

Sudurpashchim Provincial Government
Ministry of Physical Infrastructure Development.
Transport Infrastructure Directorate
Provincial and Local Road Improvement Program (PLRIP)
Provincial Project Management Unit (PPMU)
Dhangadhi, Kailali



Terms of Reference (ToR) for Project Support Engineer (PSE)

1.0 INTRODUCTION

- 1.1 Government of Nepal (GoN) has received the development credit to implement the Provincial and Local Roads Improvement Program (PLRIP), from the International Development Association (IDA). A part of this financial assistance is to be used for hiring consultancy services through individual consultant(s) in the capacity of project Support Engineer (PSE)
- 1.2 Main objective of the program is to enhance all-weather connectivity, efficiency, and resilience of provincial and local road networks, provide critical connectivity to remote municipalities that are not yet connected to the national or provincial road network and strengthen the capacity of the participating governments. Followings will be the components of PLRIP:

Component 1: Enhancing efficiency and resilience of Provincial Roads and Bridges:

- up-gradation, rehabilitation, improvement of selected Provincial Roads and bridges
- Periodic maintenance of existing Provincial Roads and Bridges
- Routine and recurrent maintenance of existing Provincial Roads and Bridges
- Development of community-led complementary/associated climate-smart infrastructure facilities along the roadside.

Component 2: Enhancing all-weather connectivity and access to Municipalities:

- Construction, up-gradation of Local Roads and Bridges to prioritized unconnected very remote Local Level centers and villages.
- Undertaking of pilots to improve access in very remote/remote locations through non-motorized transport and alternative means of access,

Component 3: Strengthening Governance System and Capacity:

Component 4: Road safety management:

Component 5: Contingent Emergency Response Component ("CERC").

1.3 PLRIP will be implemented through province governments and local levels in close coordination with federal government. Central Program Coordination Unit (CPCU), established under Department of Local Infrastructure (DoLI) will be in coordination role from the federal government and Infrastructure Development Offices (IDOs) and Technical Unit participating local levels will be the main implementing bodies of this program. Provincial Program Management Unit (PPMU) established under Transport Infrastructure Directorate (TID) in each province will manage the program in province level. Project Management Consultants (PMCs) to be based at PPMU will be hired to support PPMU and Project Support Engineer (PSEs) will be hired to support IDOs of the provinces in project implementation and construction supervision. For first phase, PLRIP will be implemented in three provinces (Madhesh, Karnali and Sudurpashchim) including some selected Rural/Municipalities.

1.4 The PLRIP, PPMU Sudurpashchim Province now intends to hire an individual consultant as Project Support Engineer (PSE) to be based at respective IDO to support the IDO in project implementation and construction supervision. The Consultant shall work under the management/supervision of respective IDO where he/she has been assigned by PPMU and in close coordination/guidance by the Project Management and Quality Control Specialist (PMQCS) working at PPMU.

2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

2.1 General

The main objective of the consultancy services is to enhance the institutional capacity of the participating Infrastructure Development Office (IDO) in road transport sector particularly in the implementation and construction supervision of the provincial roads and river crossing structures.

2.2 Specific

The specific objectives of the consultancy services are as follows:

Part A: Project planning, design and cost estimation

- (i) To assist the IDO in review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for upgrading/rehabilitation of the roads and river crossing structures
- (ii) To coordinate with social development and environmental specialist and Social Mobiliser associated with the IDO/PPMU during review of the DPR of the projects.
- (iii) To provide other technical and managerial support so as to enhance IDO's capability to plan, implement and maintain the RTIs specifically the provincial roads efficiently & successfully.





Part B: Supervision of works

- (iv) To ensure quality of the works implemented under the project with adequate field supervision;
- (v) To ensure sound social and environmental practices in the works implemented under the project specifically according to the ESMF;
- (vi) To ensure timely completion of the works implemented under the project;
- (vii) To assist in preparation of quality assurance plan to carry out the works according to the plan;
- (viii) To assist the IDO in contract management as per the contract agreement;
- (ix) To verify and certify the works done through the contractors;
- (x) To facilitate the other works as required by the IDO in connection with the project works;

Part C: Post Construction

- (xi) To assist in the preparation of "As-Built Drawings"; and
- (xii) To prepare completion reports of the subprojects.

3. SCOPE OF THE CONSULTANCY SERVICE:

3.1 General

The Consultant shall work under the management of the respective Infrastructure Development Office (IDO). According to PPMU's requirements, the consultant contributes to one or more project districts. He/She shall work under the guidance of the IDO chief or his/her authorized representative. The Consultant shall ensure that the services carried out are fully adequate to attain the objectives set out in section 2.0 of this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to:

- Study of Project Operation Manual (POM) and Memorandum of Understanding (MoU)
- Study of Road Standards, norms and Specification approved for PLRIP by MOUD
- Assist the IDO in all technical matters and procurement processing for the project.
- Assist the IDO to conduct baseline surveys on socioeconomic and transport related indicators.
- Assist the IDO to implement the project in conflict situation and apply the communication strategy proposed by the project.
- Assist the IDO in preparation of Procurement Plan (PP), Bid invitation, Bid evaluation and awarding the contracts for the proposed contracts, if needed.
- Ensure that all the works are carried out in accordance with the designs, drawings and specification.
- Prepare Quality Assurance Plan (QAP) of the work activities.
- Maintain a permanent record of all measurements of works completed and results of test carried out for monitoring the quality of civil works.



- Regularly inspect and check by testing wherever required the civil works and ensure that they are carried out according to the schedule, specifications and drawings and specified standards of quality are to meet the desired standard quality of the materials and workmanship.
- Checking the bill of the works submitted by the contractors and recommends them for payments by the IDO with the certification that quality of works executed by the contractor are satisfactory.
- Certify the completion of the works.
- Preparing the variation orders and assist the IDO in negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the IDO.
- Maintain all the records and reports according to the IDO, PPMU and CPCU's requirements.
- Assists IDO to prepare M & E reports as per the prescribed formats.
- Assist in the preparation of "As-Built" drawings.
- Prepare completion reports of all sub-projects.
- Others as and when required by IDO in connection with the project works

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligible criteria.

- The applicant must have Bachelor degree in Civil Engineering or equivalent from a recognized University/Institution.
- Minimum Five (5) years of general experience.
- Minimum three (3) years of specific experience in roads construction works supervision and contract management.
- The applicant must be registered in Nepal Engineering Council (NEC)

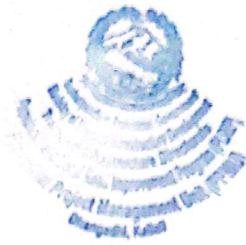
5.0 SELECTION METHOD

The consultant selection shall be based on the *Procurement Regulations for IPF Borrowers Fifth Edition September 2023* ("Procurement Regulations"), Open Competitive Selection of Individual Consultants.

6.0 CONSULTANT'S REPORTING OBLIGATIONS

The Consultant shall deliver the following reports every month to the IDO and respective Provincial Project Management Unit (PPMU) in the agreed standard format:

- Financial report comprising of all the project expenditure
- Construction supervision report
- Material Testing Report



- Other reports as asked by IDO and PPMU in connection with the project work.

Note: Electronic copy of each report has to be submitted.

7.0 DURATION OF CONSULTANT'S SERVICES

- The duration of the Consultant's services shall be for approximately Four (4) years in fulltime basis. The services shall start tentatively from February 2025 and continue till February 2029. The contract shall be terminated if the program does not need the consultant's service due to the program's internal management or unsatisfactory performance of the consultants as evaluated by the IDO/PPMU. Performance evaluation of the consultant will be made in every six (6) months.
- In case of termination of the contract on part of the program (client); the client will inform the consultant in writing one (1) month before.
- If the consultant wishes to leave the project; he/she shall mandatorily inform the IDO/PPMU in writing One (1) months before leaving the program.
- The PPMU may extend the consultant's service if required after evaluating the performance