

**Terms of Reference**  
**For Hiring "Tourism Development Consultant" (Both Individual or Firms)**  
**For Promotion of Tourism in Khyber Pakhtunkhwa**

The Tourism Department Govt. of Khyber Pakhtunkhwa seeks to hire services of an experienced and highly motivated "Tourism Development Consultant" (both individual and firms) to conduct pre-feasibility of different tourism promotional projects to be funded through ADP.

**Background**

Tourism Department Govt. of Khyber Pakhtunkhwa intends to initiate different pre-feasibility from consultancies for tourism projects under ADP for assessing the viability of restoring the British era structures at Sheikh Badin including any proposal for making it an innovative attraction during summer for sounding areas. The study should be carried out with a view to create awareness in the citizens in general and youth in particular about the beauty of nature, the benefits of outdoor loving for a healthy life, the importance of a clear, green and healthy environment and to encourage them to study the flora & fauna of our beautiful land and also to kick start eco-friendly local economy.

**Project Objectives**

The overall goals of this pre-feasibility will be:

- I. Identify/ select the most suitable sites for the promotion of tourism, which are socially, economically, and environmentally sustainable.
- II. Assess the site & project for financial, environmental, and physical development viability.
- III. Formulate a comprehensive master plan and develop framework for the proposed activities.
- IV. Promote and develop the tourism industry of Khyber Pakhtunkhwa by involving both the local stakeholders.
- V. Systematically and gradually sustain tourism & culture heritage in the target areas besides generating income by attracting the foreign as well as the local tourists.
- VI. Explore and identify various ways and means for generating revenues in the target areas for holding tourists' activities and plans, such as camping, bon fire etc.
- VII. Involve private entrepreneurs in setting up profitable and innovative recreational tourist facilities/ attractions in the target areas.

The project specific objectives are summarized as:

- I. To develop a comprehensive "Tourism Development Vision" by engaging local community, stakeholders, academia, decision makers, and further translating the same into specific tangible objectives.
- II. To study and analyze regional physical, economic, social, environmental and accessibility scenarios to establish economic base line and land requirements for primary and ancillary uses.
- III. To carry out a detailed project pre-feasibility (while assessing planning, engineering, environmental, economic, geological, topographical, social, business and institutional feasibilities viz.-a-viz.) for preferred sites.
- IV. Identify ways & means to develop the human resources of various institutions, both private and public, directly linked with the tourism industry, for providing services to the tourists.
- V. Establish a network amongst the private sector and other sister tourism institutions both in and outside the target areas for the improvement and promotion of tourism.

## **Responsibilities of the Consultant:**

### **A. General Conditions:**

- I. The Consultant will manage the pre-feasibility as per the contract and to ensure that its clauses are followed in letter and spirit.
- II. The consultant will be fully responsible to prepare the complete work plan which should be covering the facilities proposed for tourism promotion.
- III. The Secretary Tourism Government of Khyber Pakhtunkhwa through Managing Director (MD), Tourism Corporation Khyber Pakhtunkhwa (TCKP) will be the direct supervisor of the whole activity.
- IV. Services other than these and other than minor extras, which do not materially affect the scope of the Consultant's Agreement, will be authorized by Tourism Department / TCKP at rates and under conditions to be mutually agreed, in light of the decision of DDWP / DCSC.

In addition to that the Consultant will also perform following specific actions:

### **B. Design, Survey & Investigation Conditions:**

- i. Identification of target areas in consonance with the laws/rules in vogue.
  - ii. Pre-Feasibility study of all the sites in the target areas.
  - iii. Initial Environmental Examination (IEE) of the sites.
  - iv. Topographic survey (Digital) and preparation of contour plans.
  - v. Geotechnical investigation of sites including field or laboratory tests.
  - vi. Prepare and submit high resolution colored aerial satellite images of the sites and adjoining areas with GPS coordinates.
  - vii. Hydrological and geological survey of the sites to determine feasibility against floods and seismic activity, if required.
  - viii. Preparation & submission of detailed work plan of each and every component in soft and hard form.
  - ix. Preparation of modified work plan without additional charges if required by the client.
  - x. Preparation of detailed layout plan incorporating all indicative allied electrical, mechanical and other internal and external services i.e. Telephone, water supply, sewerage, drainage, firefighting and fire alarm system, sui gas, landscaping, roads, paths street lights, cross drawings and sewerage disposal work, CCTV, storm water drainage system, security systems etc.
  - xi. Preparation of standard design / drawings / specifications for solar system complete in all respects.
  - xii. Liaison with relevant departments/ local authorities to gather data.
  - xiii. Determine scope of by-laws of local authorities, and its explanation/ justification to the extent of the selected target area.
  - xiv. The Consultant shall append with the first report as annexure and computer discs with instruction manual, covering all basic data collected during the course of the project, as mentioned in the TORs 100 copies of printed final report, properly bound along with hard and soft copies and its rights, shall be provided to Secretary Tourism Govt. of Khyber Pakhtunkhwa.

### **Deliverables:**

- I. Detailed Survey of the Projects.
- II. Detailed Topographic Testing and Geotechnical investigations.
- III. Detailed Designing & Drawings
- IV. complete report to the satisfaction of the client.

**Procedure for Appointment of Consultant:**

- i. Mode for appointment of the consultant will be pre-qualification through open bidding under KP-PPRA Rules.
- ii. Detail criteria/ pre-requisites for shortlisting of consultants is annexed.

**Period of Contract with Consultant:**

The time period for contract for award of consultancy will be based on nature of project.

**Remuneration:**

The Consultant's fee will be linked to the physical progress of work and the completion period mentioned in the letter of Award of the Client unless the delay is caused by an action or inaction of the Client or any other reason.

The payment will be made in the following manner:

- i. After approval preliminary work plan with a time line, the contract will be signed and 25% of the total cost will be made.
- ii. 25% on the expiry of first month or on completion of field works. Subject to submission of draft monitoring report to be approved by the Secretary Tourism.
- iii. 25% on submission of 20 copies of the draft final report and its approval by the Secretary Tourism Department and presentation of the study findings at a seminar to be held on a mutually agreed date, as approved by the Secretary Tourism Department.
- iv. TCKP would retain 25% of the total cost payable to the consultants as security deposit, in case the consultant is unable to perform any of the actions mentioned above 10% deduction will be made from each installment's payment, as in (i), (ii), & (iii) above.

**Termination of the Agreement:**

- i. The Secretary Tourism may terminate the Consultancy Agreement at time by giving 15 days notice paying in full all costs and fees due to the Consultants as of the termination date in accordance with the condition laid down above.
- ii. In case the Consultant causes inordinate delay in the performance, the Tourism Department shall have the right to terminate the Agreement at any stage and such termination shall constitute abandonment of obligations under the contract on the part of Consultants.
- iii. In case of termination with consent of the second partner, the funds readily available with second partner in its bank accounts relating to the amounts provided under this Service Agreement will be transferred within thirty days of the termination in writing, to the Tourism Corporation Khyber Pakhtunkhwa after settling the service charges.

**Breach of Conduct, Theft and Misappropriation of Funds:**

General rules of good conduct are to be maintained by all stakeholders active in the project at any time. Any occurrence, related with misuse of money or assets, including transport, promises and payments etc. is dealt with directly by the Tourism Department who may insist on immediate action.

**Dispute:**

In case of dispute, the parties involved agree to come to an arrangement acceptable to all parties, before seeking judicial action and/or seek arbitration under prevalent Pakistan law will be applicable.

**PRE-REQUISITE/ CRITERIA FOR PRE-QUALIFICATION/ SHORT LISTING OF CONSULTANTS**

1. Copy of Registration with Securities & Exchange Commission or Registrar of firms.
2. Copy of Registration with Income Tax Department.
3. List of permanent professional staff along with C.Vs of relevant core staff showing project wise experience with exact time duration for each project.
4. List of similar works completed by the firm during last ten (10) years and similar works in hand, indicating total cost of such works and cost of consultancy services received against those works along with date of start and completion or expected date of completion.
5. A certificate/affidavit that the firm is not blacklisted by any
6. Government/Autonomous Body.
7. Audit statements of accounts for the last three (3) years.
8. Annual turnover.
9. Meaningful partnership with National Consulting Firm in case of foreign Consulting Firm.