



Terms of Reference (TOR)

For Consulting Services of Civil Sub Engineer (CSE)

Contract: NDRRMA/DRRSE/01-2077/78	
Project	Disaster Resilient Reconstruction Project
Expertise:	Individual Consultant (IC)

1. BACKGROUND

The National Disaster Risk Reduction and Management Authority (NDRRMA) has received funding from the Government of Nepal (GON) “to restore affected houses with multi-hazard resistant core housing units in targeted areas and enhance Nepal’s ability to improve long-term disaster resilience”. The project aims to strengthen the capacity of NDRRMA to meet Nepal’s need for multi hazard risk reduction and management.

Of all disasters reported in Nepal, flood, landslides and inundation are most devastating in terms of number of deaths that occur and damage they cause. Due to fragile geological condition, steep topography and concentrated precipitation fueled by climate change and unplanned development activities, the frequency of extreme events such as floods and inundation is expected to increase. There is an urgent need to build resilient communicates infrastructures, houses and settlements against disasters. NDRRMA has mandate from GoN to manage and reduce the risk of such disasters.

The NDRRMA plans to hire 25 (twenty five) individual consultant(s) as Civil Sub-Engineer to be based at assigned affected districts and municipality(ies), or roving for multiple districts/municipalities to ensure reconstruction as per minimum requirements and the technical guidelines, standard procedure of NDRRMA for disaster resilient reconstruction.

2.0 OBJECTIVES OF THE CONSULTANT’S SERVICE

2.1 General

The primary objective of the consultant's services is to ensure compliance with regards to building disaster resilient reconstruction of private houses, settlements and other reconstruction activities in accordance with government policies and regulations and provide technical support in ensuring all government process documents are met (Personal Agreement and Inspection Forms).

2.2 Specific

The specific objectives of the consultancy services are as follows:

- i. Under the guidance of NDRRMA engineers and Municipal Governments support the survey works of identification of houses, settlements and infrastructures for reconstruction;
- ii. Support in technical verification (e.g. address the gaps and verification of missing data), ensure that all government process documents are met;



- iii. To oversee the quality of construction undertaken by masons and individual owners;
- iv. Coordinate resilient private housing reconstruction for timely completion;
- v. Train and supervise masons and foreman working at the local level and community for construction of disaster resilient houses and settlements; and,
- vi. To coordinate and resolve any issues as instructed by NDRRMA officials.

3.0. SCOPE OF THE CONSULTANT'S SERVICE:

The consultant will work for execution of private housing and other infrastructure reconstruction's activities.

A) The main tasks of the Consultant include:

- i. Support the municipal staff to fill the technical inspection sheet of the private house reconstruction as per the minimum requirements with reference to the available documents, guidelines and norms endorsed by the Government of Nepal and assure the timely sending of the above-mentioned inspected sheet to the concerned authority;
- ii. Collect information on reconstruction related technical issues, commonly adopted structural systems by the house owners and non-compliance cases;
- iii. Ensure that the NDRRMA guidelines, norms and standards in the building construction are met;
- iv. Responsible for providing technical assistance, analysis of non-compliance issues of private house reconstruction;
- v. Organize trainings to masons and foreman;
- vi. Report noncompliance issues of the private housing reconstruction to the Local Palikas, DDMC, NDRRMA;
- vii. Support the municipal government for the release of subsequent tranches of payment;
- viii. Periodic reporting of the progress of the housing and settlement reconstruction to municipal government, DDMC and NDRRMA in the prescribed format;
- ix. Escalating the forwarding process of the problems beyond the capacity to NDDRMA for resolution;
- x. Prepare and submit periodic progress reports on issues identified and possible action undertaken;
- xi. Participate in district and central level workshops, seminar and trainings organized by NDRRMA;
- xii. Assist on socio-technical assistance for safe private house reconstruction; and
- xiii. Other relevant roles assigned by NDRRMA officials.

4.0 SPECIFIC EXPERIENCE

The consultant shall have preferably specific experience in supervision and housing reconstruction projects.

5.0 MINIMUM QUALIFICATION AND EXPERIENCE REQUIRED FOR ELIGIBILITY



Diploma in Civil Engineering/ Architecture with three years of general works experience with preferably two year experience in planning, construction supervision and quality control during implementation of building and housing projects and preferably experience in building and housing reconstruction projects.

6.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

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

- Total cost of the proposed consultancy services is estimated to be NRs 741703.07 for each consultant. This includes remuneration of the consultant for 8 months as approved by the project;
- The Consultant shall be paid by NDRRMA on a monthly basis upon submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent Para “6”; and certified by authorized officials;
- Working space shall be provided at NDRRMA office premises/ District Administration Office/ Concerned Local Levels with office furniture (table, chair and cabinet), electricity, internet and printing facilities during office hours; and
- The consultants shall have his/her own laptop.

7.0 CONSULTANT’S REPORTING OBLIGATIONS

Consultant will be required to submit work-plan at the beginning of month and report of service rendered within the framework of work-plan and Duties and Responsibilities (as mentioned in the section Task and Responsibilities) at the end of the Month

- Monthly Progress Report
- Other reports as asked by NDRRMA and its designated offices.

Note: Electronic copy of each report shall also have to be submitted.

8.0 DURATION OF CONSULTANT'S SERVICE

- The duration of the Consultant's services shall be for approximately 8 (eight) months. The services shall start tentatively from November 2021. The contract may be extended as required by NDRRMA. The contract may 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 NDRRMA and or its authorized agency;
- This is a full time job so the consultant is not allowed to undertake any other professional assignment during this period;
- If the consultant intends to leave the services from the project; he/she shall mandatorily providing written two (2) months prior notice to NDRRMA.



9.0 DUTY STATION

The consultant shall perform works for NDRRMA with duty station at District Administration Office (DAO)/ Local Levels with frequent visit at reconstruction site with prior approval of project officers;

10.0 SELECTION OF THE CONSULTANT

The selection is based on the approved evaluation criteria based on public procurement act 2063 & regulation 2064 and amendment 2073

11.0 TAXATION

The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The Consultant may wish to get 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.

12.0 AGREEMENT

The Consultant shall be required to enter into an agreement with the NDRRMA on time based contract.