

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Bridge Projects
Babarmahal, Kathamndu

**REQUEST FOR EXPRESSION OF INTEREST (REOI)
(CONSULTING SERVICES-INDIVIDUAL)**

Date of first publication: March 21, 2014

Name of Project: Road Sector Development Project, Additional Financing.

Assignment Title: **Strategic Program Adviser**

Reference No. RSDPAF-S-IND-61-BS

Credit No: 4832-NEP, 5002-NEP

Grant No : H629-NEP

The Government of Nepal (GON), has received financing from the World Bank towards the cost of the Road Sector Development Project (RSDP) institutional Strengthening Component, and intends to apply part of proceeds for consulting services of an individual Consultant to the Program in the Bridge Project (BP), Department of Roads (DoR). The consulting services ("the Services") include providing strategic program expertise in order for Bridge Project, DoR to implement effectively the Program and its Action Plan within schedule agreed between the GoN and World Bank. Besides that s/he will assist BP in enhancing its capacity in technology transfer; handling grievances mechanism; and developing/implementing performance monitoring system.

The MoPIT, DoR, now invites eligible individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short listing criteria are:

- details of similar assignments in managing bridge project sa major plus
- Masters degree in civil engineering or Business Administration or other relevant discipline;
- at least possess with a minimum 15 years of experience in organization development, project management and as program advisor;

The duration of the services will be 8 months within 15 months period.

The attention of interested individual Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) method set out in the Consultant Guidelines.

Interested Consultant may obtain Terms of Reference (ToR) for the mentioned assignment title from <http://www.dor.gov.np>. Further information can be obtained at the address below during office hours 10:00 to 17:00 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by

fax, or by e-mail) by 5:00PM (Nepal time) April 20, 2014. Only short-listed Consultants will be contacted for further information or interview if any (The interview will be conducted only if it is felt necessary.)

Government of Nepal

Ministry of Physical Infrastructure and Transport

Department of Roads

Bridge Projects

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Government of Nepal
Ministry of Physical Infrastructure & Transport
Department of Roads
Bridge Projects
Bridge Improvement and Maintenance Program (BIMP)

Terms of Reference (ToR)
For
Capacity Building Consultant
(Strategic Program Adviser)

1 Background

1. In June 2012 the Government of Nepal and the International Development Association (World Bank) agreed a US\$60 million credit to support the Department of Roads' (DOR) program of bridge investment along the Strategic Roads Network (hereafter the '*Bridge Improvement and Maintenance Program (BIMP)*'). This loan will use the World Bank's new "Program for Results" lending instrument which ties disbursements to results achieved. Key results envisaged from this operation include: (i) completing approximately 17,125 meters of major bridge maintenance; (ii) completing approximately 3,500 meters of minor bridge maintenance; (iii) completing approximately 6,000 meters of new bridge construction; (iv) achieving measurable progress against several institutional development indicators. DOR's Bridge Project will lead BIMP implementation in close coordination with divisional and regional road offices. Supporting the Bridge Project to further develop its capacity and capabilities is critical for achieving envisaged results.

2. The ongoing World Bank-supported Road Sector Development Project (RSDP) has previously helped the Bridge Project develop increased capabilities for bridge asset management. Consultancy services procured under RSDP have: (i) updated DOR's bridge inventory with recent condition data; and (ii) developed a web-based Bridge Management System (BMS) for prioritizing bridge sector investment according to objective criteria. DOR has used this support to develop medium-term plan for investment for Strategic Roads Network bridges which will use a mixture of IDA and Government funding concurrently. DOR is now working to fully integrate the Bridge Management System into its operating processes so that it may function as an effective long-term investment planning tool. In further support of the bridge sector, RSDP will fund a team of capacity building consultants to continue strengthening the DoR/ Bridge Project's ability to deliver results.

The Capacity Building Consultant will consist of one advisory member at initial stage, who will be contracted on an individual basis with intermittent inputs over the period of 3 years. The other members will be added as and when required depending up on the needs. Specific advisory position will be designated as:

- **Strategic Program Advisor (SPA);**

3. The SPA will work alongside DOR staff as embedded advisor. In addition to the roles listed below, the SPA may also assist RSDP to engage other experts as-and-when needed basis throughout the BIMP's implementation phase.

2 The Objectives

4. These are the following three key objectives for the Capacity Building Consultant, including:
 - a) Strengthen the key processes that the BIMP program relies upon to achieve target results as agreed between the Government of Nepal and IDA; and
 - b) Develop DOR Bridge Project staff capabilities including understanding of new technology in bridge design and construction through formal training, informal ‘on the job’ interactions, and exposure to international expertise;
 - c) Support the DOR Bridge Project in performance monitoring and reporting during implementation of the BIMP program;

3 Scope of Works

5. In order to accomplish above objectives by the Consultant, following will be his/her responsibilities to support the DoR Bridge Project.

- (a) Support DoR Bridge Project, with overall of monitoring and evaluation of the BIMP program including progress and achievement against DLIs, the Action Plan and other objectives including:
 - Identify areas of shortfalls in process, during the course of implementation, to achieve the BIMP’s objectives/targets and suggest measures to be adopted by the BIMP team to correct/adjust and accomplish to remain focused to the BIMP’s targets as agreed between the GoN and the IDA.
- (b) Assist Bridge Project to identify areas of opportunity for capacity building and the means by which to provide support;
- (c) Support the Bridge Project, DoR with procuring and managing the inputs of other team members of Capacity Building Consultant;
- (d) Identify source experts as required to deliver short-term inputs in support of program implementation or training activities; and
- (e) Develop a reporting standard format (for monthly, quarterly, and annually including Project Completion Report) acceptable to the DoR and the IDA
- (f) Support in conducting internal reviews of expenditures and reporting to Bridge Project, DoR management;
- (g) Assist Bridge Project, DoR to develop, deploy and subsequently report on a new grievance redressal mechanism.
- (h) Support the DoR Bridge Project during (i) independent technical audits via the National Vigilance Centre; (ii) independent financial audits and performance audits by the Office of

10. Regarding further extension of the Consultant’s input, DOR may choose to exercise the option to extend based on Consultant’s previous performance, the perceived need for future services, funding availability, or other exogenous factors.

6 Compensation

11. Compensation to the Consultant will consist of: (i) monthly remuneration; and (ii) reimbursement of up to USD xxxper month in accommodation expenses for international relocating to Kathmandu (to be finalized as per BoQ).The Consultant will invoice in arrears for each person month of input and associated expenses according to the rates indicated above.He/she will invoice for remuneration according to the fraction of total weekdays worked during a calendar month. However the remuneration modality for time consumed/used during monitoring and supporting via net will be developed acceptable all concern parties.The compensation shall be finalized as per cost estimate.

12. The remuneration rates will include all wages, taxes, international travel expenses and travel time, allowances, and other benefits. Expenses incurred through approved field and training visits to project sites, divisional, and regional offices will be reimbursed additionally as incurred. The

7 Contract and Reporting Arrangements

13. The Consultant will have an individual contract with the Government of Nepal’s Department of Roads and will be based on a contract agreement consistent with the World Bank guidelines for individual consultancy services contracts. The Bridge Project will directly manage the Consultants’ activities on a day-to-day basis while SPA is working in Nepal. Therefore the Consultant will be directly reporting to the DoR Bridge Project. The format and the timing for reporting will be as agreed with the DoR Bridge Project.

8 Qualifications

14. The required qualifications for the post of SAP are set out in the table below.

Strategic Program Advisor Qualifications

AREA	QUALIFICATIONS
Education	<p><u>Minimum:</u></p> <ul style="list-style-type: none"> ▪ Graduate degree in civil engineering or other relevant technical discipline <p><u>Preferred:</u></p> <ul style="list-style-type: none"> ▪ Masters degree in civil engineering or business administration
Experience	<ul style="list-style-type: none"> ▪ Organizational development (at least 10 years and 5 different assignments) ▪ Project management (at least 5 years) ▪ Program Advisor (at least 2 previous assignments)
Capabilities evidenced by previous experience	<ul style="list-style-type: none"> ▪ Budgeting and financial analysis ▪ Process optimization ▪ Team leadership
Language	<ul style="list-style-type: none"> ▪ English fluency required
Other	<ul style="list-style-type: none"> ▪ Experience of previously working on development partner-funded programs a plus ▪ Experience of managing a similar bridge program a major

AREA	QUALIFICATIONS
	plus

9 Logistic and other Assistance to be provided by the Client

15. The Consultant will be provided an office space in the premises of the Department of Roads at Babar Mahal, Kathmandu. The office maintenance expenses including stationary, photocopying, telephone, net facilities, computer etc will be supported by DoR, Bridge Project. For the purpose of work accomplishment, a working/ running condition vehicle with driver will be arranged by DoR Bridge Project including operation and maintenance cost.

Department of Roads will provide access to necessary DoR documents and access to BMS and other data available in the office for performance of the Consultant's service.

10 Consultant's Responsibility

16. While working with the Bridge Project in Nepal, the Consultant shall be fully responsible for managing taxes and accidental and or medical insurance that required covering work period in Nepal on his/her own expense. The Consultant shall be responsible in managing its own lodging and other requirement at the Kathmandu.

17. Though the SPA is directly responsible to the DoR Bridge Project, the SPA shall maintain good coordination, cordial relation and supporting role with Implementation Supporting Consultant (ISC) team members, GESU, RDs, DROs SDEs, Engineers and concern DoR offices and staff.

11 Agreement

18. The Consultant shall be required to enter into an agreement with the RSDP. An agreement shall be signed by both parties before the commencement of the work.

Annex A: Program Appraisal Document

Annex B: Program Financing Agreement