

**Terms of Reference
For
Health and Safety Audit Specialist
Nagdhunga -Naubise -Mugling (NNM) Road Section under Nepal Strategic
Road Connectivity and Trade Improvement Project (SRCTIP)**

1. Background

The Government of Nepal (GoN), Department of Roads (DoR) with financial support from the World Bank (WB) is implementing the Nepal Strategic Road Connectivity and Trade Improvement Project (SRCTIP). The project has three components:

- Component 1: Trade Facilitation
- Component 2: Regional Road Connectivity
- Component 3: Institutional Strengthening

Component 2a includes construction, improvement and upgrading of Nagdhunga- Naubise-Mugling (NNM) road section (94.7 km) to standard 2-lane under three packages ICB 1, ICB 2 and ICB 3. The location map of the subproject area and respective packages is depicted below:

- SRCTIP-DOR-NNM-W-ICB-1 Nagdhunga - Naubise Section (0+000 to 12 +260)
- SRCTIP-DOR-NNM-W-ICB-2 Naubise to Malekhu Section (12 +260 to 43+542)
- SRCTIP-DOR-NNM-W-ICB-3 Malekhu to Mugling Section (43+542 to 82+403)

The NNM road is a lifeline for supplying goods/commodities to Kathmandu valley (Capital City of Nepal) due to which the average daily traffic in this route is comparatively very high. Majority of road section is traversing along the geologically challenging & fragile hilly terrain. The road section is also having densely populated ribbon settlement with business activities.

The project has prepared Environmental and Social Management Framework (ESMF), Environmental and Social Commitment Plan (ESCP), Environmental and social impact assessments (ESIA) & Environmental and Social Management Plan (ESMP), Labor Management Plan (LMP) for NNM road, SEA/SH Action Plan (including use of service providers and signing of code of conduct), RAP, IPDP, and Traffic Management Plan etc. The documents are already approved and disclosed in DoR website. The contractors involved in the upgrading works of NNM road also prepared the C-ESMP and obtaining approval from CSC before fully mobilizing the sites. Besides, the contractors prepared Labor camp management plan in line with LMP, Occupational Health & Safety (OHS) Plan, Community health and safety management plan, Traffic/ Road Safety Management Plan and Emergency preparedness management plan. The above- mentioned documents/plans are already approved by the CSC and are in various stages of implementation. Compliance monitoring is carried out by the client with support of CSC on the basis of these documents but not limited to. Nonetheless, numerous concerns were observed across all three packages especially pertaining to road safety, usage of PPEs, community health & Safety and OHS etc. Hence, understanding the compliance performance status on implementation of the above-mentioned E&S plans to ensure health & safety compliance, an independent health & safety audit has been proposed.

2. Objective

The objective of this assignment is to conduct a comprehensive occupational health and safety audit for the entire road section from Nagdhunga to Mugling focusing on the level of compliance of OHS requirements during the implementation of construction/ improvement works on the ground. It will entail assessing the unique hazards and risks present in this road pertaining to heavy traffic, geologically challenging and fragile hilly terrain, and types of works carried out under the project. The audit also aims to check compliance status related to the Occupational and Community H&S including safety of workers, neighboring communities/ people, labor camp, minimizing accidents, traffic safety and to assess and comment on the level of compliance or noncompliance with Project's OHS plans & relevant health and safety requirements under the project, good practices, and regulations etc. and to propose timebound recommendations to fulfill all noncompliance.

3. Scope of Work:

The occupational health and safety audit expert shall perform the following tasks:

- a. Conduct a thorough assessment of the project site, including site visits, to identify potential H&S hazards along with occupational health and safety risks associated with the NNM Road project resulting from the types of activities being implemented under the project, geologically challenging and fragile hilly terrain, climate, local environmental factors, heavy traffic, roadside settlements, and associated business activities, etc.
- b. Review the project's occupational health and safety policies, requirements, procedures, practices including risk assessments, measures being taken, provisions and use of safety gears, check their adequacy, FIDIC condition of Contract on H&S compliances and effectiveness and compare them with the requirements, industry best practices and with regulations. Furthermore, review the Particular Condition of contract (Vol I and Vol II including Contract BID document if applicable), Labour Act, 2017 and Labour Regulation, 2018 and OHS Policy, 2023 and OHS Guideline, 2023 for DoR.
- c. Develop a detailed audit plan and protocol outlining the methodology, objectives, and audit criteria to be used during the assessment. Share and discuss this with DoR/DCID and project organizing a briefing session on the plan and protocol to be followed during execution of the H&S audit.
- d. Perform a comprehensive health and safety audit, including but not limited to the following areas (refine and agree on these areas as part of final audit plan & protocol, item 'c' above):
 - Risk assessment and their management (accident and other, risk activities & conditions), site-specific safety plans referring to especially slope stability/ roadside slopes to ensure optimum safety during execution activities at geologically challenging location along the road section.
 - Traffic management and signage to minimize the road accident and also ensuring uninterrupted flow of traffic as depicted in the Traffic Management Plan particularly for work zone.
 - Personal protective equipment (PPE) requirements/ safety gears etc.
 - Training and competency of workers and Contractor's personnel.

- Health & Safety of labor camps and adequacy and good practices, requirements and compliance of H&S requirements mentioned in C-ESMP
 - Emergency preparedness and response.
 - Safety of heavy machinery and equipment during operation and idle condition.
 - Worksite organization and logistics.
 - Grievances and Incident reporting system pertaining to H&S issues.
 - Supervision and monitoring protocols and adequacy of Institutional arrangements.
 - Challenges and threats related to OHS implementation including resources and practices.
- e. Identify gaps, non-compliance, and areas for improvement with specific recommendations in the project's health and safety practices, both occupational and neighboring community H&S measures and practices.
- f. Prepare and submit a detailed audit report outlining the findings, recommendations, and an action plan for addressing identified noncompliance and deficiencies (draft report and final report after incorporating comments from the Client).
- g. Guide and support the project team in implementing the recommended corrective actions.
- h. Conduct follow-up visits, as necessary, to assess the implementation of recommended measures and evaluate the project's progress in improving health and safety practices.

4. Qualifications and Expertise

The health and safety audit expert shall possess the following qualifications and expertise:

Area	Qualifications and Experience of the Consultant
Education	<ul style="list-style-type: none"> ▪ Minimum: Bachelor Degree (or equivalent) in occupational health and safety or engineering or related scientific or technical discipline (e.g. Public Health & Safety, Science, or any other relevant field) ▪ Preferable: Training in OHS Risk Management aspects. (Training of two weeks or more duration shall be considered)
Experience	<p>A. General:</p> <ul style="list-style-type: none"> ▪ Minimum: 15 years ▪ Preferable: 20 years or more <p>B. Specific:</p> <p>i. Occupational health and safety assessment/OHS Audit</p> <ul style="list-style-type: none"> ▪ Minimum: 3 projects of demonstrated work experience in the field of Occupational health and safety assessment/ OHS Audit in construction works

Area	Qualifications and Experience of the Consultant
	<ul style="list-style-type: none"> ▪ Preferable: 5 projects of demonstrated work experience in the field of Occupational health and safety assessment/ OHS Audit in construction works ii. Occupational health and safety assessment/ OHS Audit in Donor funded Project. <ul style="list-style-type: none"> ▪ Minimum: 2 projects of experience in the field of Occupational health and safety assessment/ OHS Audit in construction works in Donor funded project ▪ Preferable: 5 projects of experience in the field of Occupational health and safety assessment/ OHS Audit in Donor funded project. <p>C. Other Requirements:</p> <ul style="list-style-type: none"> ▪ In-depth knowledge of health and safety regulations, standards, and best practices applicable in Nepal’s road sector. ▪ Familiarity with the geographical and environmental conditions of the project site. ▪ Understanding in evaluating risks during road construction and their assessment such as geological and slope failures, traffic management, emergency preparedness, and machinery & equipment safety, neighbouring community, labour camp management etc. ▪ Excellent analytical skills and ability to provide practical recommendations for improving health and safety practices (both Occupational Health & Safety and Community Health and Safety). ▪ Good communication, presentation and report writing skills. <p>(Note – Category “C” will not be given technical score while evaluating, but will be taken into consideration at the time of contract negotiation)</p>
Language	Capable in reading, writing and speaking English and Nepali Language

5. Timeline and Reporting/Deliverables

The health and safety audit specialist shall be engaged for a total of 40 days over a 9-months period (with the Final Report within 3 months and a Follow-up Report within 6 months after the Final Report). For the first engagement, the specialist will be

engaged for 30 days, with 7 days allocated for field visits. For the follow-up engagement, 10 days will be allocated, of which 3 days will be dedicated to field visits.

The followings are the Reporting/Deliverables and their time line.

S/N	Reporting/Deliverables	Time line
A	Inception Report containing Audit plan and protocol detailing the methodology, objectives, and criteria. (To be approved by the client after review and briefing session to the client).	By 7 days after commencement of the contract.
B	The draft Occupational Health and Safety Audit Report along with presentation of the draft audit findings & recommendations in DCID to the project stakeholders and obtain their feedbacks to finalize the audit report	Shall be submitted within 60 after contract commencement.
C	Final Comprehensive Occupational Health and Safety Audit Report audit report with findings, recommendations, challenges and an action plan after incorporating the feedback from stakeholders/DCID. (The Final Reports with action Plan to be approved by the client after review and a briefing session to the client).	30 days after receipt of feedback/comments/suggestions on Draft Report from DCID.
D	One follow-up report assessing the implementation of recommended measures and the project's progress in improving health and safety practices	With in 180 days after the approval of final OHS Audit Report.

6. Payment Modality

The auditor shall include all the possible cost for the service in his financial proposal. The Auditor's remuneration will be paid for the office work and field work against the provided timesheet. In addition to this, Auditor will be paid daily subsistence allowance (DSA) for the field visit days. Provisional Sum has been provisioned for the vehicle (including driver and fuel) hired for the travelling to field which shall be reimbursed on actual basis for which Auditor shall submit payment receipt. Report shall be paid on per set basis.

The contract shall be lump-sum type of contract except for Provisional Sum Cost. The Contract ceiling amount budget for the health and safety audit special shall cover all

consultancy fees, travel expenses, insurance, Taxes as per the GoN norms and other related costs. The payment modality shall be as follows:

- Inception report including methodology and action plan for undertaking audit and duly agreed by the Client-**10%**
- Submission of draft Report & presentation on Initial findings to Client & other stakeholders-**40%**
- Submission & approval of final Report -**25%**
- Submission of follow up report after six months of submission of final Report- **25%**

Consultant's obligation

The Consultant shall be fully responsible to organize the related travel expenses, insurance, Taxes and other related costs required to complete the works as mentioned and report deliverables.

Client's obligation

For the purpose of this job, the project team will help and support the Consultant to coordinate and work with the project consultant and contractors. The project team will make available the necessary information and project data, reports to accomplish the activity. Also, will help coordinate with the other stakeholders in the project area