



Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Development Cooperation Implementation Division
Jwagal, Lalitpur

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

Date of first publication: May 18, 2020

Name of Project: Nepal India Regional Trade and Transport Project

The Government of Nepal (GON) has received financing from the World Bank towards the cost of the Nepal India Regional Trade and Transport Project (NIRITTP) and intends to apply part of proceeds for consulting services of Individual Consultants under the Development Cooperation Implementation Division, Department of Roads. The consulting services ("the Services") include services of **Social Development Expert / Consultant and Bridge / Quality Control Engineer**.

The Ministry of Physical Infrastructure and Transport, Department of Roads (DoR), now invites eligible individual Consultants for the posts mentioned below to indicate their interest in providing the Services indicating the contract number. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The details of contract and duration for each post are indicated below:

S.N.	Contract no.	Post	Duration of service (months)
1	NIRITTP-DOR-CS-IND-17	Bridge / Quality Control Engineer	6
2	NIRITTP-DOR-CS-IND-18	Social Development Expert/ Consultant	18

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"), Revised July 2014 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 or at the DoR's website: <http://www.dor.gov.np>.

Expression of interest must be delivered in written form to the address below (in Person or by Email) to the address below by **June 8, 2020 office hours**.

Attention: Deputy Director General,
Development Cooperation Implementation Division,
Department of Roads, Jwagal, Lalitpur, Nepal

Tel: +977-01-5541687, Email: dorfcb@dor.gov.np, Website: <http://www.dor.gov.np>



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GOVERNMENT OF NEPAL
MINISTRY OF PHYSICAL INFRASTRUCTURE AND TRANSPORT
DEPARTMENT OF ROADS
**DEVELOPMENT COOPERATION IMPLEMENTATION
DIVISION**
Jwagal, Lalitpur

TERMS OF REFERENCE
for
Procurement of Individual Consultant [Bridge /Quality Control Engineer]
For
**Construction Supervision of Jalbire Khola Bridge Construction Works in Narayanghat –
Mugling Road**

Contract No. NIRTTP-DOR-CS-IND-17

May 2020

TERMS OF REFERENCE
for
Procurement of Individual Consultant [Bridge/Quality Control Engineer]
For
Construction Supervision of Jalbire Khola Bridge Construction Works in Narayanghat –
Mugling Road

1. INTRODUCTION AND BACKGROUND

The Government of Nepal has received financing from the World Bank toward the cost of the Nepal India Regional Trade and Transport Project for the improvement of Narayanghat – Mugling Road. Under the project it has started to construct the new on Jalbire Khola along the Narayanghat - Mugling Road.

Nepal India Regional Trade and Transport Project has procured contracts of "Construction of Bridge over Jalbire River" under Contract Identification No. NIRTTP-DOR-W-NCB-5 which is in middle stage of construction.

Nepal India Regional Trade and Transport Project, Development Cooperation Implementation Division, Department of Roads under the Ministry of Physical Infrastructure and Transport intends to apply part of the proceeds for consulting service of the Bridge Engineer/ Quality Control Engineer. The scope of the Individual Consultant is to perform construction supervision of Prestressed Concrete Bridge Construction works over Jalbire River along Narayanghat – Mugling Road (*Hereinafter called 'Works'*).

2. OBJECTIVES

The main objective of the consulting service of the Bridge Engineer/ Quality Control Engineer is to conduct compliance monitoring of works including materials and workmanship as per specification and design drawings at the field.

3. SCOPE OF WORK

The Bridge Engineer/ Quality Control Engineer will assist in supervision of construction works and focus both on the day to day quality assurance and control of works and make conducive environment to implement the scope of services herein defined for the works. The scope of services shall include but shall not necessarily be limited to the following:

- (a) The initial briefings from the Development Cooperation Implementation Division, DOR, Project-In-Change and other relevant competent authorities regarding overall context of the input and anticipated outcomes;
- (b) Conduct detail review of Contract Documents including detailed design and drawing, BOQ, Specification, Quality Assurance Plan, Quality Control System, Work Schedule and all relevant information available for effective supervision and contract management;
- (c) Conduct detail review of approved Quality Assurance Plan and Quality Control system, approved Work Schedule, materials lab facility, logistic etc to achieve quality product as per design drawings, specification on stipulated time;
- (d) Carryout detail assessment of condition and updates of materials laboratory at the site including standards available, standard template for data collection and analysis, logistic, staff (skill/ unskilled), frequency of tests projected and all other requirements and find the gaps with respect to approved Quality Assurance Plan and Quality Control System. Any such gaps noticed shall be timely informed to Project In Charge for appropriate actions;

- (e) Support Project In Charge for review and in approval of the Contractor's Quality Assurance Plan;
- (f) Review and if appropriate provide recommendation to Project In Charge for approval of all materials results/reports submitted by Contractor and carry out supervision of testing operations including joint sampling of materials to ensure contract compliance;
- (g) Supervise Contractor's field activities for materials and installation technique to achieve top quality works including compliance with Contractor's quality control proposal;
- (h) Review and if appropriate provide recommendation to Project In Charge for approval of working drawing of each component of bridge, concrete mix designs including high strength concrete mix designs, post-tension cable test results, design of tension cable placing and positioning, post-tensioning process and equipment to be used for post-tensioning and schedule of post tensioning;
- (i) Undertake continuing inspections of Contractor's concrete plants including Ready-Mix Concrete Plant for their compliance to approved design mix, use of any admixture, delivery time keeping and other standard tests at the yard and the delivery sites.
- (j) Undertake independent materials testing when considered necessary or when so instructed by Project In charge.
- (k) Provide guidance to the Project team to improve the design, quality assurance/ control, and implementation practices on the basis of review the designs and ongoing construction practices at field level;
- (l) Attend all Monthly Meetings with the Contractors unless otherwise instructed by Project In Charge and provide input regarding action items and status issue;
- (m) Conduct weekly meeting with the Contractor for reviewing the running week progress at the end of each week and fixing the work targets for next week;
- (n) Prepare summary of all verbal and telephonic conversation related to the Contract;
- (o) Keep written records of all conversation with Contractor's personnel;
- (p) Maintain photographic evidence with date of work progresses in different stage of work progress.
- (q) Provide details of measurement work items completed to Project In Charge on a monthly basis for each BOQ item;
- (r) Under take joint measurement with Contractor's field staff of works completed to specified date of each month, and jointly sign measurement sheets;
- (s) Keep up-to date records of all quantities agreed to date, for each BOQ items.
- (t) Coordinating with and providing feedback to Project In Charge on a daily basis for quality related aspects;
- (u) During supervision and compliance monitoring, where necessary provides direction to Contractor's Engineer and materials testing technicians to ensure that adequate testing is undertaken and that the laboratory and field test methods are specification-compliant. If found necessary provide written instruction through Project In Charge;
- (v) Providing timely guidance to Project In Charge for quality control;
- (w) Maintaining a Daily Diary sorted by contract, completed each day;
- (x) Monitor Contractor's progress regarding materials and physical progress and advise Project In Charge;
- (y) Additional duties as directed by Project In Charge;
- (z) In-overall support Project In Charge in discharging the Engineer's duties in the administration of contracts, supervision of construction works and quality control related works including verification of bills (IPC) submitted by the Contractors;

4. Team Composition and Tasks

The Bridge engineer/ Quality Control Engineer needs to work in a team and support the Project In Charge, Project Engineer/s, other Bridge Expert and team members. The Bridge Engineer/ Quality Control Engineer shall be wholly and individually responsible to report to the Project In Charge and Development Cooperation Implementation Division of DOR. He/ She have to report to the Project In Charge on daily basis.

5. Qualification requirement

Professionals with following qualification are required to undertake the task.

Broad Qualification and Requirements:

A. Education

Minimum : Bachelor in Civil Engineering
Preferable : Master's in Structural Engineering

B. Experience

a) General Civil Engineering Works

Minimum : 3 years

Preferable : 5 years

b) Experience in Construction Supervision/Quality control Works of Motorable Road Bridges

Minimum : 3 bridges

Preferable : i) experience of the prestressed bridge construction supervision

ii) experience of design of motorable bridge

C. Language : Capable of communicating fluently in English Language

6.0 DURATION OF THE CONSULTANT'S SERVICES

6.1 Bridge engineer/ Quality Control Engineer

The Bridge Engineer/ Quality Control Engineer is expected to begin his services after finalization of his contract with DOR within agreed time frame and his responsibilities shall continue until the completion of the works. The services shall be for 6 months during the construction phase and based on Project office at Mugling.

The service is expected to start from June 2020 and in case if the Construction works completed before end of the service of Individual Consultant, the contract will be terminated in mutual agreement with the Consultant.

However in the event of arbitration or other proceedings after the completion of construction, He/ she shall be available to assist DOR, under the same conditions of engagement as applicable to this Agreement.

8.0 REPORTING REQUIREMENT

He/ She shall keep full records relating to all aspects of the work progress covered by his service contract. Such records shall be available for inspection to the Employer and shall be handed over to the Project In Charge on completion of its service. In addition to the above, the He/ She shall assist in preparing monthly progress report, Project Completion Report and other related document preparation with the incorporation of Quality Control related aspects covered by Service Contract and Contract Documents, Government and Donor Guidelines.

9.0 FACILITIES

9.1 To Be Provided by the Employer

The Employer shall provide followings for the performance of its service:

- Related reports and contract documents
- Access to all other necessary available data required for performance of the consultant's duties.
- Office space at Mugling. Access to Desk top computer available at the PIC Office.

9.2 To be arranged by the Bridge Engineer/ Quality Control Engineer

The Bridge Engineer/Quality Control Engineer shall arrange the following facilities and the necessary cost shall be borne by the Consultant:

- Logistic supports, laptops, mobile phone etc. for the performance of the service.
- Accommodation at Mugling
- One transport (Motor bike) for regular supervision and quality control works including with fuel and maintenance cost all complete.

10. TAXATION

The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The Consultant must be registered in PAN/VAT within one month from the date of signing of contract agreement. The consultant will be responsible for the costs of the Premium of any insurance plan including accidental insurance he/she takes up.

11. CONTRACTUAL ARRANGEMENTS

The contract will be based on a contract agreement consistent with the World Bank guidelines for consultancy services contracts.



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Ministry of Physical Infrastructure & Transport
Department of Roads,

Development Cooperation Implementation Division

Jwagal, Lalitpur

Terms of Reference (ToR)

for

Social Development Expert / Consultant
Contract No. NIRTTP-DOR-CS-IND-18

1.0 INTRODUCTION

The Department of Roads established a unit called Environmental Management Unit under Planning Branch in the year 1988 to support the Arun Access Road for the proposed Arun-III Hydropower Project and reformed as a permanent cell under Planning and Design Branch with a new name as Geo-Environmental Unit (GEU) in the year 1994. In the beginning from 1994 to 1999 the unit remained supported with Overseas Development Agency (British) and World Bank financial support for Road Maintenance and Rehabilitation Projects. The British support was mainly focused in DoR's capability building and strengthening in Bio-engineering area whereas World Bank's support was focused in the field of Environmental sector.

Road construction often causes adverse effects on the bio-physical as well as the social, economic and cultural environments. Realizing the importance of social analysis and participation of project stakeholders in the planning and implementation of projects, aspect of Social assessment was incorporated for the improved project efficiency, effectiveness and sustainability as an integral part of the planning process.

Latter in the year 2005, DoR in its Master Plan for Strategic Road Network stressed on the Development of Road to supplement Poverty Reduction Program. After the initiation of implementation of enhancing poverty reduction impacts in some road projects in 2006, assisted by the foreign donors like ADB, the role of GEU was further realized to be

expanded to incorporate the social aspects of road construction and maintenance. Thus DoR has reformed GEU as Geo- Environment and Social Unit (GESU) to cover the environment and social aspect and render prompt and efficient services with the development and strengthening of the roads.

In order to implement safeguard measures envisaged under the RSDP, DoR intends to engage dedicated and experienced Social Specialist or Consultant to assist GESU, Development Cooperation Implementation Division (DCID), Project office and Division Roads Offices (DROs) throughout the contract period. The Consultant will provide field-based support, conduct social due diligence on projects, and assist to resolve pertinent social and environmental impacts and issues related to DOR's projects.

2.0 OBJECTIVE

Environmental and social impact assessments on road development project are imperative to identify and implement measures for safeguarding the environment and the concerns of local communities, as well as to identify and implement measures for enhancing the development benefits of projects. DoR has prepared a sector wide Environmental and Social Management Framework (ESMF) which has been approved by the government. The framework is a guiding document for all the road sector project proponents, developers and implementers when planning and implementing strategic road projects in Nepal. The ESMF is consistent with GoN and applicable IDA policies is to be used to all projects/subprojects through all project life cycle i.e. screening, selection, planning, implementation, monitoring and evaluation. The ESMF outlines how the government and IDA policy requirements are applied in the road projects along with various steps and procedures that need to be followed at different stages. The ESMF requires that each funding request/proposal be subject to environmental and social screening for potential environmental and social impacts to decide the level of environmental and social investigation that may be required. The ESMF provides criteria for such screening. The ESMF also recognize the need for stronger and independent monitoring of environmental compliance in the field. RSDP's institutional strengthening support also covers environmental capacity building of the GESU.

Social and environmental safeguard implementations are integral part of project execution. This should be carried out with the objective of sustainable development. The basic tenet of this consultancy service is to ensure that the environmental & social safeguard measures specified in ESMF in general and road specific measures in particular are complied with; and standard of living of affected people are restored or improved, all the resettlement and compensation measures are applied in practice, and all environmental mitigations measures are implemented.

The main objective of the consultancy service is to augment GESU's staff strength and to provide direct support for conducting social due diligence on projects, and assist in the implementation of social management plans and measures for mitigating the social impacts of donor-funded projects and GON funded Projects as and when required.

3.0 SCOPE OF WORKS

With the above set objectives, the Social Development Consultant, whose work station shall be at DoR will undertake the following responsibilities:

- Conduct social due diligence on projects and assist in designing projects that are responsive to community needs;
- Develop and refine procedures for the preparation, execution, monitoring, and evaluation of Social Assessment (SA), Resettlement Action Plans(RAP), Social Action Plan (SAP) and Indigenous Peoples Development Plan (IPDP) as per Sector wide ESMF of DOR and DOR's previous Projects viz RMDP
- Draft review and refine TOR to carry out Social Screening, Social Assessment (SA) and to prepare RAP/SAP, IPDP consistent to the ESMF and other documents required such as labor management procedures (LMP) and stakeholder engagement plan (SEP) and e
- Review ongoing ToR, IEE and EIA reports, RAPs/SAPs, SSEMAPs, IPDPs, LMPs and SEPs and provide comments and suggestions to GESU for improvement
- Check BOQs, Bids/Contract clauses and other document for incorporation of relevant mitigation measures specified in IEEs, ESIA's and RAPs/SAPs, SSEMAPs, IPDPs, LMPs and SEPs
- Develop and carry out Social monitoring and reporting system

- Undertake preparedness check and periodic compliance check Visit the project sites and work closely with the consultant, NGOs, contractors, communities and project staff; get relevant information on social issues covering issues of the labors and safeguard practices; maintain and update the information viz compensation, resettlement, rehabilitation assistances
- Monitor and evaluate the findings and recommendations, and also report, for the implementation of SA, IEE, ESIA, RAP/SAP, SSEMAP, IPDP, LMP and SEP as relevant
- Assist GESU to Coordinate with other agencies towards raising awareness on social safeguard measures in road projects, disseminate information on Social Aspects of road development among various stakeholders viz donors, projects, government bodies, affected communities etc
- Assist GESU to perform the social roles and responsibilities as mentioned in Project appraisal Document for World Bank and other Donor Funded projects
- Assist GESU for overall implementation of Environmental and Social Management Framework (ESMF)
- Monitor the Social Safeguard activities as per World Bank's Environmental and Social Framework, 2018 and other donor agencies respective Frameworks/Guidelines as well as GoN Act, Regulation and Guidelines
- Co-ordinate activities of Safeguard Mobilizers, Monitor the implementation of social related works in each projects, suggest corrections if needed and reporting regularly to DCID and GESU.

4.0 Minimum Academic Qualification and key competences

The Consultant for the post of Social Development Consultant should have following necessary expertise and education

Area	Qualifications
Education	Minimum: ▪ Bachelor Degree in Social Science/ Anthropology/Sociology/Rural Development/Economics or related field Preferable:

	<ul style="list-style-type: none"> ▪ Masters degree in Social Science/Anthropology/Sociology/Rural Development/Economics or related field ▪ Training in design and implementation of key social management plans such as RAPs, SAP and conducting Social Assessment of project. Participation in World Bank ESF training will be an added advantage.
Experience	<p>A. General Experience</p> <p>Minimum: 5 years in Social Safeguard sector Preferable: 10 years in Social Safeguard sector</p> <p>B. Specific Experience</p> <p>(i) Minimum: 3 years of Experience with Social Safeguard works in Design / Construction of Infrastructure Development Projects Preferable: 5 years of Experience with Social Safeguard works in Design / Construction of Infrastructure Development Project.</p> <p>(ii) Minimum: 1 year of Experience with Social Safeguard works in Design/ Construction of Road/Bridge/Tunnel/Railway Infrastructure Development Project Preferable: 3 years of Experience with Social Safeguard works in Design/ Construction of Road/Bridge/Tunnel/Railway Infrastructure Development Project</p> <p>(iii) Minimum: Experience of 1 year or 1 project in Donor Agency funding Preferable: Experience of 3 years or 3 projects in Donor Agency funding.</p>
Language	<ul style="list-style-type: none"> ▪ Capable in reading, writing and speaking English and Nepali Language
Other	<ul style="list-style-type: none"> ▪ Able to deal, and coordinate with local at construction site

	<ul style="list-style-type: none"> ▪ Able to travel the any project sites located different parts of Nepal frequently ▪ Able to work in the various RDO's/Projects/Stakeholders teams working for the projects ▪ Able to coordinate with the field level team and central support team for specific issues
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5. PAYMENT

The remuneration to the individual Consultant shall be on the monthly basis, as a time based contract.

Reimbursable expenses are paid as per contract in fixed lump sum basis.

6.0 DURATION OF CONSULTANT'S SERVICE

Consultant shall commence the work from the date of signing agreement and last for eighteen months (18) upon satisfactory performance.

7.0 WORKING DAYS

The working days and office holidays will be as per Government rules and practice. The Consultant should submit the monthly work plan at the start of each month.

8.0 TAX

The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The Consultant must be registered in VAT after signing the contract agreement, if not registered. The consultant will be responsible for the costs of the premium of any insurance plan including accidental insurance he/she takes up.

9.0 LOGISTIC AND OTHER ASSISTANCE PROVIDED BY THE CLIENT

The following shall be provided to the Consultant by DOR:

- Related reports available in DoR

- Access to other necessary documents and data available in DOR required for the performance of the consultant's services.
- Office space with furniture
- Email and internet access
- Required office stationery

The Consultant will be provided an office space in premises of the Development Cooperation Implementation Division. Transportation shall have to be arranged by consultant himself/herself for site visit within Kathmandu valley however *Transport expenditures incurred during visiting to work sites outside of Kathmandu valley shall be reimbursed as per actual bill.*

10.0 CONSULTANT'S RESPONSIBILITY

The Consultants shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client. The Consultant shall keep full records relating to all aspects of the work covered by his/ her service contract. All original drawings, work sheets, field notes, computer programs, reports and other documents relating to the study shall become the property of the Government.

In addition to the above, the Consultant shall submit the reports not limited to following during the course of services:

- Monthly progress report on overall activities

11.0 AGREEMENT

The Consultant shall be required to enter into an agreement with Development Cooperation Implementation Division on time based. An agreement shall be signed by both parties before the commencement of the work.