


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 of Social Safeguard Expert
Contract ID No.: UGIIP/UDDBC/S/IND-18

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 Lokhrath, 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, Darrak, Urlabari (Eastern Cluster/Corridor), Gaur, Jaleswor, Dharushadham, Rajbiraj, Triyuga (Mid Terai Cluster/Corridor), Byas, Putalibazar, Pokhara, Shuklagandaki, (Western Cluster/Corridor) and Tlottama, 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). Furthermore, a consulting firm will be hired for feasibility study and preparation of Detail Project Report (DPR) of urban infrastructures in the municipalities executed under the Urban Governance and Development Program: Emerging Towns Project (UGDP: ETP) in Mechinagar, Itahari, and Dhankuta (Eastern Cluster) and Baglung and Tansen (Western Cluster). 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

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agencies. In addition to this, there is also a provision of Project Appraisal Team (PAT) which shall consist 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 Export Review Committee (ERC) and to provide expert advice as a Social Safeguard Expert 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 an Social Safeguard Expert as Review consultant to support the Project Director in a meaningful role by effectively (assisting in) providing assistance to ensure quality control of the reports from the DPR consultants. The proposed consultant (Social Safeguard Expert) 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 keeping in mind the Social safeguard requirements of the WB Safeguard Policy.

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, supervise and monitor the fieldworks of DPR preparation work, review the reports from the consultants hired for DPR preparation work in social safeguard aspect and provide comments and suggestion to the consultants for maintaining the desired quality of the reports specially in planning aspect of the activities to be implemented under the project.

3. Duties and Responsibilities:

The responsibilities of the Social Safeguard Expert shall be, inter alia, to assist the PCC/PD in the following functions:

- As part of project design and preparation for project appraisal for NGUIP, work as a focal person for social safeguard and help the team to prepare TORs, to prepare RPF, VCDF, ESMF in line with WB Social Safeguard Policy. Assist PCO team to conduct Gender assessment and prepare Gender Action Plan (GAP).
- Coordinate, follow-up, provide guidance, monitor etc in preparing social safeguard documents for the project.
- Provide guidance and support in carrying out consultations with stakeholders, in translating social documents, and in disclosing them.
- Support the PCO team and municipalities in assessment and development of Social Management Plans (Resettlement Action Plans/RAP, Vulnerable Community Development Plans/VCDP and Environment and Social Management Plans /ESMP, GAP) (if applicable) as required by RPF, VCDF and ESMF.
- Ensure good quality and timely preparation of social documents and review environmental safeguard documents, including ESMF, Social Screenings Reports, ESMP, IEE/ EIA etc
- Follow-up and coordinate, on behalf of the PD, consultations with project stakeholders i.e. municipalities to provide timely and adequate guidance in preparing and delivery of social management plans for the project.
- Supervise in development of an efficient Grievance Redress Mechanism (GRM).

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- Contribute to the Project community outreach campaigns, including organization of knowledge share events (trainings, round tables, workshops, consultations etc.). Coordinate with Communications team (if any) to ensure effective communication and timely dissemination of project related information including that for social safeguard.
- Support the PCO (municipalities (and Safeguard team) to ensure meaningful consultations with various project stakeholders, including project affected people, on resettlement options, compensation standards, livelihood and income restoration measures institutional arrangements, and Grievance Redress Management (GRM).
- Ensure that all project activities are gender sensitive and pays special attention to other vulnerable groups.
- Develop TORs for internal and external monitors, monitoring and reporting formats.
- As part of capacity building activity, develop and conduct training to PCO and Municipalities and other project staff to ensure proper understanding and implementation of social management plans in line with RPF, VCDF and ESMF.
- Review documents/reports and deliverables of the DPR preparation work in detail in social safeguard aspect of the proposed projects in the municipality and provide written comments/suggestion/advice to the PD.
- Supervise and monitor the field works of the consultants and provide the suggestions to PD.
- Coordinate with all program municipalities including five of UGDP-ETP for conducting the DPR preparation work.
- Carry out the functions as per the need of the Project Director and provide inputs to PCO in team building.
- Assist PCO for project design on UGIP II on the respective social safeguard requirements.

4. Deliverables:

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

- TOR for preparation of ESMF, RPF, VCDF, Gender Action Plan (GAP)
- Comments/feedbacks on ESMF, RPF, VCDF and GAP.
- Written Comments, suggestions and feedbacks in social safeguard aspect after detail review of the consultant's Reports on the preparation of DPRs of the proposed projects in the municipalities.
- Briefing package on social safeguards to participating municipalities
- A note on coordination, follow-up, stakeholders' consultation, as well as meeting the World Bank Safeguard Policies and government legal requirements.

5. Duty Station and Working Arrangements:

The Consultant's duty station shall be PCO, Kathmandu. However, the Consultant shall be required to travel to the participating municipalities. S/he will report and work under the supervision of the Project Director. S/he will receive technical guidance and advice from Project Director.

6. Required Qualification and Experience:

- Master's degree in Sociology, Anthropology, Social Studies and other related field.
- At least 7 years of relevant experience in preparing implementing, supervising social impact mitigation frameworks and plans like Resettlement Action Plans and Vulnerable Community Developments Plans for development projects and




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- Experience in preparation and implementation of social development and social safeguard documents for donor-funded project preferably multi-lateral agencies (WB, ADB, etc).
- Basic understanding of GESI in urban development approaches and interventions
- Experience in conducting social safeguard training/orientations
- Experience with relevant donor funded projects as social safeguard specialist (especially with the World Bank or ADB) will be an added advantage,
- Should have skills on writing reports in English 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 on an intermittent basis for five months over the project period (i.e. December 31, 2018).

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 Selection Method (IND) 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.

10. 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


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