Project for Strengthening the National Rural Transport Program (SNRTP)  
Central Project Coordination Unit (CPCU)  

Terms of Reference (TOR)  
For  
Road Design Specialist (RDS)  

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 Road Design Specialist (RDS).  

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 two individual consultant(s) as Road Design Specialist (RDS) to be based at any Project Management Unit for reviewing, checking, verifying and finalizing the road sub-project’s detail project reports (DPRs). 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)/District Technical Offices (DTOs) in rural transport sector (RTIs), particularly in rural roads planning and designing.

2.2 Specific

The specific objectives of the consultancy services are as follows:

i. To support the DDCs/DTOs for planning and design of rural roads sub-projects.
ii. To guide the DTOs' technical staff for the preparation of DPRs of rural roads sub-projects.
iii. To monitor the Roads construction work in the districts regarding the compliance of specification of the works as per contract agreement.

3. SCOPE OF THE CONSULTANCY SERVICE:

The Consultant shall work under the management of the respective Project Management Unit (PMU). 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:

- Study of the Project Appraisal Document, Project Operation Manual, DoLIDAR’s Nepal Rural Roads Standards, specification, SNRTP’s Road pavement surfacing criteria and other relevant documents
- Study the technical design drawing hand book of RAIDP
- Review of the some sample design, drawing and cost estimates prepared under RAIDP.
- Identify the shortcomings and gaps between the RAIDP and SNRTP models.
- Prepare the checklist for review of the DPRs in consistent with SNRTP’s POM
- Facilitate the Project districts to prepare DPRs in consistent with SNRTP’s POM
- Review the DPRs prepared by the project districts corresponding to concerned PMU and give the comments and feedback and finalize the DPRs in coordination with the project districts.
- Coordinate with Quality Monitoring Consultant based in the same PMU during review and verification of DPRs of roads
- Forward the final DPRs to PMU for approval.
- Coordinate with the Quality Management Consultant based in CPCU to make the Interim Quality Assurance Manual for Rural Transport.
- Others as and when asked by the PMU chief 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 Eight (08) years of general experience
- Minimum Five (05) years of specific experience in roads survey, design, drawing and costing works.
- 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 (RDS); 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 improve, 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 Project Operation Manual (POM).
- 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>
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<tbody>
<tr>
<td><strong>A. General Experience</strong></td>
<td>8</td>
</tr>
<tr>
<td>&gt;8 years and up to 9 years</td>
<td>1</td>
</tr>
<tr>
<td>&gt;9 years and up to 10 years</td>
<td>2</td>
</tr>
<tr>
<td>&gt;10 years and up to 11 years</td>
<td>3</td>
</tr>
<tr>
<td>&gt;11 years and up to 12 years</td>
<td>4</td>
</tr>
<tr>
<td>&gt;12 years and up to 13 years</td>
<td>5</td>
</tr>
<tr>
<td>&gt;13 Years and up to 14 years</td>
<td>6</td>
</tr>
<tr>
<td>&gt;14 years and up to 15 years</td>
<td>7</td>
</tr>
<tr>
<td>&gt;15 Years</td>
<td>8</td>
</tr>
<tr>
<td><strong>B. Specific Experience</strong></td>
<td>10</td>
</tr>
<tr>
<td>&gt;5 years and up to 6 years</td>
<td>3</td>
</tr>
<tr>
<td>&gt;6 years and up to 7 years</td>
<td>6</td>
</tr>
<tr>
<td>&gt;7 years and up to 8 years</td>
<td>8</td>
</tr>
<tr>
<td>&gt;8 years</td>
<td>10</td>
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<tr>
<td><strong>C. Academic Qualification</strong></td>
<td>5</td>
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<tr>
<td>Master in Civil Engineering or equivalent in relevant subject from recognized university/institution: M.Sc. in Transportation/Highway Engineering, M.Sc. in Construction Management, M.Sc. in Road Construction Engineering, Or Equivalent. (Note: M.Sc. will also mean M.E.)</td>
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<td><strong>D. Relevant Training:</strong> Maximum one (1) No.</td>
<td>3</td>
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<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: Road Construction Technology, Road Transport Management, Road Pavement</td>
<td></td>
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</table>
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 selection 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 to the PMU in the standard format:

- Inception Report on review of the concerned documents
- Monthly Progress Report consisting of:
➢ Monthly Reviewed DPRs Reports
➢ Trimester Project progress activities reports
➢ Other Reports as and when asked by the PMU chief in connection with the project works

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.