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 Social Development Expert (SDE).

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 Social Development Expert (SDE) be based at any Project Management Unit (PMU) t for assisting the in the road sub-project's detail project preparation work in line with social 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): Tanhun, 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 social 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 to enhance capacity related to:

- social aspects of new sub-project appraisal such as Social Screening, Assessment and socio-economic Baseline study.
- compliance and assurance of social safeguards as required by the GoN and the World Bank policy provisions described in the ESMF.
- formation of different level of road user groups such as formation of DRCC, VRCC, LRUC, and DMC as per the ESMF and other guidelines of DoLIDAR.
- related to maintenance of records of affected families, vulnerable people and other socio-economic baseline data of the selected sub-projects.
- assist the DDC/DTO for organizing Cadastral Survey of the proposed subproject.
- prepare land acquisition / voluntary donation acceptance plan and preparation of Voluntary Donation Impact Mitigation Plan (VDIMP), disclosure of the list of affected people in the public places and implement the plans as per the principles and procedures described in the ESMF.
- record the vulnerable people / households of the zero zone of influence of the subproject and prepare Vulnerable Community Development Plan (VCDP) to enhance their livelihood.
- social mobilization, monitoring and evaluation of the subproject during project implementation.
- organize Community Base Performance Monitoring (CBPM) and submission of the report to the project.
- implementation of the communication strategies developed by the project and disseminate the information related to project implementation procedures.
- support and assistant to the Social Development Expert (SDE) in CPCU of the project for gathering necessary information as required.
• assist the DDC / DTO and local institutions, NGOs, CBOs related to road in mitigating all types of negative social impacts arising from the road construction / upgrading.

• support and coordination with Project Support Engineers for implementation of the subproject activities in the district.

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:

Support and Guidance:

• Review Environmental and Social Management Framework (ESMF), World bank safeguard policy and other project documents and prepare social safeguards implementation plan on behalf of project management unit office and close coordination with Social Development Specialist in CPCU
• Support and guidance to safeguard consultant and DDC/DTO for effective compliance of Environmental and Social Management Framework (ESMF) of the project during planning, implementation, monitoring and supervision of the safeguard works
• Support and guidance to social safeguard consultant and DDC/DTO to understand their responsibilities for social safeguard friendly implementation of sub-projects in accordance with project’s plan and design, budget, specifications, estimated cost, bid documents and contract agreement clause
• Support and guidance to coordinate with Cadastral Survey Office and conduct cadastral survey to identify affected plots for volunteer donation.
• Support and guidance to prepare Social Screening and Volunteer Donation Impact Mitigation Plan (VDIMP) including Gender Action Plan (GAP) Vulnerable Community Development Plan (VCDP) and selection of Community Infrastructure Development Plan (CIDP) of the proposed road or bridge sub projects
• Support and guidance to facilitate and supervise implementation of VDIMP including different plans in close coordination with user committees
• Support and guidance to record and resolution of grievances regarding social/environmental/technical in the districts.
• Support and guidance for preparation of plan of action regarding conduction of user committee meeting, collecting information and organize sub projects related information dissemination-awareness raising program to VRCC/LRUC as well as general users on sub projects improvement, construction and maintenance procedures and provision of the ESMF
• Support and guidance in implementation of social safeguard principles and policies paying with especial attention of vulnerable groups, women headed
households, children, poor, indigenous and tribal groups, landless and squatting population.

- Support and guidance on availability of local labor/women labor and assess the status of contractor-employed labor, mode of payment and fair working condition as provisioned in Labor Camp Management Guideline.
- Support and guidance for undertaking Community Based Performance Monitoring (CBPM), District Level Supervision, and DMC Monitoring as per the procedure presented in the ESMF
- All kind of support and guidance to DDCs/DTOs as suggested by PMU and CPCU

**Orientation, sharing meeting, Training and workshop:**

- Provide orientation to safeguard consultant and DDCs and DTOs on implementation plan of environmental safeguard and provisions of ESMF under SNRTP
- Assist and facilitate to conduct orientation to local level stakeholders along with contractors on the provision of ESMF and social safeguards issues
- Assist to conduct orientation to contractors and workers on issues of child labor, mode of payment, participation of women and local labor, application of labor camp management and Occupational Health and Safety Guidelines
- Assist to design and implement the programs such as; awareness on social safeguard issues, Orientation on Entitlement Policy Matrix and different trainings particularly for DDC staffs, DRCC, VRCC, LRUC, local contractors and other target stakeholders at district level
- Conduct orientation and trainings to safeguard consultant and social mobilizer on planning and implementation of safeguard activities under project
- Conduct orientation on monitoring and supervision of social safeguard activities as envisioned in ESMF
- Conduct and facilitate workshops and progress sharing meetings on planning and implementation of safeguard activities in different districts under concerned PMU
- Participate in different orientation, sharing meetings and workshop regarding planning, implementation and monitoring and supervision of social safeguard activities under project organized by PMU and CPCU

**Monitoring and Supervision:**

- Monitoring and supervision of performance of safeguard consultant on undertaking the safeguard activities based on the plan submitted to PMU or suggested work to be undertaken
- Monitoring and supervision of different orientation, awareness raising program and training to different stakeholders
- Monitoring of compliance of safeguard measures including implementation of Volunteer Donation Impact Mitigation Plan (VDIMP), Gender Action Plan (GAP), Vulnerable Community Development Plan (VCDP) and Community Infrastructure Development (CIDP) of concerned road subprojects
- Monitoring and supervision of compliance of recommendations made by different level monitoring such as; central level, District Level Supervision, CBPM and DMC Monitoring
Review, Approval and reporting:

- Review of Social screening and Volunteer Donation Impact Mitigation Plan (VDIMP) and conduct consultation and field verification and provide feedback for the corrective action on the reports
- Review of different plans such as; Gender Action Plan (GAP), Vulnerable Community Development Plan (VCDP) and Community Infrastructure Development (CIDP) and conduct consultation and field verification and provide feedback for the correction on the reports
- Review of plan of programs on social safeguard (social awareness, orientation and training) provide feedback for updating the programs (if necessary)
- Review of different monitoring reports such as; District Level Supervision, Community based performance monitoring (CBPM) and DMC Monitoring
- Approval of different safeguard reports submitted to PMU after assurance of incorporation of all feedback provided by PMU
- Review and field verification of monthly progress reports on planning and implementation of social safeguard submitted by district level safeguard consultant
- Produce regular reports and submitted to PMU and CPCU on planning and implementation status of social safeguard based on monitoring and supervision on respective road or bridge sub project
- Produce and submit any event and verification reports on the compliance of safeguard activities as when requested by PMU and CPCU

Other safeguard Works:

- Liaise closely (PMU) with CPCU (Social Development Expert) for generating necessary information and reports on safeguard and to guidelines for technical enhancement
- 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 Social Science or equivalent from a recognized University/Institution. The Social science includes bachelor in sociology, economics, human science, geography, population study, rural development and development study
- Minimum seven (7) years of general experience
- Minimum four (4) years of specific experience in roads related with social 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 (SDE); 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>A. General Experience</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>B. Specific Experience</td>
<td>8</td>
</tr>
<tr>
<td>------------------------</td>
<td>---</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>
</tbody>
</table>

| C. Work Experience in bilateral/multilateral development partner funded rural roads project | 4 |
| Up to 1 year | 1 |
| >1 years and up to 2 years | 2 |
| >2 years | 4 |

<table>
<thead>
<tr>
<th>D. Academic Qualification</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master in Sociology/Anthropology</td>
<td></td>
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</tbody>
</table>

| D. Relevant Training: Maximum one (1) No. | 2 |

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, social management planning, Social Safeguard Auditing, Social safeguard Monitoring, Social Safeguard evaluation and others related

<table>
<thead>
<tr>
<th>E. Proposal Writing:</th>
<th>35</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>Work Plan</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. Power Point Presentation</th>
<th>40</th>
</tr>
</thead>
<tbody>
<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 **RENUMERATION 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.
- 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.
- In case of failure of negotiation ; the consultants in waiting list in order of merit will be called on for negotiation

8.0 **CONSULTANT’S REPORTING OBLIGATIONS**

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

- Monthly Progress Report
- Trimester sub-project progress activities reports
- Social screening data and report
- Cadastral Survey Report and VDIMP of each road subproject
- Detail Socio economic base line report.
- Data required to prepare VCDP
- DMC monitoring Report and CBPM report
- Other social 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.