



## GOVERNMENT OF KERALA

### Abstract

Planning & Economic Affairs Department - Providing Consultancy Services of Experts to Government Departments for preparation of Project Reports under the support of the State Planning Board - guidelines for the scheme approved - Orders Issued.

### **PLANNING & ECONOMIC AFFAIRS (A) DEPARTMENT**

G.O.(Ms)No.24/10/Plg

Thiruvananthapuram, Dated : 20.4.2010.

Read :- D.O.letter No.4705/08/PP/SPB dated 29.5.2009 & 1.12.2009 from Sri.Teeka Ram Meena, Member Secretary, State Planning Board to the Chief Secretary.

### **ORDER**

The Member Secretary, State Planning Board as per his letters read above has forwarded a detailed proposal to Government for providing Consultancy Services of Experts to Government Departments dealing with development schemes, as most of the State Government Departments do not have adequate capacity to initiate projects and prepare detailed Project Reports. It is noticed that the absence of detailed Project proposals generate ambiguity and associated problems at all subsequent stages i.e., at the approval level, in the granting of administrative sanction, in the implementation including at Plan Monitoring and Evaluation levels.

2. Therefore, the State Planning Board suggested constituting various teams of experts including eminent academicians, management experts and professionals to come together for providing consultancy services under the support of the State Planning Board to the Departments. The scheme will be implemented by the State Planning Board, Government of Kerala and has identified a group of experts in various fields who are willing to help the Departments and LSGIs in formulating projects, working out revival packages and providing the usual assistance that experts give, for a nominal honorarium. The concerned Department/LSGI will meet the actual costs incurred by the expert in the process of project preparation viz. feasibility studies, TA/DA, preparation of project reports and the token honorarium. So there will not be any separate financial commitment to the Government for implementing the scheme.

2.2 It is proposed to develop project preparation expert teams in all the major development sectors in a phased manner to support the project preparation of the departments as well as projects implemented through LSGIs.

### 3. Objectives

3.1 The basic objective of the scheme is to provide consultancy services of experts under the support of the State Planning Board to the needed departments and thereby enhance the quality of the projects and the specific objectives of the scheme will be:

(i) To help in transforming an idea of a Department/LSGI into a viable project.

(ii) To help in transforming ideas originating in the SPB into viable projects that can then be suggested to Departments/LSGIs.

(iii) To help in preparing viable plans for the revival/restructuring of government-owned business units.

(iv) To help the SPB, or any other government agency entrusted with the task in evaluating the viability of projects suggested by Departments/LSGIs; or submitted by any other bodies to the government seeks advice.

(v) To perform any other task that experts are usually engaged to perform.

### 4.1 Selection of Experts

4.2 Any government Department/LSGI that wishes to use the SPB Consultancy Service should get in touch with the Perspective Planning Division of the SPB and make a request in writing, endorsed by the Secretary of the Department or the Head of the LSGI, for such service. The consultancy services will be made available to the Department/LSGI only on the basis of such a specific request. The Perspective Planning Division in consultation with the other concerned Divisions of SPB will then select the expert from its list of experts and convey the name to the Department/LSGI.

5. When to engage Experts 5.1 The following main considerations should guide the departments in their quest for experts.

(a) Absence of required expertise in-house;

(b) The need for high quality services;

(c) The need for economy and efficiency;

(d) The need to have qualified Experts for providing specific services;

## **6. Role of Expert**

**6.1** A specialist/expert selected by the State Planning Board will be assigned to work closely with line Department and the officers concerned the scheme/project and liaison to provide technical guidance (programme, technical or regulatory) on particular projects as needed. The expert will work closely with Departmental/LSGIs teams. The role of the expert is as under:

- Provide assistance with preparation of projects/schemes, if requested by the Departments/LSGIs
- Ensure that the respective department is aware of and adheres to the importance and time lines of the scheme
- Provide technical assistance for project feasibility studies, empirical studies, environmental and social impact assessment etc.
- Discuss with Planning Board the importance of the scheme with emphasis on the special issues involved.
- Submit the report to the department and a copy to Planning Board for further action.

## **7. Competencies and Experience of Experts**

- Proven leadership qualities in attracting, motivating, and developing talent
- A good understanding of the Kerala's development issues both at state and district level.
- Ability to manage on an independent basis a research process and use modern communications facilities to access information.
- A minimum of 10 years of experience at local, national or international levels, dealing with development issues

## **8. Payments to Experts**

**8.1** Experts may be from the government sector, or the private sector, or they may be Retired people. The experts who are in service may have to get prior permission from the parent department.

**8.2** The concerned Department/LSGI will meet the actual costs incurred by the expert in the process of project preparation viz. feasibility studies, TA/DA, preparation of project reports and the token honorarium (the amount of honorarium will be fixed by State Planning Board and indicated by the Perspective Planning Division while conveying the name of the expert).

**8.3** The total cost incurred by the expert in the process of project preparation may be varying from scheme to scheme and also depend on the nature of the work.

The total cost should normally have a limit of two lakhs, and if the total cost exceeds 2 lakhs then additional approval may be sought.

8.4 The cost claimed by the expert will be paid in three installments. The first installment of 25% will be paid as an advance at the time of the contract; a subsequent amount of 50% will be paid during the course of the work, where performance will be monitored by the State Planning Board; and the third and final installment of 25% will be paid only after the successful completion of the work.

8.5 The plan budget outlay provision under the Head of Account "3451-00-101-59" Assistance for Project Preparation scheme of State Planning Board is meant for providing supplementary expenses for conducting seminars/workshops, TA/DA incurred by the experts for the primary discussions with SPB before undertaking the expert service.

## **9. Role of State Planning Board**

9.1 The SPB will continue to play a facilitating and overseeing role throughout the period of consultancy work.

a. The scheme will be implemented by State Planning Board

b. Time-based contracts need to be closely monitored and administered by the Planning Board to ensure that the assignment is progressing satisfactorily and that payments claimed by the experts are appropriate and being made in a timely manner.

**A mid term review will be undertaken by State Planning Board.**

## **10. Role of Departments**

10.1 The Department/District Panchayat/LSGI shall prepare an Expression of Interest Document (EOI) document. The EOI document shall contain the following information:

(i) Request to Planning Board: It shall include a copy of the letter of request by the Department endorsed by the Secretary of the Department or Head of the LSGI/District Panchayat whereby the use of SPB's experts service.

(ii) Brief about tentative objectives and scope of the Scheme : This may include brief description about objective, broad scope, interdisciplinary nature of the work and expected deliverables of the scheme.

- (iii) Instructions to the Experts: It may include instructions regarding nature of job; submission requirement; availability of expert's fees if any; tentative timelines of the schemes; and any related instruction;
- (iv) Pre-qualification Criteria; this may clearly lay down the prequalification criteria of experts which shall be applied by the Planning Board for selecting the experts.

10.2 The department shall nominate a special officer to coordinate the expert service and the special officer shall arrange office room space and other facilities to the experts

10.3 The department shall ensure sufficient fund to bear the cost incurred by the experts.

10.4 The department shall arrange and get the approval of the payments incurred by the expert.

#### 11. Period of Consultancy

11.1 The period of consultancy is limited to a maximum of Two months from the time of agreement and in certain special cases; it may be extended up to three months.

#### 12. Implementation mechanism of the Service

- a. The scheme will be implemented by State Planning Board, Government of Kerala. The State Planning Board has identified a group of experts in various fields who are willing to help the Departments and LSGIs in formulating projects, working out revival packages, and providing the usual assistance that experts give, for a nominal honorarium.
- b. Any government Department/LSGI that wishes to use the SPB Consultancy Service should get in touch with the Perspective Planning Division of the SPB and make a request in writing, endorsed by the Secretary of the Department or the Head of the LSGI, for such service.
- c. The Perspective Planning Division in consultation with the other concerned Divisions of SPB will then select the expert from its list of experts and convey the name to the Department/LSGI from where the collaboration of the expert with the Department/LSGI will begin.

#### 13. Outcomes

13.1 This initiative would improve the quality of projects included in the plan and also help the effective implementation of the schemes

13.2 This service would help the plan monitoring and evaluation process of the schemes.