

Government of Nepal
Ministry of Urban Development
Department of Urban Development and Building Construction
Urban Governance and Infrastructure Improvement Project (UGIIP-II)
Project Coordination Office
Babar Mahal, Kathmandu

Terms of Reference
for
Project Implementation Facilitating/M&E Consultant

Contract ID No.: UGIIP-II/DUDBC/S/IND-23

1. Background:

The Government of Nepal (GoN) executed the Urban Governance and Development Program: Emerging Towns Project (UGDP: ETP) in Mechinagar, Itahari, and Dhankuta (Eastern Cluster) and Lekhnath, Baglung and Tansen (Western Cluster) municipalities with the assistance from the World Bank and GIZ (limited until June 2014) to support the municipality through appropriate technical and financial investment support up to 31st January, 2017.

As per approved program of UGDP: ETP for the fiscal year 2015/016, procurement of four consulting services was started for feasibility study and preparation of Detail Project Report (DPR) of urban infrastructures in 16 municipalities i.e. Koshi Haraicha, Birtamod, Damak, Urlabari (Eastern Cluster/Corridor), Gaur, Jaleswor, Dhanushadham, Rajbiraj, Triyuga (Mid Terai Cluster/Corridor), Byas, Putalibazar, Pokhara, Shuklagandaki, (Western Cluster/Corridor) and Tilottama, Ramgram, Jiri (Mid and Western Nepal and others Cluster/Corridor). Since the Bank committed for providing Project Preparation Advance Facility (PPAF) to GoN, the procurement process of above consulting services were continued after the end of project period of UGDP:ETP on January 31st 2017 also.

In this regard, Government of Nepal has received a grant from the International Development Association ("World Bank") for the project preparation facility for the proposed Urban Governance and infrastructure Improvement Project II (UGIIP-II) after the agreement between GoN and World Bank on 19th May, 2017. The objective of the activities is to facilitate for supporting the service delivery of the participating municipalities and improve their capacity to plan, implement and fund urban development ("Project").

The project includes preparatory studies for carrying out analysis and assessment of the infrastructure and institutional development in the selected municipalities, including technical, institutional, financial and economic aspects. Also, other studies and assessments required for project preparation activities required for specific lending instruments such as IPF or P for R, institutional, fiduciary and safeguards assessments will be covered under this project.

Project Coordination Office have been established under the Ministry of Urban Development, Department of Urban Development and Building Construction for carrying out activities related to the project, including procurement of consulting services for DPR preparation work, Procurement of small IT equipment, maintaining office setup for PCO at DUDBC premises, maintaining basic logistics and equipment, hiring of support staff, hiring of experts/ consultants and providing basic logistics and IT equipment to the selected municipalities. A Project Coordination Office (PCO) at DUDBC is responsible for coordinating implementation on day to day. The PCO comprises of a Project Director (PD), Deputy Project Director (DPD), Project Engineer (PE).

This study in 16 Municipalities involves three stages: i) Indicative Plan and Program (IP) ii) Feasibility Study (PFS) and iii) Detail Project Report (DPRs). In order to carry out these crucial works effectively and successfully, there is a provision of Expert Review Committee (ERC) at PCO comprising of experts from Professional organizations and related government agencies. In addition to this, there is also a provision of Project Appraisal Team (PAT) which shall consists of International/National expert besides representative from PCO to supervise the field works and to provide expert advice to ensure the quality of the outputs from the consultants of DPR Preparation work.

There is a need to maintain effective and efficient coordination not only between PCO at the central level but also with all the other relevant stakeholders including partner municipalities at local level as they are the real implementers of the programme in order to achieve the stated goals and objectives on time. It has also been experienced over the past years in previous Project (UGDP:ETP) that the coordination among all these three critical players has remained below the expected or desired level resulting in delay and/ or slow/limited progress of most of the project components.

So that to supervise and monitor the field works, reports/deliverables as per TOR, review the reports and provide comments to the consultants of DPR preparation work and to provide expert advice to ensure the quality of the outputs effectively with existing limited manpower in PCO is a big challenge. It is thus necessary to hire a Project Implementation Facilitating cum Monitoring and Evaluation Consultant to support the Project Director in a meaningful role by effectively (assisting in) providing assistance to ensure quality control while expediting and accelerating implementation of the project activities. The proposed Project Implementation Facilitating cum Monitoring and Evaluation Consultant can contribute to manage this work load by supporting the PD in all fronts, particularly in the managing the consultants, supervising and monitoring the field work and reviewing the reports of the consultants for preparation of DPR in the current fiscal year.

2. Objective of the Assignment:

The purpose of this consulting service is to assist Project Coordination Office (PCO) in the areas of urban planning/development, in particular to facilitate implementation of the different activities under the Project so that project, supervise and monitor the fieldworks, review the reports from the consultants of DPR preparation work in overall aspect and support in the management of other individual experts in PCO.

3. Duties and Responsibilities:

The responsibilities of the Project Implementation Facilitating Consultant shall be, inter alia, to carry assist in the PCO/PD in the following functions:

- Coordinate with other related agencies for PCO documentation activities; OR Facilitate PCO in documentation of all progress reports and documents of relevant agencies;
- Follow-up and coordinate, on behalf of the PD, consultations with project stakeholders in the preparation of the additional project work for realism and quality;
- Work as member of Project Appraisal Team (PAT) for DPR Preparation work and also work as the member of the Expert review committee (ERC) to review the reports from the consultants.
- Review documents/reports and deliverables of the DPR preparation work in detail and provide written comments/suggestion/advice to the PD. In addition, write, edit, compile reports as per the requirement of the PCO;
- Supervise and monitor the field works of the consultants and provide the suggestions to PD about.
- Coordinate with twenty one program municipalities including five of UGDP:ETP for conducting all the project activities.
- Develop coordination mechanisms between project focal points in the project agencies and municipalities to ensure information flows regularly to PCO
- Support PCO for hiring consulting services for preparation of DPR and others.
- Assist PCO for the preparation of project information for disseminations/publication purposes;
- Coordinate with and support PCO for the effective implementation of training program and other project activities;
- Carry out the functions as per the need of the Project Director and provide inputs to PCO in team building.

4. Deliverables;

The consultant shall submit the following documents as deliverables during his assignment period.

- Written Comments, suggestions and feedbacks on TOR and RFP documents prepared by PCO for consulting services of five previous municipalities.
- Written Comments, suggestions and feedbacks after detail review of the consultants Reports of preparation of DPR.

5. Duty Station and Working Arrangements:

The consultant will work in the PCO of the UGIIP-II. S/he will report and work under the supervision of the Project Director. S/he will receive technical guidance and advice from Project Director.

The Consultant will be stationed in the PCO, in Kathmandu for the entire contract period with requirement of frequent travel to the participating municipalities as and when necessary. S/he will liaise and coordinate with twenty one municipalities including five of UGDP:ETP as required.

6. Required Qualification and Experience:

- Should have at least Master's Degree in Infrastructure Planning/Urban/Regional/Infrastructure Planning and other related subjects with at least 10 years' experience in urban planning related works.
- Experience in urban planning in projects supported by development partners,
- Experience in a coordination position or role will be preferable,
- Should have skills on writing reports and use of computer,
- Nepalese Citizen
- The ability to work simultaneously on a variety of issues and tasks, while independently adjusting priorities to achieve agreed objectives and deadlines is essential. A demonstrated ability to simplify technical and complicated material in a creative manner is necessary. Strong interpersonal skills and an ability to work effectively with internal/external partners are essential. This assignment also demands strong written and verbal communication skills in both Nepali and English.

7. Contract duration of service:

It is proposed that the consultant will be hired for eight months for the current Fiscal year 2074/075.

8. Reporting:

The consultant shall report in writing to the Project Director of Project Coordination Office (PCO).

9. Selection Criteria:

The consultant shall be selected following Individual Consultant (IND) method set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

6. Terms and Conditions

Candidate should indicate the expected amount per month for this assignment. The contract amount will be as per the negotiation between the Project Coordination Office and the Consultant. It shall be paid a lump sum amount of remuneration per month and the working days and hours shall be as per GoN officials.

- The consultant shall be responsible for all taxes and duties including income tax applicable as per GoN rules and regulations.
- In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses on actual cost basis and suitable determined subsistence allowance to cover all other costs.
- The Consultant will work in close contact of the Project Coordination Office and will provide constant feedback.
- PCO shall provide following facilities to consultant during his tenure of services:
 1. Office space with furniture
 2. Internet access
 3. Office stationeries
 4. Photocopying facilities

Government of Nepal
Ministry of Urban Development
Department of Urban Development and Building Construction
Urban Governance and Infrastructure Improvement Project II
Project Coordination Office (PCO)
Babar Mahal, Kathmandu

REQUEST FOR EXPRESSIONS OF INTEREST FOR INDIVIDUAL CONSULTANTS

(First Publication date: December 16, 2017)

COUNTRY: Nepal

NAME OF PROJECT: Urban Governance and Infrastructure Improvement Project II

Grant No.: P163418

Assignment Title: (i) Hiring of Individual Project /Consulting Engineer-two persons

Reference No UGIIP/UDDBC/S/IND-20 and

(ii) Hiring of Individual Project Implementation facilitator cum Monitoring and Evaluation Specialist-one person

Reference No UGIIP/UDDBC/S/IND-23

Ministry of Urban Development, Department of Urban Development and Building Construction (DUDBC), Urban Governance and Infrastructure Improvement Project II (UGIIP-II) has received financing from the World Bank towards the cost of the Urban Governance and Infrastructure Improvement Project-II and intends to apply part of the proceeds for Consulting Services of following Individual Consultants.

Contract Reference No.	Assignment Title	The objective of the consulting services	Major Tasks	Required qualification and experience	Duration	Selection Method
UGIIP/UDDBC/S/IND-20	Project /Consulting Engineer-two persons	To assist Project Coordination Office (PCO) in supervising and monitoring of field works of the consultants and reviewing the reports submitted by the DPR preparation consultants	- Supervise and Monitor the field work of the consultants and work as member of Project Appraisal Team (PAT) for DPR Preparation work and also work as the member of the Expert review committee (ERC) to review the reports submitted by the consultants -Review documents/reports and deliverables of the DPR preparation work in detail and provide written comments/suggestion/advice to the PD, etc	- Should have a bachelor's degree in civil engineering or related subjects with 10 years general experience, preferably with master degree in civil engineering or related subjects, -Prior experience in Feasibility/Prefeasibility/DPR preparation works of roads/water supply and sanitation systems/ sewerage and drainage system/solid waste management system etc.	7 months input	Individual Consultants
UGIIP/UDDBC/S/IND-23.	Project Implementation facilitator cum Monitoring and Evaluation Specialist-one person	To facilitate implementation of the different activities under the Project so that project, supervise and monitor the fieldworks, review the reports from the consultants of DPR preparation work in overall aspect	- Work as member of Project Appraisal Team (PAT) for DPR Preparation work and also work as the member of the Expert review committee (ERC) to review the reports from the consultants -Provide written comments/suggestion/advice to the PD. In addition, write, edit, compile reports as per the requirement of the PCO, etc	-Should have at least Master's Degree in Infrastructure Planning/Urban/Regional/Infrastructure Planning and other related subjects with at least 10 years' experience in urban planning related works	7 months input	Individual Consultants

DUDBC, UGIIP-II now invites eligible Individual Consultants to indicate their interest for providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (submit Signed CV, description of similar assignments, and experience in similar conditions).

A consultant will be selected based on the qualification and experiences and in accordance with the procedures set out in the World Banks' Consultant Selection Guidelines adopting Individual Consultant Selection Procedure.

Interested consultants may obtain TOR and further information at the address below during office hours (10:00-16:00) or may download from www.dudbc.gov.np. Expressions of Interest (EOI) must be delivered to the address below by January 02, 2018.

Address for submission

(Attn: Project Director)/ Department of Urban Development and Building Construction (DUDBC), Urban Governance and Infrastructure Improvement Project-II (UGIIP-II), Babar Mahal, Kathmandu, Nepal
Tel: 01 4216183
Fax: 01 4262439

Government of Nepal
Ministry of Urban Development
Department of Urban Development and Building Construction
Urban Governance and Infrastructure Improvement Project II
Project Coordination Office
Babar Mahal, Kathmandu

Terms of Reference of

Project Engineer

Contract ID No.: UGIIP/II/DUDBC/S/IND-20

1. Background:

Government of Nepal (GoN) executed the Urban Governance and Development Program: Emerging Towns Project (UGDP: ETP) in six municipalities with the assistance from the World Bank to support the municipalities through appropriate technical and financial investment support up to 31st January, 2017.

As per approved program of UGDP: ETP for the fiscal year 2015/016, procurement of four consulting services was started for feasibility study and preparation of Detail Project Report (DPR) of urban infrastructures in 16 municipalities i.e. Koshi Haraicha, Birtamod, Damak, Urlabari (Eastern Cluster/Corridor), Gaur, Jaleswor, Dhanushadham, Rajbiraj, Triyuga (Mid Terai Cluster/Corridor), Byas, Putalibazar, Pokhara, Shuklagandaki, (Western Cluster/Corridor) and Tilottama, Ramgram, Jiri (Mid and Western Nepal and others Cluster/Corridor). Since the Bank committed for providing Project Preparation Advance Facility (PPAF) to GoN, the procurement process of above consulting services were continued after the end of project period of UGDP:ETP on January 31st 2017 also.

In this regard, Government of Nepal has received a grant from the International Development Association ("World Bank") for the project preparation facility for the proposed Urban Governance and infrastructure Improvement Project II. The objective of the activities is to facilitate for supporting the service delivery of the participating municipalities and improve their capacity to plan, implement and fund urban development ("Project").

The project includes preparatory studies for carrying out analysis and assessment of the infrastructure and institutional development in the selected municipalities, including technical, institutional, financial and economic aspects. Also, other studies and assessments required for project preparation activities required for specific lending instruments such as IPF or P for R, institutional, fiduciary and safeguards assessments will be covered under this project.

Project Coordination Office have been established under the Ministry of Urban Development, Department of Urban Development and Building Construction for carrying out activities related to the project, including procurement of consulting services for DPR preparation work, Procurement of small IT equipment, maintaining office setup for PCO at DUDBC premises, maintaining basic logistics and equipment, hiring of support staff, hiring of experts/ consultants and providing basic logistics and IT equipment to the selected municipalities. A Project Coordination Office (PCO) at DUDBC is responsible for coordinating implementation on day to day. The PCO comprises of a Project Director (PD), Deputy Project Director (DPD), Project Engineers (PE).

The study in 16 Municipalities involves three stages: i) Indicative Plan and Program (IP) ii) Feasibility Study (PFS) and iii) Detail Project Report (DPRs). In order to carry out these crucial works effectively and successfully, there is a provision of Expert Review Committee (ERC) at PCO comprising of experts from Professional organizations and related government agencies. In addition to this, there is also a provision of Project Appraisal Team (PAT) which shall consists of International/National expert besides representative from PCO to supervise the field works and to provide expert advice to ensure the quality of the outputs from the consultants of DPR Preparation work.

There is a need of effective and efficient supervision and monitoring of the consultants' field work for DPR preparation from the initial stage. Also the reports from the consultants shall be reviewed in detail to maintain the desired quality of the outputs/reports from the consultants. To supervise and monitor the field works as a member of project appraisal team (PAT) and review the reports and provide comments to the consultants of DPR preparation work as a member of Expert Review Committee (ERC) and to provide expert advice to ensure the quality of the outputs effectively from the existing limited manpower in PCO is a big challenge.

It is thus necessary to hire a Project Engineer as Review consultant to support the Project Director in a meaningful role by effectively (assisting in) providing assistance to supervise and monitor the field work by the consultants and ensure quality control of the reports. The proposed Project Engineer can contribute to manage this work load by supporting the PD in for supervising and monitoring of field works and reviewing and verifying the reports on detailed engineering reports of the projects identified by the consultants.

2. Objective of the Assignment:

The purpose of this consulting service is to assist Project Coordination Office (PCO) in supervising and monitoring of field works of the consultants and reviewing the reports submitted by the DPR preparation consultants regarding detailed engineering design of projects identified and selected by municipalities.

3. Duties and Responsibilities:

The responsibilities of the Project Engineer shall be, inter alia, to help in the PCO/PD in the following functions:

- Follow-up and Coordinate, on behalf of the PD, consultations with project stakeholders i.e. municipalities and local people in the aspects of detailed engineering design in field level also;
- Supervise and Monitor the field work of the consultants and work as member of Project Appraisal Team (PAT) for DPR Preparation work and also work as the member of the Expert review committee (ERC) to review the reports submitted by the consultants.
- Support the PCO in technical matters such as reviewing and approving surveys, investigations, studies and development plans; project component preliminary and final designs, construction drawings and estimates; tender documents and any other technical matters that arise
- Assist in resolving specific technical related issues at the local level.
- Review documents/reports and deliverables of the DPR preparation work in detail and provide written comments/suggestion/advice to the PD.
- Verify the data in field presented by consultants.

4. Duty Station and Working Arrangements:

The consultant will work in the PCO of the UGDP: ETPS/he will report and work under the supervision of the Project Director. S/he will receive technical guidance and advice from Project Director.

The Consultant will be stationed in the PCO, in Kathmandu for the entire contract period with frequent requirement of travel to the participating municipalities as and when necessary to supervise and monitor the consultant's field works. S/he will liaise and coordinate with the twenty one municipalities as required.

5. Required Qualification and Experience:

The expert must have demonstrated experience of working in urban areas and government/ local government institutions. The basic requirements include:

- Should have a bachelor's degree in civil engineering or related subjects with 10 years general experience, preferably with master degree in civil engineering or related subjects.
- Prior experience in Feasibility/Prefeasibility/DPR preparation works of roads/water supply and sanitation systems/ sewerage and drainage system/ solid waste management system etc.

- Prior experience to include road alignments selection, soil and material investigations, pavement design specifications and detection and plotting of buried services (e.g. water supply mains, electric/ communication cables, etc.).
- Prior experience in preparation of detailed engineering design and estimates of various components of municipal roads/ highways and surface water drainage.
- Ability to work in an interdisciplinary team in particular the social and environmental safeguard experts.
- Prior experience with large multilateral funded projects, such as ADB, WB etc
- Nepalese Citizen
- The ability to work simultaneously on a variety of issues and tasks, while independently adjusting priorities to achieve agreed objectives and deadlines is essential. A demonstrated ability to simplify technical and complicated material in a creative manner is necessary. Strong interpersonal skills and an ability to work effectively with internal/external partners are essential. This assignment also demands strong written and verbal communication skills in both Nepali and English.

6. Contract duration of service:

It is proposed that the consultant will be hired for 7 months as full time staff of PCO up to end of the fiscal year 2017-18.

7. Reporting:

The consultant shall report in writing to the Project Director of Project Coordination Office (PCO).

8. Selection Criteria:

The consultant shall be selected following Selection based on Individual Consultant Selection (ICS) method set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

9. Terms and Conditions

Candidate should indicate the expected amount per month for this assignment. The contract amount will be as per the negotiation between the Project Coordination Office and the Consultant. It shall be paid a lump sum amount of remuneration per month.

- The consultant shall be responsible for all taxes and duties including income tax applicable as per GoN rules and regulations.
- In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses on actual cost basis and suitable determined subsistence allowance to cover all other costs.
- The Consultant will work in close contact of the Project Coordination Office and will provide constant feedback.
- PCO shall provide following facilities to consultant during his tenure of services:
 1. Office space with furniture
 2. Internet access
 3. Office stationeries
 4. Photocopying facilities