



Government of Nepal
National Disaster Risk Reduction and Management Authority
Earthquake Housing Reconstruction Project (EHRP)
Project Implementation Unit (PIU)
Singhadurbar, Kathmandu

REQUEST FOR EXPRESSIONS OF INTEREST

Nepal

Earthquake Housing Reconstruction Project (EHRP)

Loan No./Credit No./ Grant No.: IDA 65300

Assignment Title: *Rapid Visual Screening of Public Facilities (Package-II)*

Reference No. (as per Procurement Plan): *NP-NDRRMA-313469-CS-CQS*

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu has received financing from the World Bank toward the cost of the Earthquake Housing Reconstruction Project (EHRP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Rapid Visual Screening of Public Facilities (Package-II) as mentioned in Terms of Reference. Overall duration of the project will be six (6) months. Commencement of the work will be approximately January, 2023 and will be ensuring full consistency with the TOR attached to in this REOI.

The Terms of Reference (TOR) for the primary procurement stage for the assignment are attached to this request for expressions of interest.

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu, now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: attached with this request for expression of interest.

Key Experts will not be evaluated at the shortlisting stage.

The consulting firm securing highest marks after evaluation will be shortlisted for submission of technical and financial proposal. Furthermore, all procedures of selection of consultant shall be carried out under Consultant's Qualification Based Selection (CQS) method of World Bank.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016



(Revised in November, 2017 and August 2018) (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment:

Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

- a. a firm that has been engaged by the Borrower to provide Goods, Works, or Non-consulting Services for a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), shall be disqualified from providing Consulting Services resulting from, or directly related to, those Goods, Works, or Non-consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor’s obligations under a turnkey or design and build contract;
- b. a firm that has been engaged by the Borrower to provide Consulting Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-consulting Services resulting from, or directly related to those Consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor’s obligations under a turnkey or design and build contract;
- c. neither a Consultant (including personnel and sub-consultants), nor an affiliate (that directly or indirectly controls, is controlled by, or is under common control with that Consultant), shall be hired for any assignment that, by its nature, creates a conflict of interest with another assignment of the Consultant;
- d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank’s financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:
 - i. the preparation of the TOR for the assignment;
 - ii. the selection process for the contract; or
 - iii. the supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.



Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in **Consultant's Qualification based method** described in the Procurement Regulations and to be specifically set out in the Request for Proposals.

Further information can be obtained at the address below during office hours:

National Disaster Risk Reduction and Management Authority,
Singhadurbar, Kathmandu

Expressions of interest must be delivered in a written form with sealed hardcopy by hand to the address below by 27 November, 2022.

National Disaster Risk Reduction and Management Authority
Attn: Project Director
Singhadurbar, Kathmandu, Nepal
Tel: +977-01-4211202
E-mail: ehrp.piu@gmail.com



2. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions and general qualifications and related all financial documents with required evidences).
3. This expression of interest is open to all eligible consulting firms.
4. A Consultant will be selected in accordance with the Consultant's Qualification based Selection Method as specified in World Bank Procurement Regulations, July, 2016 (revised in November, 2017 and August 2018)
5. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - EOI Form: Letter of Application (Form 1)
 - EOI Form: Applicant's Information (Form 2)
 - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
 - EOI Form: Capacity Details (Form 4)
6. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
7. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the ***Rapid Visual Screening of Public Facilities (Package-II)***". The Envelope should also clearly indicate the name and address of the Applicant. No electronic proposal will be received.
8. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



3. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

Eligibility & Completeness Test	Compliance
Copy of registration of the consulting firm	
VAT/PAN registration certificate	
Tax clearance certificate for FY 2078/79 or evidence of tax return extension for FY 2078/79	
Letter of Declaration that no de-barred from Government of Nepal as well as World Bank	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Consulting Firm Experience	
EOI Form 4: Capacity	

EOI Evaluation Criteria	Minimum Requirements	Score
Experience		
General Experience of consulting firm	<i>Each consulting firm of sole or Lead Partner (JV) application should have at least five (5) years of general experience and 3 (three) years of general experience for other partners in case of JV General Experience list (3A) should be filled.</i>	20
Specific Experience and Similar Geographic Experience of consulting firm within last 7 years.	<i>Experience in earthquake resistant structural design/supervision of public buildings like school/hospital/commercial/office buildings in at least two numbers of different projects of each contract value of at least NPR 3 million within last seven years. Experience in conducting detailed vulnerability assessment/retrofit design of at least 1 number of building. Submit all the experiences with evidences regarding rapid visual assessment of public buildings through GoN and DP funded project if available.</i>	60
Capacity		
Financial Capacity	<i>Average Annual Turnover should be NRs. 30 million (average of best 3 years among last 7 years) where lead partner should have at least 40% of it and each partner should meet at least 25% of it.</i>	20

Minimum score to pass: 60 marks



1. EOI Forms & Formats

Form 1: Letter of Application

Form 2: Applicant's information

Form 3: Experience (*General, Specific and Geographical*)

Form 4: Capacity



Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by [Insert name of Client] as Consultant for {Insert brief description of Work/Services}.
2. Attached to this letter are photocopies of original documents defining:
 - a) the Applicant's legal status;
 - b) the principal place of business;
3. [Insert name of Client] and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. [Insert name of Client] and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.¹
5. All further communication concerning this Application should be addressed to the following person,

[Person]



[Company]

[Address]

[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):



Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)



Experience

3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

Note: Supportive experience letter of organization should be mandatorily attached with this.

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						



3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment. Supportive experience letter of organization should be mandatorily attached with this.	

Firm's Name: _____



3(C). Geographic Experience

Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/Organization)</i>	<i>Execution Year and Duration</i>
<i>1.</i>			
<i>2.</i>			
<i>3.</i>			
<i>4.</i>			
<i>5.</i>			
<i>6.</i>			
<i>7.</i>			



1. CAPACITY

4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year
Of Last 7 Fiscal Years

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(Note: Supporting documents for Average Turnover should be submitted for the above.)



Government of Nepal
National Disaster Risk Reduction and Management Authority
Earthquake Housing Reconstruction Project (EHRP)
Project Implementation Unit (PIU)
Singh Durbar, Kathmandu

Terms of Reference

For

Terms of Reference for Hiring a firm for Rapid Visual Screening (RVS) of public facilities.

Package -2

(Ilam, Panchthar, Sunsari, Saptari and Morang)

November, 2022

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1. Introduction

Nepal is one of the most disasters prone countries affected by multiple recurrent hazards. Every year, the country suffers from substantial loss of human lives and property damage due to natural and non-natural disasters. In the last 45 years (1971 to 2015), more than 40,000 people have lost their life due to disasters. This number is more than two persons losing lives every day. In addition to the high rate of casualties in the period mentioned above, more than 75,000 people have been injured, and about 3,000,000 have been affected. These disasters have become a severe burden to the people and the community all over Nepal. In the majority of the districts of Nepal, disasters occur recurrently, where more than 90 % of the population are at high risk of death due to two or more two types of disasters

A 7.8 Mw earthquake struck the country on 25 April 2015 affecting over 40 out of 75 districts in the Western, Eastern, and Central regions. A maximum intensity level of IX (MMI) was estimated in areas near the epicenter. Hundreds of aftershocks occurred, including a 7.3 Mw earthquake on 12 May 2015 which have caused further damage to the infrastructure and casualties.

As per the Educational Management Information System (EMIS) managed by the Department of Education, there are 34,950 Educational buildings all over the country at the end of December 2021. Similarly, the data of the University Grant Commission shows that 1447 numbers of colleges and universities exist in Nepal till December, 2021. Nepal Health Facility Registry 2021/22 (<https://nhfr.mohp.gov.np/>), reflects that there are 9,981 health facilities registered in Nepal. To collect information regarding the public Government Building, communication with concerned District Administrative Offices (DAO) was carried out. The information collected from the DAOs reflects that there are 4,470 public Government buildings in total. So, combining educational facilities, health facilities and public Government Facilities, there are 50,848 numbers of facilities in total till the December of 2021. The number of facilities may slightly increase over the period of this year. The following table summarizes the number of facilities in all 77 districts of Nepal:

No. of Districts	No. of College Facilities	No. of School Facilities	No. of Health Facilities	No. of Government Facilities	Total No. of Facilities
77	1447	34950	9981	4470	50848

A technical assistance supported by the World Bank carried out structural integrity and damage assessment for the earthquake affected district. A web-based platform was prepared to view surveyed data, analyze and suggest appropriate interventions for each school building based on the analyzed data, along with the cost for each proposed intervention type. SIDA's findings reveal that casualties at schools would have been massive had the classes been in session on that unfortunate day of 25 April 2015. Out of 5,768 public schools, 153 Higher Education facilities with 17,618 buildings surveyed, only around 21% of buildings were unaffected, and 26% suffered minor damage, whereas; about 23% of buildings collapsed, and about 30% buildings suffered significant damage. The number of rooms in the completely collapsed school buildings was 12,568, out of which 9,313 were classrooms. The number of students enrolled in the collapsed classrooms was 184,778. This prompts the urgent need for the country to assess the educational infrastructure nationwide and take timely corrective actions to avoid human casualties from the disaster.

The National Disaster Risk Reduction and Management Authority (NDRRMA) was established on 16 December 2019 under the Ministry of Home Affairs, along with the appointment of its Chief Executive. NDRRMA functions under direct oversight and control of and as secretariat to Council headed by Prime minister and Executive Committee headed by the Home Minister. NDRRMA performs the functions and duties relating to disaster risk reduction and management in coordination with the Council, Executive Committee, concerned ministries, and other agencies of the Government of Nepal.

Critical findings of SIDA leads to realized that the vulnerability and risk assessment of the education facilities along with the critical health facilities as well as public Government facilities is the key task of the National Disaster Risk Reduction and Management Authority (NDRRMA), whose primary responsibility is to effectively operate and manage disaster management activities. NDRRMA has received credit from the International Development Association (IDA), World Bank to implement EHRP (P155969, 6530-NP) with an objective to enhance Nepal's ability to improve long-term disaster resilience. Using the IDA credit, piloting of the assessment work is planned by NDRRMA. The piloting work includes two major tasks. The first task is to carry out the Rapid Visual Screening of all critical facilities of selected Palikas and Districts and the second work is to carry out the Detailed Multi-Hazard Risk Assessment of selected Critical facilities. So, this Terms of Reference has been prepared to carry out the Rapid Visual Screening (RVS) of different districts.

Ministry of Home Affairs declares recently that 49 Palikas are the most disaster-prone municipalities which are suffering from different disasters. Considering the risk and vulnerability of the critical public facilities, it is necessary to carry out the

assessment of these Palikas is vital. The selection of the palikas and districts to carry out the RVS on the following assumptions:

- RVS will cover the districts of most disaster-prone palikas;
- RVS will also reflect area with multi-hazards such as Earthquake, Landslides, floods, etc;
- RVS will cover all the provinces;
- RVS will cover all three ecological regions (Himal, Pahad and Tarai),
- RVS will try to capture areas with large population density

Considering the resource and time limitation, 145 palikas (including all disaster-prone palikas) from 13 districts are selected for the Rapid Visual Screening work. These 13 districts have been divided into three groups based on the calculation of the number of facilities that need to be accessed, distance between the facilities to be accessed (to reduce the travel time and cost), and resources required to carry out the assessment.

Out of more than 10,000 facilities, this TOR covers the Rapid Visual Assessment of 4356 facilities from five different districts Ilam, Panchthar, Sunsari, Saptari and Morang Districts.

2. Objective of Work

The principal objective of the consulting work to is to undertake a Rapid Visual Screening Survey of education, health and public building located in package districts (**Ilam, Panchthar, Sunsari, Saptari and Morang**) of Nepal with Mobile-based Survey App, in close coordination with EHRP-PIU (the Client), Geo Reference Consulting firm and Mobile Application & Web- reporting firm designated by the client.

The purpose of Rapid Visual Screening is to develop a platform to maintain and record i) General Information, ii) Structural Information, iii) Multi-Hazard related information, iv) Non-structural components of each building of Education, Health and Government facilities.

A questionnaire will be used to carry out the Rapid Visual Screening work. After carrying out the assessment work, an inventory of all the buildings located within the accessed facilities will be developed. Which will provide general information about the facilities such as information related to the name, location, occupancy type, and numbers, etc. The information related to the primary load-resisting system and the basic state of code compliance of the building will also be obtained. In addition to this, the information of the occurrence and level of different disasters, damage, and

loss due to different disasters in the past along with the mitigation measures used against the disasters such as Lightening, Landslide, Flood, Inundation, Fire, Heat-wave, Cold-wave, and other disasters will be collected during the assessment. The information related to the non-structural risks and vulnerability and the initiatives taken by the facilities on disaster risk mitigation will also be the component of the questionnaire.

The specific objectives of this consultancy service are:

- a. to liaise with the client and concerned municipalities of package districts in order to plan field survey of all the Educational, Health and the Government public facilities;
- b. to participate in orientation sessions and other training activities organized by the client or other relevant consulting firms (geo-reference form, application & web developer firm) designated by the client;
- c. to provide safety equipment to the survey teams, to ensure the survey team with appropriate insurance plan, and to mobilize the team to the field;
- d. to provide adequate training to surveyor on developed Mobile-based Survey App and make sure they can conduct survey on smartphone, prior sending them to the field;
- e. to conduct assessment in pre-defined format in education, health and public government building in all municipalities of mentioned districts with a specially developed Mobile-based Survey App for the purpose and make sure the data is uploaded into the server;
- f. to monitor the survey continuously in coordination with the client, Monitoring Analysis and Reporting Consultant designated by the client; and provide necessary supports and directions for the survey teams;
- g. to continuously monitor, validate and correct the survey progress data for quality and consistency, and document them;
- h. to use and add values to geo-reference platform, mobile app and web reporting platform.

3. Scope of Work:

The survey need to be carried out for all the health, school and government service facilities of 5 districts; Ilam, Panchthar, Sunsari, Saptari and Morang. In total, approximately 4356 facilities (Annex 1 for details) need to be surveyed. Actual number of facilities may vary from the list provided. Survey of all buildings (blocks) of each facility should be carried out assuming that each facility will consist three buildings in average.

The selected firms will carry out the following activities under this consultancy:

- a) participate in the aggregate planning and adjustment of project time to time;
- b) coordinate with the Client, survey app and web reporting firm, geo reference firm, monitoring and reporting firm, concerned district administrative office and municipalities of the selected districts for implementation arrangements. Make necessary arrangements and contacts with local authorities, in particular the local government and concerned education, health and public government building administration and other concerned government office administration in order to confirm the number and type of infrastructure facilities and to have access to those facilities in the specified districts under the consulting service;
- c) prepare the surveyor for the field survey via a mobile device in coordination with client and other firm designated by the client;
- d) set up and document internal quality control procedures to control and monitor the accuracy and consistency of the data gathered;
- e) prepare the project plan including a number of facilities to be surveyed and mobilization of survey teams along with a quality assurance plan. Get them approved from the client and/or the Monitoring and Reporting Consultant designated by the client;
- f) train and mobilize survey teams;
 - Organize internal orientation to the survey team about the project, each team comprising 1 Civil Engineer and 1 Civil Sub-Engineer (or DRM Surveyor) shall be orientated and mobilized in field continuously. However, more team can be mobilized at any time to speed up the survey;
 - Participate the survey team in orientation and training sessions in both theoretically (in classroom) and practically (in the field), organized by client and/or the firm/individuals designated by the client. Only orientated and trained survey team shall be mobilized in the field;
 - arrange necessary survey instruments, stationeries, personal safety equipment and other necessary tools and resources to the field assessment teams;
 - arrange necessary in-house customized training for the survey team on a continuous basis to improve survey quality, based on their performance and individual requirements;
 - provide training on occupational health and safety and respective guidelines;
 - arrange decent GPS enabled android smartphones for survey and data collection (see Annex 2 for minimum system requirement of smartphone);
 - update or collect building footprint information via survey App;

- make necessary arrangement and contacts with local authorities;
 - arrange accommodation for survey team members;
 - Mobilize required number of survey teams with appropriate expertise to conduct the field assessment in given time. In case, additional survey teams are required, the firm shall be responsible to orient and train them with at least same quality as of original training. Such training program shall be conducted only after approval of the Client;
- g) conduct Rapid Visual Screening Survey in the specified districts, including continuous monitoring of the quality and consistency of the data gathered;
- conduct the field assessment following strictly the procedure and the guidelines provided by the client and the recommendations provided during the training sessions;
 - upload and review the data gathered in data-server (web-platform) specifically developed for survey purpose;
 - monitor continuously the quality, completeness, consistency and uniformity of the data gathered;
 - continuous liaison with the Client, Monitoring, Mobile app and web development consultant, and other team designated by client and field team, for ongoing progress reporting, documentation, resolving any issues immediately;
 - cross-verification and review of the data through sample field verification by team leader/deputy team leader;
 - recollect, correct or recover any data that are not properly uploaded in the server;
 - participate in regular meetings, workshops, seminars and other events organized by the client or the firm/individual designated by the client;
 - document, address, solve and report any problem related with the data collection in the format approved by the client, until the data is validated;
 - submit a backup (survey data in the survey-device and photos) of the collected data, from the mobile app and original paper sketches to the client;
 - carry out the survey of all the buildings within a specific facility.
 - re-survey the facilities if the monitoring and validation team of the client found discrepancy in the surveyed data

4. Deliverables

The selected firm shall present the deliverables to the client as outlined below:

- Project Plan Report including schedules of determined activities and Quality Assurance Plan.
- Training and mobilization report particularly indicating roster of trained surveyors, measuring equipment, stationeries, devices, safety equipment issued to surveyors and other relevant information.
- General, structural and functional information of education, health and other governmental facilities/infrastructures (survey data according to App) located in the designated areas in a data server (web-platform) especially designed for that purpose.
- Information related to Multi-hazard of each facility (survey data according to App) and non-structural information of all buildings of each facility (data according to App)
- Daily reports informing any occurrence that has affected the normal performance of field assessment, or quality and completeness of the data gathered through the app, or any other activities (e.g., no access to buildings, difficult weather conditions, etc.).
- Monthly progress report comprising mobilized team information at work-site, feedback received from monitoring and reporting firm, verification results, corrective measures, adjusted project plan and other related information. It shall also include the summary of daily reports and any issues within the period that affected the normal conduction of the activities.
- Participation in training sessions, workshops, and technical working sessions organized by the client if requested.
- Submission of soft copies of survey data backup (including media files) from the device; an original hardcopy of the field sketches, and a hard copy of one-page summary sheet of each facility in the designated format.
- Final Report containing a detailed statistical analysis of the surveyed data

5. Payment Schedule:

- Advance payment of 15% of contract amount shall be paid upon submission of bank-guarantee equal to advance-amount. Advance settlement shall be done by deducting 20% of the bill amount in each subsequent payment. Whole advance amount will be settled until 80% of total contract amount is paid.
- The consultant may claim the payment after completion of each 20 % incremental progress of the survey works. Each payment shall be subjected to the following clause.

- 50% of above claim shall be paid upon submission of claim supported by progress report mentioning details of education, health and other government infrastructure building blocks that are surveyed and uploaded in the server.
- Next 50% of the above claim shall be paid after verification of quality and completeness of data by the Monitoring and Reporting Consulting Firm and acceptance by the client.
- Remaining payment (remaining 10% of the contract amount) shall be paid after submission and approval of final report and completion of all deliverables, with 100% survey.

6. Administration of the Services:

The consultant shall work under direct supervision of the PIU (the client). The consultant shall work in coordination with Mobile App & Web Development Firm, Geo- reference Form, Monitoring and Reporting firm, and other project implementation teams as designated by the client.

7. Qualifications and Experience of the Consulting Firm and Key Personnel:

- The Consulting firm must be legally registered/recognized/competent institution. It must have registered in PAN/VAT and timely cleared the taxes. In case of JV, all partners must meet this requirement. However, for non-resident foreign consulting firm this requirement shall not be applicable.
- The Consulting firm shall have at least five years of general experience. (In case of JV, lead partner must meet the requirement and other partners must have at least 3 years of experience).
- The total average annual turnover of the firm shall be at least NPR. 35 million in best three of last seven years. (In case of JV, at least one partner must meet at least 40% of the total requirement, other partners must meet at least 25% of the total requirement and all partners combined must meet the total requirement.)
- The consulting firm shall meet the following specific requirements:
 - Experience in earthquake resistant structural design/supervision of public buildings like schools/ hospitals/ commercial/ office buildings in at least two numbers of different projects of each contract value of at least NPR 3 million within last 7 years. More projects will be preferable. (In case of JV, all partners combined must meet this requirement).
 - Experience in conducting detailed vulnerability assessment/ retrofit design of at least 1 number of buildings. More numbers will be

preferable. (In case of JV, all partners combined must meet this requirement).

- Work experience in donor funded projects shall be preferable.

Health & Safety Requirements

- The consulting firm should provide the evidence of implementation of projects considering health and safety protocol defined by Ministry of Health and Population including personal health and safety, COVID – 19 and other communicable diseases protocols.
- The team shall consist of experts with relevant knowledge and experience in the similar fields and assignment. The staffing requirements of key personnel for this assignment shall include a minimum of the following positions:

S N	Personnel	Indicative		Education/Qualification	Experience	Indicative responsibilities
		No.	Person /months/ days			
Key Experts:						
1	Team Leader	1	30 days intermittent inputs within 6 months	Minimum master’s degree in Civil Engineering (majoring Structural/earthquake engineering)	15 years of general experience and 10 years of experience in structural / earthquake engineering.	Overall coordination with the survey team, regular data validation and correction of uploaded data
2	Civil Engineers	8	6 months	Bachelor’s Degree in civil engineering or Architecture	5 years of general experience and 3 years of experience in the field of building structures, assessment	Lead the survey team and conduct assessment, coordinate with municipalities, rural municipalities and concerned stakeholders in the district

3	Civil Sub-Engineer/Architect/DRM Surveyer	8	6 months	Diploma in Civil Engineering or Architecture/ or Intermediate in Social Work or Development Studies or any relevant field.	3 years of general experience and 2 years of experience in the field of Building structure/ assessment/ disaster risk management projects	Conduct assessment under direct supervision of the lead surveyor (Civil Engineer/Architect)
Non-key Experts:						
5	Office Support Staff	1	6 months	Diploma or 10+2 education	-	Office support

The consultant shall specify the availability of the key experts (Summary table of name of the expert, academic qualification and experience) during Expression of Interest and submission of technical proposal. If application for EoI is submitted for more than one package, the key experts shall not be repeated in other packages

8. Timeline

The total assignment period will be six (6) months, tentatively from January, 2023.

9. Selection Criteria:

A Consultant will be selected following The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018), Section VII: Approved Selection Methods Consulting Services, Consultant Qualification Selection Method with lump-sum based contract.

10. Taxation

The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.

Annex – 1

Districts cover and number of facilities in covered districts

S.N.	District	Municipality/ Rural Municipality	TOTAL facilities nos.
1	Morang	Kerabari RM, Miklajung RM, Kanepokhari RM, Budhiganga RM, Gramthan RM, Katahari RM, Dhanpalthan RM, Jahada RM, Biratnagar Metropolitan City, Sundar Haraicha M, Belbari M, Pathari-Sanischara M, Uralbari M, Rangeli M, Letang Bhogateni M, Ratuwamai M, Sunawarshi M	1320
2	Ilam	Rong RM, Mangsebung RM, Chulachuli RM, Sandakpur RM, Fakphokthum RM, Maijogmai RM, Illam M, Mai M, Deumai M, Suryodaya M	684
3	Panchthar	Yangwarak RM, Hilihang RM, Falelung RM, Tumbewa RM, Kummayak RM, Miklajung RM, Falgunanda RM, Phidim M	523
4	Sunsari	Gadhi RM, Koshi RM, Barju RM, Harinagar RM, Dewanganj RM, Bhokraha Narsing RM, Ramdhuni M, Barahchhetra M, Duhabi M, Inaruwa M, Dharan Metropolitan City, Itahari Metropolitan City	1090
5	Saptari	Rajgadh RM, Rupani RM, Tirahut RM, Mahadeva RM, Bishnupur RM, Chhinnamast RM, Balan Bihul RM, Tilathi Koiladi RM, Agnisair Krishna Savaran RM, Hanumannagar Kankalini M, Kanchanrup M, Rajbiraj M, Khadak M, Dakneshwori M, Saptakoshi M, Surunga M, Shambhunath M, Bodebarsain M	739
Total		65	4356