



High Commission of India, Colombo.

Selection of a Consultant for drawing up long term plans for future management of Jaffna Cultural Center (JCC)

High Commission of India, Colombo invites proposals from eligible individuals/organisations for engagement as a Consultant to draw up long term plans for future management of Jaffna Cultural Center (JCC).

JCC is a state of the art facility, constructed with grant assistance from Government of India (GOI) as a reconciliation project, primarily aimed at expanding cultural infrastructure for the people of Northern Province. It consists of multiple facilities such as a museum of two floors; an advanced theatre style auditorium for around 600 people; a 11-storeyed learning tower, a public square which could also act as an amphitheater; etc.

Nature and Scope of Work: Municipal Council of Jaffna needs to prepare comprehensive business, manpower and maintenance plans for the future management of JCC. These plans would include (but not limited to the following elements):

- Drawing up a comprehensive self-sustainable business plan which covers fixation of rents for the various facilities in JCC;
- Preparation of medium and long-term marketing plans;
- Financial management plan viz. revenue generation, financial management and accounting for the Municipal Council;
- Enabling mechanisms to channelize accrued revenues for the maintenance of JCC;
- Standard guidelines for hosting events including aspects such as insurance and security;

- Developing structural and legal framework for future management of JCC under the supervision and guidance of the Joint Management Committee;
- Developing the optimal manpower plan consisting of both skilled and non-skilled staff for both management and maintenance of JCC;
- Outlining salary structures, service conditions, duty rosters, and capacity building programmes for JCC personnel at all levels ;
- Employee policies & procedures;
- Carry out market surveys and suggest key verticals such as administration, finance, maintenance, catering etc. required in operationalization and running of JCC;
- Drawing up plan for maintenance of building, equipment and machinery;
- Estimate recurring expenses for running of JCC;
- Standard Operating Procedures Manual to run JCC;
- HACCP Certification and Health & Safety Guidelines;
- Assessment of internal resources and their management and capacity building;
- All other elements which are essential in terms of future management of JCC.

Eligibility Criteria:

- (a) The bidder must be a Sri Lankan or Indian national/firm/entity;
- (b) The bidder must have proven expertise in providing consultancy and must have at least 3 years' consultancy experience in cultural and/or heritage centers/event management and other allied areas;
- (c) Competence to submit the report within three months of commencement of the project.

- (d) Excellent communication, presentation and analytical skills in English;
- (e) Ability to plan meticulously and give detailed inputs

Eligible and interested individuals/organisations may submit their application in the attached proforma either in person or by registered post in a sealed cover super scribed “**Consultant for future management of Jaffna Cultural Centre (JCC)**” along with a brief profile to “**Counsellor (Press, Information & Development Cooperation), High Commission of India, Colombo, No. 36-38, Galle Road, Colombo – 03, Sri Lanka latest by 1500 hrs. on 02 May 2023.** The Pre-bid meeting will be held on 28 April 2023 at 3.00 pm in JCC. A tour of JCC shall also be organized for interested parties on the same day.

The bids shall be opened on 02 May 2023 at 03.30pm in High Commission of India, Colombo.

The Consultant shall be identified on the basis of previous experience and credentials, inputs given in the proforma and other relevant factors.

Date: 10.04.2023

Eldos Mathew Punnoose,
Counsellor, (Press, Information & Development Cooperation)
High Commission of India, Colombo

			the bidder (In millions of LKR/INR)
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			
10.	Furnish a detailed paper (in English) of not less than 3000 words on the overall approach to the project and consultancy fees. Consultancy fees is to be placed in a separately sealed envelope tiled ' Consultancy fees for JCC ' inside the main sealed envelope		

Certified that the information given in the Proforma is correct to the best of my knowledge and belief.

Date:

Signature: _____
Name: _____
Designation _____
Stamp _____