.   Professional Experience:

        [Reverse order every employment held. List all positions held giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

vi.   Educational Qualifications:
        [Summarize college / university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.

vii.   Languages:
        [For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]

viii.   Date of Birth: