

**The Department of Treasuries, Accounts and Lotteries
Government of Himachal Pradesh**

Himachal Pradesh Public Finance Management Capacity Building Program

***Draft* TERMS OF REFERENCE (TOR)
for hiring the Services of Green Building Certification Agency**

A. Background of the Program

1. The Project Development Objective (PDO) is to improve the efficiency of public Expenditure Management and Tax Administration in Himachal Pradesh. The program is expected to contribute to enhancing efficiency of key departments, improving budget credibility, strengthening systems and procedures to improve fiscal discipline, improving revenue administration to increase fiscal space and targeted organizational reforms. The program will be implemented over next 5 years (ending in September 2022). The underlying activities will be consultancies, IT hardware, connectivity, software development, training and other capacity building activities, monitoring and evaluation, civil works, staff salaries, operational expenditure and so on.
2. One of the program interventions include small scale infrastructure/civil works under which construction and up-gradation of the treasury and sub treasury buildings is taken up. In accordance with the World Bank Policy and Directive on PforR financing (July 2015), an Environment and Social Systems Assessment (ESSA)¹ was conducted by the World Bank to understand the degree to which the current Program Systems align with core environmental and social principles. Further it had identified required actions for enhancing/strengthening the program systems and mitigating potential environmental and social risks. One of the recommended actions includes – green building certification for the treasury/sub treasury buildings.

B. About the Assignment – Green Building Certification

3. Buildings have direct and indirect impacts on environment during construction and post construction. During the process of construction, renovation, demolition and occupancy; the buildings use raw materials, energy, water and generates wastes and lead to harmful emissions.
4. As an effort towards sustainable design and maintenance ‘Green Building Rating System’ is introduced which aims to
 - a. reduce the environmental impact of construction of new buildings by promoting resource conservation
 - b. reduce the use of resources during operation and maintenance.

¹ The document can be referred at <http://documents.worldbank.org/curated/en/238801486616037513/pdf/112710-REVISED-EA-P156687-Box402902B-PUBLIC-Disclosed-4-17-2017.pdf>

5. A ‘green’ building is a building that, in its design, construction or operation, reduces or eliminates negative impacts, and can create positive impacts, on our climate and natural environment. Green buildings preserve precious natural resources and improve our quality of life.-**World Green Building Council**”.

The following are the criteria for rating a building as ‘Green Building²’:

- Proper site planning
- Selection of ecologically sustainable materials with low emission potential
- Building envelope design
- Building system design for Heating Ventilation and Air Condition (HVAC)
- Integration of renewable energy sources to generate energy onsite
- Indoor thermal and visual comfort and air quality leading to less energy consumption
- Water harvesting and efficient water management
- Low operation and maintenance costs
- Proper access to community infrastructure systems

C. Objectives of the Assignment

6. The key objectives of the assignment are:
- a) Registration and certification of the 10 treasury and sub-treasury buildings Providing the necessary orientation to the Public Works Department (PWD) and the Department of Treasuries, Accounts and Lotteries based on the need so as to ensure that the civil works integrate the necessary components/criteria for attaining the desired level of green building certification.

The detail of buildings are under: -

S.No.	Name of Treasury	Area in Sq. mtrs.
1.	DTO Nahan, District Sirmour HP	673.65
2.	STO Kuthar, District Solan HP	279.95
3.	STO Anni, District Kullu HP	298.00
4.	STO Amb, District HP	300.00 approx.
5.	STO Nalagarh, District Solan HP	165.43
6.	STO Karsog District Mandi HP	300.00 approx
7.	STO Baldwara District Mandi HP	286.00
8.	STO Sunni District Shimla HP	271.95
9.	STO Holi District Chamba HP	259.00
10.	Dy Dire. Mandi District Mandi HP	893.00

² Green Buildings are Energy Efficient, Sourced at <http://www.indiaenvironmentportal.org.in/files/file/green%20building.pdf> accessed on 22nd February 2016.

D. Scope of the Assignment and tasks to be carried out by the Consultant

7. The tasks under the assignment should include, but not limited to:
- a) As the initial task - the agency is expected to review all the building plans, estimates and relevant documents (for those which are under construction and which are in planning stage) and provide feedback on the extent of integration of green building criteria and the measures/criteria that needs to be integrated to achieve the desired level of certification
 - b) Conduct orientation/workshops (based on the need) to the PWD staff (Architects, Executive Engineers, Assistant Engineers, Junior Engineers etc.) and the contractors regarding the certification criteria
 - c) Certification of all the buildings after completion
 - d) Any other task that may emerge during the period of the assignment and mutually agreed with the client.

E. Team Composition / Key Experts: -

S.No.	Name of officers / officials	Qualification	Man days
1.	Team Leader	Civil Engineer / Architect with 5 year experience	20
2.	Trainers	Civil Engineer / Architect with 3 years	10
3.	Certification Expert	IT / civil experts	20

F. Services and Facilitation to be provided by the Client

8. The services and facilities to be provided by the client are:-
- a) The client will provide relevant plans, documents, estimates etc. for review of the consultant
 - b) The client will (based on the need) organise the workshop/orientation and discussions that may be necessary for guidance to the PWD staff, Treasury and Accounts Department staff, contractors etc. The client will enable the consultant perform their job smoothly during the period of consultancy by ensuring necessary cooperation from the PWD, Department of Treasuries and Accounts staff, contractors etc.

Expected Outputs from the Consultant

9. The consultant is expected to deliver the following outputs
- a) Providing the guidance (in the form of workshops/meetings, document review etc.) to the client
 - b) Comprehensive and clear suggestions/feedback/ followed by review of documents
 - c) Certification of the buildings after completion

G. Schedule for the Tasks and Payments

10. The consultant is required to submit an inception report in discussion with the client within **10 working days** after signing of the contract. The report shall cover the assignment tasks and work schedule. The consultant shall carryout the modification if required in the inception report based on the client's observations and comments. approval to the inception report

will be given by the client within **7 (seven)** working days of its submission with desired changes incorporated.

11. Consultant should review the building plans, documents, estimates, etc as and when these documents are available with the department. Department will notify the constant who will then submit suggestions & feedback within 2 weeks to achieve desired level of rating.
12. The consultant should conduct the workshops, meetings etc. as needed, based on mutual agreement with the client.
13. The consultant should certify the buildings as and when they are completed.
14. 90% of the total contract value shall be equally divided for each building as “contract value for building”.

Task of the consultant	Timeline	Payment
Submission of the inception report	Within 10 working days from signing of the contract	10% of the total contract value
Review of the building plans, documents, estimates etc. and suggestions/feedback for achieving the desired level of rating	Within 30 days of signing of the contract.	1. 50% of the “contract value for building(s)” under review.
Conducting workshops, meetings, field/site visits etc. based on the need in agreement with the client		
Certification of all the buildings	<ul style="list-style-type: none"> • Certification of 100% of the buildings (as and when the buildings are completed) 	50% of the “contract value for building(s)” under review.