



## Terms of Reference (TOR)

### **For Consulting Services of Disaster Related Reconstruction Support Engineer (DRRSE)**

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

#### **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 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 communities, infrastructures and houses against disasters. NDRRMA has mandate from GoN to manage and reduce the risk of such disasters.

The NDRRMA plans to hire **2 (two)** individual consultant(s) as Disaster Related Reconstruction Support Engineer to be based at NDRRMA for ensuring reconstruction as per minimum requirements and the technical guidelines, standard procedure of NDRRMA for the 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 that 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. To supervise, monitor and coordinate engineers and other technical personnel working in disaster reconstruction and resettlement works;
- ii. To coordinate and accelerate disaster resilient private housing reconstruction;



- iii. To work as coordinator for technical verification (e.g. address and gaps and verification of missing data), ensuring that all government process documents are met;
- iv. To resolve any technical issues at field with reference to available documents, guidelines norms and standards;
- v. To coordinate and resolve any issues required for NDRRMA to make decisions for reconstruction and recovery related matters.

### **3.0. SCOPE OF THE CONSULTANT'S SERVICE**

The consultant will work for the implementation 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 available documents, guidelines and norms endorsed by the GON and assure timely sending of the above-mentioned inspected sheet to concerned officials and authority;
- ii. Collect information on reconstruction related technical issues, commonly adopted structural systems by the house owners and non-compliance cases;
- iii. Supervise engineers working in disaster reconstruction (Site Engineer) for ensuring construction quality, technical requirements, and technical skills to achieve disaster resilient community;
- iv. Provide technical assistance for use of NDRRMA and DUDBC guidelines, norms and standards for building construction;
- v. Responsible for providing technical assistance, analysis of non-compliance issues of private house reconstruction;
- vi. Developing training materials and organizing training to engineers, sub-engineers, assistant sub-engineers and masons;
- vii. Report noncompliance issues of the private housing reconstruction to the Local Palikas, DDMC, NDRRMA;
- viii. Provide recommendation on multi hazard disaster resilient housing design and construction techniques based on locally available technologies and modern technologies;
- ix. Prepare and submit periodic progress reports on issues identified and possible action undertaken;
- x. Participate in district and central level workshops, seminar and trainings organized by NDRRMA;
- xi. Assist on socio-technical assistance for safe private house reconstruction;
- xii. Assist NDRRMA for implementation of other infrastructure related construction activities;
- xiii. Other relevant assignments given by NDRRMA office.



## **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 / Geo-technical engineering.

### **4.2 Experience**

The consultant shall have at least (10) ten years general working experience with at least (5) five years specific experience in planning, designing, construction supervision and quality control during implementation of building and housing projects 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 is estimated to be NPR 15, 60,902.72 for each individual consultant.
- The Consultant shall be paid by NDRRMA every month on submission of his/her invoice and time-sheet with the obligatory reports as mentioned in subsequent Para"6"; certified by authorized officer;
- Dedicated working space shall be provided at NDRRMA office premises 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 DRRS 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 the 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 officers.



*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 months. The services shall start tentatively from 01 November 2021. The contract may be terminated if the office does not need the consultant's service due to the office'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 inform in writing two (2) months prior notice to NDRRMA.

## **9.0 DUTY STATION**

The consultant shall perform works for NDRRMA with frequent visit to district and site as per requirement with prior approval of the concerned official.

## **10.0 SELECTION OF THE CONSULTANT**

The selection is based on the approved evaluation criteria based on public procurement Act 2063 and Regulation 2064 and its amendments.

## **11.0 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.

## **12.0 AGREEMENT**

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