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 Safeguard Consultant (ESC)

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 16 (Sixteen) individual consultants in the capacity of Environmental Safeguard Consultant (ESC).

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 Safeguard Consultant (ESC) to be based at any project district for assisting the in the road sub-project's social safeguard activities. 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 consultant will have to work in any two project districts at the rate 15 (fifteen) days residence in each district. 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,
2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

2.1 General

The main objective of the consultancy services is to enhance institutional capacity of the concerned District Development Committees (DDCs) and District Technical Offices (DTOs) related to social safeguards planning and implementation as stated in the ESMF in rural roads, maintenance upgrading and rehabilitation works.

2.2 Specific

The specific objectives of the consultancy services are as follows:

- Environmental aspects of new sub-project appraisal such as Environmental Screening, Identification of environmental issues, environmental mitigation measures, Environmental Management Action Plan.
- Compliance and assurance of Environmental safeguards as required by the GoN and the World Bank policy provisions described in the ESMF.
- Incorporation of Environmental Mitigation Measures in BOQ of the DPRs of the sub-project.

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 Chief District Engineer, the DTO 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 section 2.0 of this Term of reference (ToR). The Consultant’s duties shall include but not necessarily be limited to:

- Support districts (DDC/DTO) for planning and implementation of environmental safeguard activities in close coordination with PMU’s Environmental consultant
- Support and facilitate to DDC/DTO for effective compliance of Environmental and Social Management Framework (ESMF) of the project during planning, implementation and monitoring and supervision of the safeguard works of the road or bridge sub project
- Facilitate and provide simple guidance to ensure the staffs of DDC and DTO to understand their responsibilities for environment friendly implementation of sub-projects in accordance with project’s plan and design, budget, specifications, estimated cost, bid documents and contract agreement clause
• Support to conduct Environmental screening and prepare Environmental Management Plan (EMP) along with social safeguard consultant and Project support Engineers in the prescribed format and submit to DTO
• Assist and facilitate to DDC/DTO for conducting Initial Environmental Examination (IEE) of the proposed road and/or bridge sub project as per the EPA/EPR
• Assist and facilitate to DDC/DTO for selecting social mobilizers and orientation on their roles and responsibility
• Provide guidance and supervise the day to day work of social mobilizer in environmental safeguard activities
• Support to collect of baseline information on physical, biological and socio-cultural environment of the proposed road sub project and include in EMP
• Support to identify potential adverse environmental impacts and propose appropriate mitigation and enhancement measures and include in EMP
• Conduct different community level meetings (LRUCs and VRCCs) for collecting baseline identifying adverse impact and proposing mitigating measures
• Prepare spoil disposal plan, borrow pit plan, Quarry site plan and bioengineering plan and facilitate to implement the plans in close coordination with user committees
• Support to prepare compensatory plantation plan and facilitate to implement the plan as per the provision of ESMF
• Provide orientation to local level stakeholders along with contractors on the provision of ESMF and specific EMP activities to be complied by contractors and users
• Facilitate and supervise the implementation of EMP activities including Spoil disposal plan, borrow pit plan, quarry site plan and compensatory plantation plan if mentioned in the EMP of concerned road subprojects
• Provide orientation to contractors and workers on application labor camp management and Occupational Health and Safety Guidelines and supervise the compliance of guidelines
• Prepare a plan of programs on environmental safeguard (environmental awareness, orientation and training) for particularly for DDC staffs, DRCC, VRCC, LRUC, local contractors and other target stakeholders and implement after approval of PMU
• Assist and facilitate to record and resolve the grievances regarding environmental safeguards in the districts
• Support to identify any outstanding issues appeared during the improvement or construction work and prepare a plan of mitigation measures and facilitate to submit to PMU for the approval
• Support DDCs and DTOs in undertaking District Level Supervision of each road subproject as per the procedures described in ESMF
• Support and facilitate for conducting community based performance monitoring (CBPM) at each road subproject as per the procedures described in ESMF
• Facilitate and support District Monitoring Committee (DMC) to carryout District Level Independent Monitoring as per the procedure presented in the ESMF
• Facilitate and support /DTOs to prepare and timely submitting of environmental monitoring and supervision reports to PMU
• Liaise closely with the Environmental consultant in PMU and CPCU for generating necessary information as required and guidelines for technical enhancement
• Undertake any other additional work as required by the PMU and CPCU
4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligible criteria.

- Minimum Bachelors Degree in Environmental Engineering /Environmental Science/Environmental Management from recognized University/Institution
- Minimum two (2) years of general experience
- Minimum one (1) year of specific experience in roads’ Environmental 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; 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 (ESC); the applicants do not need to attach the proposal as marked under the documents to be submitted.
- 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 of the examination (written test) to be conducted.
- The 16(Sixteen) consultants shall be selected according to marks obtained in descending order from higher to lower. The candidate scoring less than 50 (Fifty) marks shall not be considered for ranking in selection.
• The final selection notice shall be given publically through electronic media and notice published on the notice board of CED/IOE and CPCU/SNRTTP
• The final selected 16 (sixteen) consultants shall participate in the orientation training for five (5) days; organized by CED/IOE. The consultants shall be provided with refreshment only.
• The consultant who fails to participate in the above said training; shall be removed from the final selected list and the candidate from waiting list will be called on as a replacement.

7.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

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

• **Nepalese rupees (NRs) 65,000.00 (Sixty five Thousand)** exclusive of the VAT; per month as remuneration. This includes office stationary, communication cost, travel cost from one district to other district, daily subsistence allowance, field work and accommodation all.
• 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"; certified by the respective DTO chief or his/her authorized representative. 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 District Development Committee (DDC)/District Technical office (DTO) as availability either in the DDC or DTO. The DTO may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
• The DTO shall avail the electricity and internet facility to the consultant during working hour.
• The consultants shall have his/her own laptop for working.
• The DTO shall avail the transportation facility at least with a motorcycle for travel to the field. The cost required for fuel and lubricants for motorcycle ; will be borne by the consultant him/herself

8.0 CONSULTANT'S REPORTING OBLIGATIONS

The Consultant shall deliver the following reports every month to the DTO and respective Project Management Unit (PMU) 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
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.