



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 Environmental Safeguard Expert

Contract ID No.: UGIIP-II/DUDBC/S/IND-25

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, Rajbira, 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 Expert Review Committee (ERC) and to provide expert advice as an Environmental 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 Environmental 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 (Environmental 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 environmental safeguard aspect.

2. Objective of the Assignment:

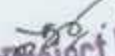
The purpose of this consulting service is to assist Project Coordination Office (PCO) in the areas of urban planning/development, supervise and monitor the fieldworks of DPR preparation work, review the reports from the consultants hired for DPR preparation work in environmental safeguard aspect and 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 Environmental Safeguard Expert shall be, inter alia, to assist the PCO/PD in the following functions:

- Work as a focal person for environmental safeguard of the project and responsible for managing preparation of environmental safeguard documents (such as preparing ToRs, preparing ESMF, Environmental screening and preparation of specific documents for the first-year subprojects)
- Coordinate, follow-up, provide guidance, monitor etc in preparing environmental safeguard documents for the project.
- Ensure good quality and timely preparation of environmental documents and review environmental safeguard documents, including ESMF, Environmental Screenings Reports, EMP, IEE/ EIA etc
- Provide guidance and support in carrying out consultations with stakeholders, in translating environmental documents, and in disclosing them.
- Guide and support municipalities in updating or preparing environmental profiles (prepare environmental brief of the participating municipalities).
- Identify environmental mandate and function of municipalities under the new constitution and federal structure, and help in assessing the system and capacity of municipalities in relation to the environmental mandates.




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- Organize or help organize orientations, trainings, stakeholder's consultations to PCO, municipalities and other project staffs on environmental safeguard requirements.
- Provide environmental inputs to the project preparation, including identification of environmental factors and risks; as well as inputs to the project appraisal document of UGIP-II project.
- Follow-up and coordinate, on behalf of the PD, consultations with project stakeholders i.e. municipalities and other relevant stakeholders.
- Review documents/reports and deliverables of the DPR preparation work in detail in environmental 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 environmental safeguard requirements (as per the World Bank policies and government's legal framework).

4. Deliverables;

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

- Written Comments, suggestions and feedbacks in environmental and safeguard aspect after detail review of the consultants Reports on the preparation of DPRs of the proposed projects in the municipalities. Comments on ESMF, Screening Reports, EMP/ IEE/ EIA/ EA etc or other environmental documents.
- ToR for ESMF preparation
- Environmental brief of participating municipalities (providing overview of environmental risks and opportunities in a municipality)
- 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 frequent 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 environmental engineering/Environment Management/Environmental Science and other related field.
- At least 7 years of relevant experience in preparing implementing, supervising environmental management framework, environmental screening, EIA, IEE and EMP for development projects and environmental monitoring
- Experience in preparation of environmental safeguard documents for donor funded project, preferably multi-lateral agencies (WB, ADB, etc)
- Experience in conducting environmental safeguard training/orientations

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- Experience with relevant donor funded projects as environmental 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 inter-personal 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 input over the 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 GcN 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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