## FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

Technical approach, methodology and work plan are key components of the Technical Proposal. Suggested to present the Technical Proposal (inclusive of charts and diagrams) divided into the following three headings:

a) Technical Approach and Methodology

b) Work Plan, and

c) Organization and Staffing,

a) Technical Approach and Methodology. Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. Should highlight the problems being addressed and their importance and explain the technical approach that would adopt to address them. Should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. Should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. Should propose the structure and composition of the team. Should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.

## FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional Staff | | | | |
| Name of Staff | Firm | Area of Expertise | Position Assigned | Task/s Assigned |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## FORM TECH–6 CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF

1. Proposed Position03: --------------------------------------------------------------------

2. Name of Firm04: -------------------------------------------------------------------------

3. Name of Staff05: ---------------------------------------------------------------

4. Date of Birth: ------------------------- Nationality: --------------------------------------

5. Education06: -------------------------------------------------------------------------------

6. Membership of Professional Associations: ------------------------------------------------

7. Other Relevant Qualifications07: -----------------------------------------------------------

8.Languages08: ---------------------------------------------------------------------

9. Employment Record09:

10. From [Year]: to [Year]: ---------------------------------------

11. Employer: ------------------------

12. Positions held (with brief description): --------------------------------

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

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

[Signature of staff member]

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

[Signature of authorized representative of the client]

Full name of authorized representative: ------------------------------------------------------------

03 only one candidate shall be nominated for each position

04 Insert name of firm proposing the staff

05 Insert full name

06 Indicate /university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment

07 Indicate significant qualification/ training

08 for each language indicate proficiency: good, fair, or poor in speaking, reading, and writing:

09 Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format): dates of employment, name of employing organization, positions held.

## FORM TECH-7 STAFFING SCHEDULE10

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Name of Staff | Staff input / Weeks (in the form of bar chart)11 | | | | | | | | | | | | | Total staff Week input | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n | Office  Field | Field | Total |
| National | | | | | | | | | | | | | | |  |  |  |
| 1 |  | *[Office]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *[Field]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal | | | | | | | | | | | | | | |  |  |  |
| Foreign12 | | | | | | | | | | | | | | |  |  |  |
| 1 |  | *[Office]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *[Field]* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Subtotal | | | | | | | | | | | | | | |  |  |  |
| Total | | | | | | | | | | | | | | |  |  |  |

Full time input Part time input

10 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

11 Weeks are counted from the start of the assignment. For each staff indicate separately staff input for office and field work

12 Only if Expatriate staff is proposed

## FORM TECH-8 WORK SCHEDULE

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Activity13 | WEEK14 | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | n |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |

13 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.

14 Duration of activities shall be indicated in the form of a bar chart.

# SECTION 5- Financial Proposal - Standard Forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2.

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration

FIN-4 Breakdown of Other Expenses

## FORM FIN-2 SUMMARY OF COSTS

|  |  |
| --- | --- |
|  | Amount (Sri Lankan Rupees) |
| Remuneration (from FIN 3) |  |
| Other Expenses (From FIN 4) |  |
| **Total Consultancy Fee (excluding taxes)** |  |
| Add applicable taxes (VAT, NBT, etc.) (Please indicate the VAT registration number if applicable) |  |
| **Total Consultancy Fee including taxes carried to Financial Proposal Submission Form** |  |

## FORM FIN-3 BREAKDOWN OF REMUNERATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name 16 (Based on the staff given in APPENDIX C & ToR Para. 6.3.8) | Position 17 | Input (Staff – Months) | Staff Month Rate (Sri Lankan Rupees) | Lump Sum (Sri Lankan Rupees) |
| 1. Team Leader |  |  |  |  |
| 1. Services Engineer |  |  |  |  |
| 1. Infrastructure Engineer |  |  |  |  |
| 1. Coastal and Marine Engineer |  |  |  |  |
| 1. Coastal Resources Management Specialist |  |  |  |  |
| 1. Environmental Specialist |  |  |  |  |
| 1. Market Economic Specialist/ Financial Specialist (PPP Expert) |  |  |  |  |
| 1. Legal Expert |  |  |  |  |
| 1. Sociologist/ Resettlement Specialist |  |  |  |  |
| 1. GIS Specialist |  |  |  |  |
| 1. Architect |  |  |  |  |
| 1. Quantity Surveyor |  |  |  |  |
| 1. Transportation Specialist |  |  |  |  |
| 1. Other Supporting Staff |  |  |  |  |
| 1. Assistants |  |  |  |  |
| 1. Helpers, Cleaners, Drivers, etc. |  |  |  |  |
| 1. Any other associated costs |  |  |  |  |
| **Total Costs carried to FIN - 2** | | | |  |

**Notes: -**

1. This shall be priced based on fixed monthly remunerations of key professional staff and other personnel including supporting staff, assistants, labour, etc.
2. Proposed monthly rates of personnel are subjected to negotiation and agreement whereas, proposed input professional staff months are considered as fixed which shall be made by the Consultant based on his own calculations and periods of engagement to be taken as per assessment by the Consultant. Negotiations will be based on the standard Appendix given for financial negotiations with respect to proposed monthly remunerations & APPENDIX 4.
3. Staff month inputs are considered as fixed. Therefore, negotiated and agreed amounts of each personnel will be considered as lump sums which shown in FORM TECH-7 are not adjustable later based on period of engagement unless otherwise additional services/ omission ordered pursuant to GCC clause 6.4 of Payment Option A.
4. Monthly fixed rates shall be all inclusive monthly remunerations including cost of administration, overheads, profits, taxes on employment, bonus, subsistence per-diem allowances, visa costs (if applicable), other allowances, paid leaves and Consultant Firm’s profits, etc.
5. Costs which are not related in this page are explained in FORM FIN-4.

16 Professional staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).

17 Positions of professional staff shall coincide with the ones indicated in Form TECH-5.

## FORM FIN-4 BREAKDOWN OF OTHER EXPENSES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NO | Description (As per FORM TECH 8) | Unit | Quantity | Unit Cost (SL Rupees) | Lump Sum  (SL Rupees) |
| 1. | Any other expenses which are not covered in FORM FIN-3 which require to complete the scope of Consultancy Assignment | Lump Sum | Item | Allow |  |
|  | Total |  |  |  |  |

**Notes: -**

1. Total Lump Sum will be payable on the basis of agreed Lump Sum as per the progress.
2. Financial negotiation before signing of Contract will be to finalize the standards of facilities and the periods of activities provided in the proposal.
3. Negotiations before agreement will decide revision of amounts (if any), percentage of profits, mark-up percentages, etc. (pursuant to sub clauses 6.1 and 6.2 of Instructions to Consultants) which will be carried to be bound to contract.
4. Payments will be based on the agreed percentage of profit, overheads based on agreed periods given in FORM TECH-8 & to invoices.
5. Change of periods, standards, extent, etc. will be accounted for payment and the Client shall issue letter of change for mutual agreement with Consultant pursuant to sub clause 6.4 of Payment Option A.
6. All details, cost breakdowns, etc. shall be provided by the Consultant at the negotiations to the satisfaction of the Client to establish as to how the Lump Sum is arrived.