



Terms of Reference (TOR)

For Consulting Services of Disaster Reconstruction Engineer (DRE)

Contract: NDRRMA/DRRSE/01-2077/78	
Project	Disaster Resilience 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 “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, inundation and fire are most devastating in terms of number of deaths that occur and damage they cause. Due to its fragile geological condition, steep topography and extreme precipitation pattern 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 communities, infrastructures, houses and settlement to disasters from multiple hazards including earthquakes. NDRRMA has mandate from GoN to manage and reduce the risk of such disasters.

The NDRRMA wishes to hire 15 (fifteen) individual consultants as Disaster Reconstruction Engineer to be based at affected districts for ensuring resilient housing and settlement reconstruction as per minimum requirements and the technical guidelines, standard procedure of NDRRMA.

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 reconstructing disaster resilient private houses, settlements including other reconstruction activities in accordance with the Government of Nepal’s policies, standards and regulations and provide technical support in ensuring that all engineering and safety guidelines including process documents are met. (e.g Personal Agreement and Inspection Forms).

2.2 Specific

The specific objectives of the consultancy services are as follows:

- i. To support the municipal government in the survey and identification of houses damaged by disasters;



- ii. To work as coordinator for technical verification and in collecting missing data (e.g. verification of data), document review etc;
- iii. Jointly with the technical and administration staff of municipal governments resolve any technical issues at field with reference to the available documents, guidelines and norms;
- iv. Work with the District Disaster Management Committees to ensure the beneficiaries are confirmed as per the guidelines;
- v. Ensure that the houses meet the needs of disability and other vulnerability requirement of the beneficiaries;
- vi. With support from geologists/ engineering geologists and NDRRMA officials, undertake multi hazard risk assessment of the houses, settlements and infrastructures;
- vii. Ensure that the buildings and settlements confirm to the engineering standard and guidelines;
- viii. Coordinate and resolves any issues in making decision for reconstruction and recovery related matters for the affected houses, settlements and infrastructures.

3.0. SCOPE OF THE CONSULTANT'S SERVICE:

The consultant will work for execution of private housing, integrated settlements and other infrastructure reconstruction activities.

A) The main tasks of the Consultant include:

- i. Verify and approve technical inspection sheet for 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 timely reporting 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. Provide technical assistance for the use of NDRRMA and DUDBC guidelines, norms and standards in the building construction;
- iv. Responsible for providing technical assistance, analysis of non-compliance issues of private house reconstruction;
- v. Work jointly with the geologists/ engineering geologists and other technical staff in the identification and reduction of disaster risks;
- vi. Organize trainings to peer engineers, sub-engineers, assistant sub-engineers and masons;
- vii. Monitor the works of assigned sub-engineers, assistant sub-engineers and masons;
- viii. Report noncompliance issues of the private housing reconstruction to the Local Palikas, DDMCs, NDRRMA;
- ix. Report problems beyond the capacity to of local municipalities the District Disaster Management Committee and or other technical staff available in the district;
- 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. Provide socio-technical assistance for safe private house reconstruction; and
- xiii. Other relevant assignment given by NDRRMA officials.

4.0 QUALIFICATION AND EXPERIENCE REQUIRED FOR ELIGIBILITY



4.1 Qualification

The consultant shall have Bachelor's Degree in Civil Engineering/ Architecture and must be registered in Nepal Engineering Council (NEC) with preferably Master's degree in Structural Engineering / Construction Management / Disaster Risk Management / Civil Engineering / Architecture / Urban planning.

4.2 Experience

The consultant shall have at least (3) three years general working experience with at least (2) two years specific experience in planning, designing, construction supervision and quality control during implementation of building and housing projects and or settlements with work experience in housing reconstruction type of projects will be preferred.

5.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

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

- Total cost of the proposed consultancy services, that includes remuneration (eight months) out-of-pocket expenditure, travel and per-diem including contingency estimated to be NPR 15, 60,902.72 for each individual consultant;
- The Consultant shall be paid by NDRRMA on a monthly basis upon submission of his/her invoice and time-sheet along with obligatory reports as mentioned in subsequent Para "6"; and certified by the authorized officials;
- Working space shall be provided at NDRRMA office premises/ District Administration Office/ Concerned Palikas with office furniture (table, chair and cabinet), electricity, internet and printing facilities during office hours;
- The consultants shall have his/her own laptop for working.

6.0 CONSULTANT'S REPORTING OBLIGATIONS

The District Reconstruction Engineer will be required to submit work-plan in the beginning of the month and report services 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. S/he will also submit technical papers or documents that have been prepared as part of study in context of his assigned duties and responsibilities. S/he is required to deliver a presentation and provide hands out at the trainings conducted for engineers working for the project

- 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.

7.0 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 terminated if the project does not require consultant's service due to project's



internal management or unsatisfactory performance of the consultant as evaluated by NDRRMA.

- 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; s/he shall mandatorily inform in writing two (2) months prior to NDRRMA.

8.0 DUTY STATION:

The consultant shall perform works for NDRRMA with duty station at District Administration Office (DAO)/ Palikas with frequent visit at reconstruction site with prior approval of concerned officers.

9.0 SELECTION OF THE CONSULTANT:

The selection is based on the approved evaluation criteria based on Public Procurement Act, 2063 and Regulation, 2064 and amendment 2073.

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.

11.0 AGREEMENT

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