Government of Nepal  
Ministry of Federal Affairs and Local Development  
Department of Local Infrastructure Development and Agricultural Roads  
Project for Strengthening the National Rural Transport Program (SNRTP)  
Central Project Coordination Unit (CPCU)

Terms of Reference (TOR)  
For  
Environmental Consultant (EC)

1.0 INTRODUCTION

1.1 Government of Nepal (GoN) has received development grant and credit to implement the **Strengthening the National Rural Transport Program (SNRTP)**, from the International Development Association (IDA). A Part of this financial assistance is to be used for consultancy services for hiring 02(Two) individual consultants in the capacity of **Environmental Consultant (EC)**.

1.2 The SNRTP is a continuation to the Rural Access Improvement and Decentralization Project (RAIDP) started at 2005 and aims to support the completion of remaining works in the existing thirty (30) project districts and scale up the project to three (03) additional districts. It also aims the good practices and positive lessons learned from implementation of the predecessor RAIDP. The primary objective of SNRTP is to provide beneficiary in rural communities with reliable transport services all round the year. The project basically comprises of:
   
a. Output based Maintenance of Rural roads
b. Upgrading and Rehabilitation of Rural Roads.
   
c. Beneficiary Monitoring and Study of Market Infrastructure
   
d. Institutional Strengthening and Capacity Building

1.3 The SNRTP CPCU/DoLIDAR now wishes to hire individual consultant(s) as **Environmental Consultant (EC)** to be based at any Project Management Unit (PMU) for assisting the in the road sub-project's detail project preparation work in line with environmentall safeguard works and assuring the works of safeguard compliance. The District Technical Office (DTO) is the implementing body of this project in each project participating district. The DoLIDAR has signed the Memorandum of Understanding (MoU) with respective District Development committee (DDC),

1.4 The project districts have been grouped in two Project Management Units as follows:

**Project Management Unit (Hetauda):** Sankhusabha, Terehthum, Bhojpur, Saptari, Udaypur, Siraha, Dhanusha, Mahottari, Sarlahi, Rauthat, Bara, Parsa, Makwanpur, Rasuwa, Nuwakot and, Dhading,
**Project Management Unit (Butwal):** Tanahun, Kaski, Syangja, Palpa, Gulmi, Arghakhanchi, Kapilbastu, Rupandehi, Nawalparasi, Dang, Pyuthan, Salyan, Surkhet, Banke, Bardiya, Kailali and, Kanchanpur

### 2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

#### 2.1 General

The main objective of the consultancy services is to enhance the institutional capacity related with environmental safeguard of the participating District Development Committees (DDCs)/District Technical Offices(DTOs) in rural transport sector (RTIs), particularly in rural roads and river crossing structures planning, sub project preparation, appraisal, implementation.

#### 2.2 Specific

The specific objectives of the consultancy services are as follows:

- To support project districts for the implementation of environmental safeguards including screening, preparation of Environmental Management Plan (EMP), preparation of Environment Mitigation Action Plan (EMAP), awareness and orientation trainings and supervision of mitigation activities.
- To help to PSEs and ESCs in maintaining environmental and social supervision and monitoring records of participating districts.
- To assist the DDCs/DTOs and other line agencies including, NGOs, CBOs and Individual Consultants for recording and mitigating all types of adverse environmental impacts arising from a road construction/upgrading.
- To support and work in coordination with PSEs and ESCs for preparation of reports and implementation of the sub-project activities in a districts.

### 3. SCOPE OF THE CONSULTANCY SERVICE:

The Consultant shall work under the management of the respective District Technical Office (DTO). He/She shall work under the guidance of Project Manager, the PMU chief or his/her authorized representative. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in Para “2” of this Term of reference (ToR). The Consultant’s duties shall include but not necessarily be limited to:

**TASK 1: Review and Support**

a) Review the subproject concepts and proposals; designs, costs &bid-documents; mitigation proposals etc in light of the Environmental and Social Management Framework (ESMF) prepared for the implementation of social and environmental safeguards in the project implementation district and assist to implement in practice.

b) Support DTO to carryout Environmental Screening in order to identify whether a prioritized road according to DTMP needs further IEE/EIA study and provide guidance for the preparation of Environmental Screening report as per ESMF format.
c) Provide simple guidance to PSEs and SSCs to identify the likely environmental impacts from the implementation of project during construction and operation phases.

d) Provide simple guidance to PSEs and SSCs on the tasks involved in the preparation of Initial Environmental Examination (IEE) and Site Specific Environmental Management Plan (EMP) and other plans related to project as prescribed into ESMF.

TASK 2: Monitoring

e) Identify sustainable local mechanisms for the maintenance and repair of the environmental mitigation measures, for example; bio-engineering, land slide and erosion control measures, minimizing air, water and noise pollution at project area, borrow and quarry sites and at spoil disposal sites.

f) Support DTOs in undertaking District Level Supervision of each road subproject as per the procedures described in the ESMF 4.38.

g) Facilitate and support to DRCC to carryout District Level Independent Monitoring as per the procedure presented in the ESMF 4.39.

TASK 3: Record Keeping

h) Facilitate and support DTOs to finalize and timely forwarding of environmental monitoring and supervision reports to PMU.

i) Supervise and report on regular environmental monitoring of ongoing sub-projects, to check compliance with project guidelines and implementation of mitigation measures defined in the EMPs. Reporting mechanisms should be actually verifiable at any time during the project period.

j) Keep record of each and every relevant document such as, Environmental Screening reports, IEE/EIA and EMP reports of every sub-project.

TASK 4: Awareness/Orientation

Prepare and organize environmental awareness raising, orientation and training activities, particularly for DDC staffs, DRCC, VRCC, LRUC, local contractors, field/site personnel (site supervisors, workers group leaders, excavator/machine operators etc) and other stakeholders in the sub-project districts.

TASK 5: Other Tasks

l) Provide simple guidance to ensure the staffs of DDC and DTO to understand their responsibilities in actually meeting environmental targets and implementation of EMP, mitigation measures and other recommendations of the subproject.

m) Support DDCs/DTOs for environment friendly implementation of sub-projects in accordance with project’s plan and design, budget, specifications, estimated cost, bid documents and contract agreement clauses.

n) Liaise closely with the Central Level Environmental Specialist and communicate closely with CPCU for generating necessary information as required and for technical support and monitoring mechanisms.

o) Collect and record successes and failures/ effectiveness etc of employed environmental mitigation measures for continuous lesson-learning and sharing purpose

p) Undertake additional tasks as required by the PMU/CPCU.

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY
The applicants must satisfy the following eligible criteria.

- The applicant must have Bachelor degree in Environmental Engineering/Environmental Science/Environmental management or equivalent from a recognized University/Institution.
- Minimum seven (7) years of general experience
- Minimum four (4) years of specific experience in roads related with Environmental l safeguard works.

5.0 SUBMISSION OF APPLICATION FORM

The applicants shall submit their application form as explained below:

- Log on to the website: [http://ioe.edu.np/consultant](http://ioe.edu.np/consultant); an application form is displayed.
- The applicants are required to fill this application form mandatorily.
- After the application form filled; the applicants are required to attach the documents as asked.
- For this post (EC); the applicants need to attach the proposal as marked under the documents to be submitted. The proposal will state the willingness, understanding of ToR, comments on ToR with area of improvement, work plan and methodology to deliver the services with respect to the scope of consulting services as stated in Para “3”. The proposal needs to be written with reference to Project Appraisal Document (PAD) and Environmental and Social Management Framework (ESMF)
- All the above said processes will have to be furnished through online submission system up to November 10, 2014 (B.S. 2071-07-24); as guided by the visited website. After office hours the online submission will be closed.
- The applicants who encounters difficulty in applying the application form and attaching the documents through online system; can contact the person as suggested through the EoI notice.
- The applicants who want to submit the application form and corresponding documents in hard copies; can submit only in the format as suggested by the website. The hard copy submission will take place at Continuing Education Division (CED), Institute of Engineering (IOE), Pulchowk, Lalitpur; during office hours up to the dead line of submission date November 10, 2014 (B.S. 2071-07-24) as stated in EoI notice.
- The hard copies need duly signed by the applicant.

6.0 SELECTION PROCESS OF THE APPROPRIATE CONSULTANTS

The selection of appropriate and competitive consultants among the eligible applicants with shall take place with respect to following consecutive processes:

- The eligible applicants with reference to Para "4"; shall be notified through the notice published by the CED/IOE. The notification will be electronically and notice published on the notice board of the CED/IOE.
• The notice will comprise the information on the date, time and venue for the collection of identity card and for the Power Point Presentation (PPP) to be conducted.

• The Power Point Presentation will include the contents of proposal. The time limitation of the PPP will be of maximum 15 (Fifteen) minutes.

• The applicants will be evaluated with respect to following approved evaluation criteria:

<table>
<thead>
<tr>
<th>Area of Evaluation</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. General Experience</strong></td>
<td>7</td>
</tr>
<tr>
<td>&gt;7 years and up to 8 years</td>
<td>1</td>
</tr>
<tr>
<td>&gt;8 years up to 9 years</td>
<td>2</td>
</tr>
<tr>
<td>&gt;9 years up to 10 years</td>
<td>3</td>
</tr>
<tr>
<td>&gt;10 years up to 11 years</td>
<td>4</td>
</tr>
<tr>
<td>&gt;11 years up to 12 years</td>
<td>5</td>
</tr>
<tr>
<td>&gt;12 Years</td>
<td>7</td>
</tr>
<tr>
<td><strong>B. Specific Experience</strong></td>
<td>8</td>
</tr>
<tr>
<td>&gt;4 years and up to 5 years</td>
<td>4</td>
</tr>
<tr>
<td>&gt;5 years up to 6 years</td>
<td>6</td>
</tr>
<tr>
<td>&gt;6 years</td>
<td>8</td>
</tr>
<tr>
<td><strong>C. Work Experience in bilateral/multilateral development partner funded rural roads project</strong></td>
<td>4</td>
</tr>
<tr>
<td>Up to 1 year</td>
<td>1</td>
</tr>
<tr>
<td>&gt;1 years and up to 2 years</td>
<td>2</td>
</tr>
<tr>
<td>&gt;2 years</td>
<td>4</td>
</tr>
<tr>
<td><strong>C. Academic Qualification</strong></td>
<td>4</td>
</tr>
<tr>
<td>Master in Environmental Engineering/Environmental Science/Environmental Management or equivalent</td>
<td></td>
</tr>
<tr>
<td><strong>D. Relevant Training: Maximum one (1) No.</strong></td>
<td>2</td>
</tr>
<tr>
<td>Training will be of minimum 1(one) week duration from government ministry/department, from recognized governmental/non-governmental training institutions, from bilateral or multilateral development partners’ organization. The trainings may include any one of the followings: Resettlement Action Plan, Environmental management planning, Environmental Safeguard Auditing, Environmental safeguard Monitoring, Environmental Safeguard evaluation, IEE/EIA and others related</td>
<td></td>
</tr>
<tr>
<td><strong>E. Proposal Writing:</strong></td>
<td>35</td>
</tr>
<tr>
<td>Understanding of ToR</td>
<td>12</td>
</tr>
<tr>
<td>Methodology to Work</td>
<td>12</td>
</tr>
<tr>
<td>Comments on ToR</td>
<td>6</td>
</tr>
</tbody>
</table>
Project for Strengthening the National Rural Transport Program (SNRTP)  

<table>
<thead>
<tr>
<th>Work Plan</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. Power Point Presentation</td>
<td>40</td>
</tr>
<tr>
<td>Total Marks</td>
<td>100</td>
</tr>
<tr>
<td>Pass Marks (Minimum)</td>
<td>60</td>
</tr>
</tbody>
</table>

**Note:** The marks will not be given in fraction.

- The applicants obtaining minimum marks 60 (sixty) will only be considered for selection.
- The 02 (two) consultants shall be selected according to marks obtained in descending order from higher to lower beyond score 60(sixty).
- The final selected notice shall be given publically through electronic media and notice published on the notice board of CED/IOE and CPCU/SNRTP.
- The final selected consultant shall be asked to submit the financial proposal in the prescribed format. The date of submission with format will be informed after the CED/IOE submits the report on the selection; to CPCU/SNRTP.

### 7.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

The consultant shall be provided the remuneration and other logistic support as below:

- The consultant’s remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of the VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- The reimbursable expense also such as travel cost, DSA and others will also be paid as per actual expenditure. This also will be decided through negotiation.
- In case of failure of negotiation; the consultants in waiting list in order of merit will be called on for negotiation.
- The price escalation is not applicable to this consulting service.
- The Consultant shall be paid by respective PMU every month on the submission of his/her invoice and time-sheet with the obligatory reports as mentioned in subsequent Para"8". The invoice must be associated by the consultant's VAT bill having readable PAN No.
- The office space and working furniture (Table & chair) shall be provided to the consultant within premises of office of PMU.
- The PMU shall avail the electricity and internet facility to the consultant during working hour.
- The consultants shall have his/her own laptop for working.

### 8.0 CONSULTANT’S REPORTING OBLIGATIONS

The Consultant shall deliver the following reports every month to the PMU and in the standard format:

- Environmental screening data and report
- Environmental Management Action Plan
• Soil disposal plan and report  
• Quarry Management Plan and report  
• Compensatory Plantation Plan if required  
• Labor Camp Management Plan  
• DMC monitoring Report and CBPM report  
• Other Environmental assessment Report as per requirement  
• Other Environmental assessment Report as per requirement  
• Final report

Note: Electronic copy of each report shall also have to be submitted.

9.0 DURATION OF CONSULTANT'S SERVICE

• The duration of the Consultant's services shall be for approximately 60 (sixty) months. The services shall start tentatively from December 2014 and continue till the end of the project. The contract shall be terminated if the project does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultants as evaluated by the respective DTO and PMU.

• In case of the termination of the contract on part of the project (client), the latter will inform in writing one (1) month before to the consultant.

• If the consultant wishes to leave the project; he/she shall mandatorily inform in writing two (2) months before to the PMU through DTO.

10.0 TAXATION

The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The Consultant must be registered in the Value Added Tax (VAT) after the contract agreement signed. The consultant will be responsible for the costs of the premium of any insurance plan he/she takes up.

11.0 AGREEMENT

The Consultant shall be required to enter into an agreement with the SNRTP-CPCU/DoLIDAR on time based contract.