

## Terms of Reference for the Consulting Services

### Chapter 1. Background

- The Government of India has received a loan from the Japan International Cooperation Agency (hereinafter referred to as "JICA") to finance the Project to Promote Startup and Innovation in Telangana. The Government of India also intends to use part of the proceeds of the loan for eligible payments for consulting services for which this ToR is issued.
- The outline of the Project is as follows:
  - Executing Agency (synonymous with “the Employer” or “Client”): Department of Information, Technology, Electronics & Communication (ITE&C), Government of Telangana
  - Implementation Agency: Project Management Unit
  - Location of the Project: Telangana
  - Expected project completion: September 2029
  - Others:
- At this moment, the Project is expected to comprise of the following components:

Components	Main Activities
<b>Capacity Building</b>	1) Capacity building of entrepreneurs, startups and MSMEs related to Grassroot Innovation and Social Innovation
<b>Financing</b>	1) Provision of Financial support to entrepreneurs, startups, and MSMEs related to Grassroot Innovation and Social Innovation 2) Design and establishment of a new funding mechanism to support entrepreneurs, startups and MSMEs which takes into account both financial score and social impact score
<b>Infrastructure</b>	1) Improvement of infrastructure related to Grassroot Innovation and Social Innovation
<b>Market Creation</b>	1) Market creation related to Grassroot Innovation and Social Innovation
<b>Social Innovation Concierge for Japan (SICJ)</b>	1) Provision of services for Japanese companies with strong willingness to develop their business model and technologies in India and expand into the global market

- Technical information: None
- Related projects: None

## **Chapter 2. Objectives of Consulting Services**

The consulting services shall be provided by consulting firm(s) (hereinafter referred to as "the Consultant") in compliance with Guidelines for the Employment of Consultants under Japanese ODA Loans, April 2012. The objective of the consulting services is to achieve the efficient and proper preparation and implementation of the Project.

### **Chapter 3. Scope of Consulting Services**

#### **(1) Assistance in Project Management**

In order for the PMU to properly and promptly manage the Project, the consultant shall:

- (a) Assist in the development of an overall project management plan
- (b) Support the preparation of annual work plans and budget estimates
- (c) Support the selection of sub-projects and JICA's review process, including confirmation of validity of plans of infrastructure subprojects (detailed design, cost estimation, etc.) and finance subprojects
- (d) Provide technical assistance to design and establish a funding mechanism to support entrepreneurs, startups and MSMEs based on the information accumulated through their performance in the programs and events organized by the Telangana Government and other ecosystem partners
- (e) Support the implementation of selected sub-projects (planning, bidding procedures, consulting for implementation, construction management of infrastructure subprojects, monitoring and evaluation)
- (f) Support the strengthening of project implementation structure through technical assistance to PMU and Implementing Agencies (AIs)Sub-PMUs
- (g) Coordinate the communication between the PMU and JICA and assist the PMU in complying with JICA's reporting obligations
- (h) Support the management and preparation of expenditure invoices and their attachments to be submitted to JICA
- (i) Support the preparation of the Quarterly Progress Reports (QPR), the Project Completion Report (PCR) and other relevant documents to be submitted to JICA
- (j) Provide support for compliance with requirements based on the JICA Environmental Guidelines, including preparation of framework of Environmental and Social Management System, confirmation of environmental and social considerations based on JICA GL (including categorization of each sub-project), support and advice for implementation of monitoring of each sub-project, reporting to PMU and JICA, capacity building of implementing agency personnel, response and treatment to any issues occurred including grievance, and etc.

Support the collaboration and the synergy between the Project and other projects supported by JICA

(2) Support for Social Innovation Concierge for Japan (SICJ)

The consultant shall provide the following services:

- (a) Preparation for the launch of SICJ
  - a) Support the establishment of PMU organizations
  - b) Support the establishment of the SICJ operation team consisting of government officials of Telangana State government and consultants
  - c) Support the development of action plans for SICJ
  - d) Support efforts to encourage cooperation among potential partners in the State of Telangana and in Japan with SICJ
  - e) Support the launch and operation of SICJ Web pages
  - f) Support the preparation for the launch of services of SICJ
- (b) Implementation and management of SICJ
  - a) Support the provision of services of SICJ
  - b) Support to organize regular meetings for operation
- (c) Service Development for SICJ
  - a) Assist in conducting user needs surveys of SICJ
  - b) Support the development of new services and improvement of existing services for SICJ based on the results of the surveys.
- (d) Public relations and community building for SICJ
  - a) Support events related to SICJ such as pitch events and seminars
  - b) Support to post about activities related to SICJ on web pages and update the information
  - c) Support web marketing (Including SNS Marketing) related to SICJ

(3) Support for Financing Components

The consultant shall provide the following services:

- (a) Design and establishment of a new funding mechanism
  - a) Support the design and establishment of scoring model taking into account both financial score and social impact score
  - b) Support the refinement of scoring model based on the findings from its application and feedback from relevant stakeholders
- (b) Implementation and management of Financing Components
  - a) Support the formulation and selection of projects under Financing Components including preparation of documentation to be submitted to PMU as well as JICA's review process
  - b) Support the selection of entrepreneurs, startups and MSMEs for projects under

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### Financing Components

- c) Support the monitoring of projects under Financing Components after disbursement of funds
- (c) Capacity building and networking
  - a) Provide advisory and/or training to the officials of Telangana State government related to the use of scoring model.
  - b) Support the dissemination of the scoring model by organizing events for entrepreneurs, startups and MSMEs as well as other stakeholders such as impact investors.

## Chapter 4. Expected Time Schedule

The total duration of consulting services will be 60 months. The implementation schedule expected is as shown in Table 1.

Table 1: Implementation Schedule Expected

Key Activities	Date	Duration in Months
Commencement of Consulting Services	October 2024	-
Capacity Building	October 2024	48
Financing	October 2024	54
Infrastructre	October 2024	48
Market Creation	October 2024	48
Social Innovation Concierge for Japan	October 2024	54
End of Consulting Services	September 2029	-

## Chapter 5. Staffing (Expertise required)

Eleven positions of International Experts and fourteen positions of Local Experts will be engaged, for a total of 152 man-months for International Experts and 236 man-months for Local Experts. And 270 man-months will be for Supporting Staff.

### (1) Qualification of Key Experts

The qualification of Key Experts is shown in Table 2.

Table 2 : Qualification of Key Experts

Designation	Qualification
A1 Team Leader	<p><u>Education:</u></p> <ul style="list-style-type: none"> <li>• Postgraduate level</li> </ul> <p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 4 projects regarding innovation and startup support</li> <li>• At least three experiences of leading a consultants' team as the Team Leader or the Co-Team Leader</li> <li>• More than one experience in leading the donor-funded projects/studies</li> </ul> <p><u>Language (English):</u></p> <ul style="list-style-type: none"> <li>• Proficient in writing and speaking</li> </ul> <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> <li>• Familiarity and experience in South Asia, particularly in India</li> </ul>
A2 Capacity Building 1	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 3 projects regarding capacity building of entrepreneurs and startups</li> </ul> <p><u>Language (English):</u></p> <ul style="list-style-type: none"> <li>• Proficient in writing and speaking</li> </ul> <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> <li>• Familiarity and experience in South Asia, particularly in India</li> </ul>
A3 Financing 1	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 3 projects regarding financing of startups, social enterprises or MSMEs</li> </ul> <p><u>Language (English):</u></p> <ul style="list-style-type: none"> <li>• Proficient in writing and speaking</li> </ul> <p><u>Regional Experience:</u></p> <ul style="list-style-type: none"> <li>• Familiarity and experience in South Asia, particularly in India</li> </ul>
A4 Infrastructure 1	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 3 projects regarding infrastructure projects</li> </ul> <p><u>Language (English):</u></p> <ul style="list-style-type: none"> <li>• Proficient in writing and speaking</li> </ul>

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Designation	Qualification
	<u>Regional Experience:</u> <ul style="list-style-type: none"> <li>• Familiarity and Experience in South Asia, particularly in India</li> </ul>
A5 Market Creation 1	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 3 projects regarding support of startups, social enterprises or MSMEs</li> </ul> <u>Language (English):</u> <ul style="list-style-type: none"> <li>• Proficient in writing and speaking</li> </ul> <u>Regional Experience:</u> <ul style="list-style-type: none"> <li>• Familiarity and Experience in South Asia, particularly in India</li> </ul>
A6 SICJ 1	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 3 projects regarding support of Japanese startups, social enterprises or MSMEs with innovative solutions</li> </ul> <u>Language (English):</u> <ul style="list-style-type: none"> <li>• Proficient in writing and speaking</li> </ul> <u>Regional Experience:</u> <ul style="list-style-type: none"> <li>• Familiarity and Experience in South Asia, particularly in India</li> </ul>
A7 SICJ 2	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 3 projects regarding support of Japanese startups, social enterprises or MSMEs with innovative solutions</li> </ul> <u>Language (English):</u> <ul style="list-style-type: none"> <li>• Proficient in writing and speaking</li> </ul> <u>Regional Experience:</u> <ul style="list-style-type: none"> <li>• Familiarity and Experience in South Asia, particularly in India</li> </ul>
B1 Co-Team Leader	<u>Education:</u> <ul style="list-style-type: none"> <li>• Postgraduate level</li> </ul> <u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 15 years or more</li> <li>• Experience of consulting services for more than 4 projects regarding innovation and startup</li> </ul>
B2 Capacity Building 2	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 5 years or more</li> <li>• Experience of consulting services for more than 5 projects regarding capacity building of entrepreneurs and startups</li> <li>• At least 2 donor funded projects (preferably JICA projects)</li> </ul>



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Designation	Qualification
B3 Capacity Building 3	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 5 years or more</li> <li>• Experience of consulting services for more than 5 projects regarding capacity building of entrepreneurs and startups</li> <li>• At least 2 donor funded projects (preferably JICA projects)</li> </ul>
B4 Financing 2	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 5 years or more</li> <li>• Experience of consulting services for more than 5 projects regarding financing of startups, social enterprises or MSMEs</li> <li>• At least 2 donor funded projects (preferably JICA projects)</li> </ul>
B5 Financing 3	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 5 years or more</li> <li>• Experience of consulting services for more than 5 projects regarding financing of startups, social enterprises or MSMEs</li> <li>• At least 2 donor funded projects (preferably JICA projects)</li> </ul>
B6 Infrastructure 2	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 5 projects regarding infrastructure projects</li> <li>• At least 5 donor funded projects (preferably JICA projects) regarding infrastructure</li> </ul>
B7 Infrastructure 3	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience of consulting services for more than 5 projects regarding infrastructure projects</li> <li>• At least 5 donor funded projects (preferably JICA projects) regarding infrastructure</li> </ul>
B8 Market Creation 2	<p><u>Experience:</u></p> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 5 years or more</li> </ul>

Designation	Qualification
	<ul style="list-style-type: none"> <li>• Experience of consulting services for more than 5 projects regarding support of startups, social enterprises or MSMEs</li> <li>• At least 2 donor funded projects (preferably JICA projects)</li> </ul>
B9 Market Creation 3	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 5 years or more</li> <li>• Experience of consulting services for more than 5 projects regarding support of startups, social enterprises or MSMEs</li> <li>• At least 2 donor funded projects (preferably JICA projects)</li> </ul>
B10 SICJ 3	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 5 years or more</li> <li>• Experience of consulting services for more than 5 projects (preferably Telangana State Government related projects) regarding support of startups, social enterprises or MSMEs</li> </ul>
B11 SICJ 4	<u>Experience:</u> <ul style="list-style-type: none"> <li>• Experience in the field of startup, innovation, social enterprise or MSME: 5 years or more</li> <li>• Experience of consulting services for more than 5 projects (preferably Telangana State Government related projects) regarding support of startups, social enterprises or MSMEs</li> </ul>

The Consultant may propose other experts and supporting staff required to accomplish the tasks outlined in the ToR in addition to experts indicated in Table 2 and 3 above in this Chapter.

### (3) Scope of works for the respective personnel

Detailed information on the major tasks and duties each member of the Consultant shall perform is provided as in following table.

The following table is reference, and the Consultant may modify it or propose additional experts to better accomplish the tasks indicated in the TOR. Other than the above, supporting staff such as office manager, secretary, accountant, and surveyors are to be assigned.

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No	Position	I :International Experts or L: Local Experts	Major Tasks and Duties
<b>International Expert</b>			
A1	Team Leader	I	<ul style="list-style-type: none"> <li>• Assist in the development of an overall project management plan</li> <li>• Support the preparation of annual work plans and budget estimates</li> <li>• Support the selection of sub-projects and JICA's review process</li> <li>• Coordinate the communication between the PMU and JICA and assist the PMU in complying with JICA's reporting obligations</li> <li>• To direct and supervise the activities of all experts (International and local consultants)</li> <li>• Supervision of activities under the Project</li> </ul>
A2	Capacity Building 1	I	<ul style="list-style-type: none"> <li>• Assist in the development of a project management plan of capacity building type subprojects</li> <li>• Support the selection of capacity building subprojects and JICA's review process</li> <li>• Support the preparation of annual work plans and budget estimates of capacity building type subprojects</li> <li>• Support the implementation of capacity building type sub-projects (Planning, bidding procedures, consulting for implementation, monitoring and evaluation)</li> <li>• Support the management and preparation of expenditure invoices and their attachments of capacity building type subprojects to be submitted to JICA</li> </ul>
A3	Financing 1	I	<ul style="list-style-type: none"> <li>• Assist in the development of a project management plan of finance subprojects</li> <li>• Assist in the selection of finance subprojects and JICA's review process</li> <li>• Support the preparation of annual work plans and budget estimates of finance subprojects</li> <li>• Support the implementation of finance subprojects (planning, bidding procedures, consulting for implementation, monitoring and evaluation)</li> <li>• Provide technical assistance to design and establish a funding mechanism to support entrepreneurs, startups and MSMEs which takes into account both financial and social impact scores</li> <li>• Support the management and preparation of expenditure invoices and their attachments of fund type subprojects to be submitted to JICA</li> </ul>

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A4	Infrastructure 1	I	<ul style="list-style-type: none"> <li>• Assist in the development of a project management plan of infrastructure subprojects</li> <li>• Support the selection of infrastructure subprojects and JICA's review process, including confirmation of validity of plans (detailed design, cost estimation, etc.)</li> <li>• Support the implementation of infrastructure subprojects (planning, bidding procedures, consulting for implementation, construction management, monitoring and evaluation)</li> <li>• Support for compliance with requirements based on the JICA Environmental Guidelines</li> <li>• Support the management and preparation of expenditure invoices and their attachments of infrastructure subprojects to be submitted to JICA</li> </ul>
A5	Market Creation 1	I	<ul style="list-style-type: none"> <li>• Assist in the development of a project management plan of market creation subprojects</li> <li>• Support the selection of market creation subprojects and JICA's review process</li> <li>• Support the preparation of annual work plans and budget estimates of market creation subprojects</li> <li>• Support the implementation of market creation subprojects (planning, bidding procedures, consulting for implementation, monitoring and evaluation)</li> <li>• Support the management and preparation of expenditure invoices and their attachments of market creation type subprojects to be submitted to JICA</li> </ul>
A6	SICJ 1	I	<ul style="list-style-type: none"> <li>• Preparation for the launch of SICJ in Telangana</li> <li>• Implementation and management of SICJ in Telangana</li> <li>• Service development for SICJ in Telangana</li> <li>• Public relations and community building for SICJ in Telangana</li> </ul>
A7	SICJ 2	I	<ul style="list-style-type: none"> <li>• Preparation for the launch of SICJ in Japan</li> <li>• Implementation and management of SICJ in Japan</li> <li>• Service development for SICJ in Japan</li> <li>• Public relations and community building for SICJ in Japan</li> </ul>
<b>Local Expert</b>			
B1	Co-Team Leader	L	<ul style="list-style-type: none"> <li>• Assist in development of an overall project management plan</li> <li>• Support the preparation of annual work plans and budget estimates</li> <li>• Support the selection of subprojects and JICA's review process</li> <li>• Coordinate the communication between the PMU and</li> </ul>

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			<p>JICA and assist the PMU in complying with JICA's reporting obligations</p> <ul style="list-style-type: none"> <li>• Development and review of guidelines and manuals on project management, accounting procedures, procurement, and operation</li> <li>• Prepare regular reports on consulting services and be in charge of report output (Initial, monthly, quarterly, annual, and completion reports)</li> <li>• Preparation of a monthly performance report pertaining to the specialty</li> </ul>
B2	Capacity Building 2	L	<ul style="list-style-type: none"> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> </ul>
B3	Capacity Building 3	L	<ul style="list-style-type: none"> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> </ul>
B4	Financing 2	L	<ul style="list-style-type: none"> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> <li>• Assist the design, implementation, monitoring and evaluation of a funding mechanism to support entrepreneurs, startups and MSMEs which takes into account both financial and social impact score</li> </ul>
B5	Financing 3	L	<ul style="list-style-type: none"> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> </ul>

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			<ul style="list-style-type: none"> <li>• Assist the design, implementation, monitoring and evaluation of a funding mechanism to support entrepreneurs, startups and MSMEs which takes into account both financial and social impact score</li> </ul>
B6	Infrastructure 2	L	<ul style="list-style-type: none"> <li>• Support the bidding procedures</li> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> </ul>
B7	Infrastructure 3	L	<ul style="list-style-type: none"> <li>• Support the bidding procedures</li> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> </ul>
B8	Market Creation 2	L	<ul style="list-style-type: none"> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> </ul>
B9	Market Creation 3	L	<ul style="list-style-type: none"> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> </ul>
B10	SICJ 3	L	<ul style="list-style-type: none"> <li>• Communication and coordination with Telangana State Government</li> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure</li> </ul>

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			<p>invoices and their attachments to be submitted to JICA</p> <ul style="list-style-type: none"> <li>• Working on site at the client's office or the venue where the client specifies</li> </ul>
B11	SICJ 4	L	<ul style="list-style-type: none"> <li>• Communication and coordination with Telangana State Government</li> <li>• Support the monitoring and evaluation</li> <li>• Establishment of effective and efficient monitoring system</li> <li>• Implementation of subproject evaluation and preparation of reports</li> <li>• Support management and preparation of expenditure invoices and their attachments to be submitted to JICA</li> </ul>

## Chapter 6. Reporting

Within the scope of consulting services, the Consultant shall prepare and submit reports and documents to Implementing Agencies as shown in the table below. The Consultant shall provide electronic copy of each of these reports.

Category	Type of Report	Timing	No. of Copies
Consultancy Services	Inception Report	Within 1 month after commencement of the services	5 copies
	Monthly Progress Report	Every month, except the month coinciding with submission of the Quarterly Progress and Annual Report.	5 copies
	Quarterly Progress Report	Every quarter; except the quarter coinciding with submission of the Annual report	5 copies
	Annual Progress Reports	15 <sup>th</sup> day of the first month of the financial year	5 copies
	Completion Report of the Consulting Services	One month before the conclusion of the contract	10 copies
Other Report	Back to Office Report	Within 7 days from date of returning to the office from the field	1 set of copy per submission

Contents to be included in each report are as follows:

- a) Inception Report (5 copies): to be submitted within 1 month after the commencement of the services, presenting the methodologies/ approach, schedule, organization, etc.
- b) Monthly Progress Report (5 copies): to describes briefly and concisely all activities and progress for the previous month by the 7th day of each month. Problems encountered or anticipated will be clearly stated, together with actions to be taken or recommendations on remedial measures for correction. Also indicates the work to be performed during the coming month.
- c) Quarterly Progress Report (5 copies): to describe all activities and progress for the reporting period (quarter) by the 15th day of the month on a quarterly basis. Analysis of Physical and Financial progress for each component; Problems encountered or anticipated will be clearly stated, together with actions to be taken or recommendations on remedial measures for correction including compilation of Back-to-Office-Report (BTORs, photographs, communication made to Implementing Agency by various letters



etc. Also indicates the work to be performed during the following quarter.

- d) Annual Progress Report (5 copies): to describe all activities and accomplishments made for the year by the 15th day of the 1st month of the year. The content of the Annual Report would be based on the Quarterly Report submissions. The works and activities planned for the following years should be indicated.
- e) Completion Report of the Consulting Services (10 copies): to be submitted one month before the completion of the consulting services. The content of the report would be based on the Annual Report submissions including all the activities carried out and inputs made by the consultants, the results and accomplishments made by the consulting services, lessons learned for the project as well as consulting services, and recommendations for ensuring the sustainability of the project effect and future projects similar to the project.
- f) Back to Office Report (1 copy): to be submitted to report the findings from every site visits conducted by the PMC specialists. The report shall be submitted within 7 days from the date of return to the office from the field. One copy of the report shall be submitted to Implementing Agency.

## **Chapter 7. Obligations of the Executing Agency (Client)**

A certain range of arrangements and services shall be provided by Executing Agency to the Consultant for smooth implementation of the Consulting Services. In this context, Executing Agency shall:

(1) Assistance and exemption

Use its best efforts to, as described in the Sub-Clause 5.1 of General Conditions of Contract:

Assist the Consultant with obtaining work permits and such other documents as shall be necessary to enable the Consultant to perform the Services.

- (a) Assist the Consultant with promptly obtaining, for the Experts and, if appropriate, their eligible dependents, all necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in the Client's country while carrying out the Services under the Contract.
- (b) Facilitate prompt clearance through customs of any property required for the Services and of the personal effects of the Experts and their eligible dependents.
- (c) Issue to officials, agents and representatives of the Government all such instructions and information as may be necessary or appropriate for the prompt and effective implementation

of the Services.

- (d) Assist the Consultant and the Experts and any Sub-consultants employed by the Consultant for the Services with obtaining exemption from any requirement to register or obtain any permit to practice their profession or to establish themselves either individually or as a corporate entity in the Client's country according to the applicable law in the Client's country.
- (e) Assist the Consultant, any Sub-consultants and the Experts of either of them with obtaining the privilege, pursuant to the applicable law in the Client's country, of bringing into the Client's country reasonable amounts of foreign currency for the purposes of the Services or for the personal use of the Experts and of withdrawing any such amounts as may be earned therein by the Experts in the execution of the Services.

(2) Services, Facilities and Property of Executing Agency

Make available to the Consultant and the Experts, for the purposes of the Services and free of any charge, the services, facilities, and property in accordance with Sub-Clause 5.4 (a) of General Conditions of Contract, described as follows:

*- Provide an office space in the Headquarters of Executing Agency with necessary equipment, furniture, and utility. However, the Consultant's requirement for office space, including necessary equipment, furniture, and utilities, should be clearly stated in the proposal with its rental cost for the case where Executing Agency would be unable to provide such facilities.*

(3) Counterpart Personnel

Make available to the Consultant free of charge such professional and support counterpart personnel, to be nominated by Executing Agency with the Consultant's advice, in accordance with Sub-Clause 5.5 (a) of General Conditions of Contract, if necessary.