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  
Project Support Engineer (PSE : Grade-II)

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 33 (Thirty Three) individual consultants in the capacity of Project Support Engineer (PSE) Grade-II.

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 I 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 Project Support Engineer (PSE) Grade-II to be based at any project district for assisting the in the road sub-project’s detail project preparation work and supervision of construction works and assuring the works of quality. 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,
2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

2.1 General

The main objective of the consultancy services is to enhance the institutional capacity of the participating District Development Committees (DDCs) in rural transport sector (RTIs), particularly in rural roads planning, sub project preparation, appraisal, implementation and supervision by assisting them to plan, survey, design, cost estimate preparation, supervision of the rural roads and river crossing structures sub-projects to be implemented.

2.2 Specific

The specific objectives of the consultancy services are as follows:

**Part A: Project planning, design and cost estimation**

(i) To ensure that the sub-project planning and preparation by the DTO is according to the agreed approach and modalities as specified in Project Operation Manual (POM).
(ii) To assist the DTO in preparation of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for upgrading/rehabilitation of the roads and river crossing structures with reference to the Nepal Rural Road Standard, Rural Roads’ norms and specifications and SNRTP’s surfacing criteria.
(iii) To prepare the bid documents based on Model bid document agreed by the International Development Association (IDA).
(iv) To coordinate with social development and environmental consultants associated with the DTO during planning and preparing the DPR of the projects.
(v) To provide other technical and managerial support so as to enhance DTO’s capability to plan, implement and maintain the RTIs specifically the rural roads efficiently & successfully.

**Part B: Supervision of works**

(vi) To ensure quality of the works implemented under the project with adequate field supervision.
(vii) To ensure sound social and environmental practices in the works implemented under the project specifically according to the ESMF.
(viii) To ensure timely completion of the works implemented under the project.
(ix) To assist in preparation of quality assurance plan to carry out the works according to the plan.
(x) To assist the DTO in contract management as per the contract agreement.
(xi) To verify and certify the works done through the contractors.
(xii) To prepare the work completion report.
(xiii) To facilitate the other works as asked by the DTO in connection with the project work.
3. SCOPE OF THE CONSULTANCY SERVICE:

3.1 General

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:

- Study of Project Operation Manual (POM) and Memorandum of Understanding (MoU)
- Study of Nepal Rural Standards, Rural Roads norms and Specification
- Assist the DTO for preparatory activities such as sub project planning, screening and other related activities.
- Assist the DTO to prepare three year rolling plan, annual program and budgets.
- Assist the DTO by carrying out survey; preparation of the DPRs and bid documents.
- Assist the DTO in all technical matters and procurement processing for the project.
- Assist the DTO to conduct baseline surveys on socioeconomic and transport related indicators.
- Assist the DTO to implement the project in conflict situation and apply the communication strategy proposed by the project.
- Assist in preparation of Procurement Plan (PP)
- Assist the DTO for Bid invitation, Bid evaluation and awarding the contracts for the proposed contracts.
- Ensure that all the works are carried out in accordance with the designs, drawings and specification.
- Prepare Quality Assurance Plan (QAP) before start of the work activities.
- Maintain a permanent record of all measurements of works completed and results of test carried out for monitoring the quality of civil works.
- Regularly inspect and check by testing wherever required the civil works and ensure that they are carried out according to the schedule, specifications and drawings and specified standards of quality are to meet the desired standard quality of the materials and workmanship.
- Checking the bill of the works submitted by the contractors and recommends them for payments by the DTO with the certification that quality of works executed by the contractor are satisfactory.
- Certify the completion of the works.
- Preparing the variation orders and guide the DTO for negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the DTO.
- Maintain all the records and reports according to the DTO, PMU and CPCU’s requirements.
- Assists DDCs/DTO to prepare M & E reports as per the prescribed formats.
- Others as and when required by DTO in connection with the project works
4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligible criteria.

- The applicant must have Bachelor degree in Civil Engineering or equivalent from a recognized University/Institution.
- Minimum two (2) years of general experience
- Minimum one (1) year of specific experience in roads construction works supervision.
- The applicant must be registered in Nepal Engineering Council (NEC)

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 (PSE-II); 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 33 (thirty three) 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 33 consultants shall participate in the orientation training for nine (9) 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) 70,000.00 (Seventy Thousand) exclusive of the VAT; per month as remuneration. This includes office stationary, communication cost, travel cost, 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:

- Sub-Project's technical screening report
- Sub-Project's DPR report
- Procurement Management report
- Financial report comprising of all the project expenditure
- Construction supervision report
- Material Testing Report
- Other reports as asked by DTO and PMU in connection with the project work.

*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.