



Province Government
Province No. 3
Ministry of Physical Infrastructure Development
Transport Infrastructure Directorate
Hetauda, Makawanpur

Terms of Reference (TOR)

For
Road Expert (RE)

1.0 INTRODUCTION

- 1.1. Province Government, Province No. 3, Ministry of Physical Infrastructure Development has started to implement central and provincial road development budget toward the construction of Provincial Roads and part of the budget is allocated for consultancy services for hiring 2 (Two) individual consultant in the capacity of **Road Expert (RE)**.
- 1.2. Transport Infrastructure Directorate (TID) now wishes to hire two individual consultants as Road Expert (RE) to be based at TID, Hetauda for reviewing, checking, verifying and finalizing the road project's detail project reports (DPRs) and monitoring of construction work quality. The TID/Infrastructure Development Offices (IDOs) and Provincial Road Divisional Offices (PRDOs) are the implementing body of these road projects at different districts.
- 1.3. The 13 districts of Province 3 that comes under different IDOs and PRDOs are as follows:

IDO Chitwan : Chitwan And Makawanpur

IDO Nuwakot : Nuwakot, Dhading and Rasuwa

IDO Lalitpur : Lalitpur and Kathmandu

IDO Kabrepalanchowk : Kabhrepalanchok and Bhaktapur

IDO Sindhupalchowk : Sindhupalchowk and Dolakha

IDO Ramechhap : Ramechhap and Sindhuli

PRDO Nuwakot : Nuwakot, Rasuwa, Dhading, Chitwan, Makawanpur, Lalitpur and Kathmandu

PRDO Khurkot : Ramechhap, Sindhuli, Sindhupalchowk, Dolakha, Kabhrepalanchok and Bhaktapur

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 IDOs and PRDOs in Road Transport Infrastructures (RTIs), particularly in Provincial roads planning, designing and quality control in construction work.

2.2 Specific

The specific objectives of the consultancy services are as follows:

- i. To support the TID/IDOs/PRDOs for planning and design of provincial roads sub-projects.
- ii. To guide the TID/IDOs/PRDOs technical staff for the preparation of DPRs of provincial sub-projects.
- iii. To support the TID/IDOs/PRDOs for implementation of quality assurance and quality control systems.
- iv. To guide the TID/IDOs/PRDOs technical staff for the quality control of the construction works.
- v. To monitor the Roads construction work in the districts regarding the compliance of specification of the works as per contract agreement.

3. SCOPE OF THE CONSULTANCY SERVICE:

The Consultant shall work under the management of the Transport Infrastructure Directorate (TID), Hetauda. He/She shall work under the guidance of the Director, Senior Divisional Engineer or his/her authorized representative. The Consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in **Para “2.”** of this Term of reference (ToR). The Consultant’s duties shall include but not necessarily be limited to:

- Study of the Detail Project Report (DPRs), DOR’s Nepal Roads Standards, Norms, Specifications, Pavement Design Guidelines and other organization’s relevant documents
- Study the technical design drawing hand books of DOR and other organizations.
- Review of the some sample design, drawing and cost estimates prepared under TID/IDOs/PRDOs.
- Prepare the checklist for review of the DPRs in consistent with Provincial Road Standards.
- Facilitate the TID/IDOs/PRDOs to prepare DPRs in consistent with Provincial Road Standards.
- Review the DPRs prepared by the TID/IDOs/PRDOs corresponding to TID and gives the comments and feedback and finalizes the DPRs in coordination with the IDOs/PRDOs.
- Coordinate with Director of TID, SDE and Engineers during review and verification of DPRs of roads.
- Forward the final DPRs to TID for approval.
- Should have the knowledge and experience in pavement design and construction especially of asphalt concrete.
- To facilitate in preparation of design standards of provincial roads, Quality Control Monitoring Handbooks, the Interim Quality Assurance Manual and other documents related with planning, designing and construction of Provincial Road Transport Infrastructure.
- Others as and when asked by the Director of TID in connection with the road project works.

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following three eligible criteria.

- The applicant must have M.Sc. in Transportation/Highway Engineering Or Equivalent from a recognized University/Institution.
- Minimum Seven (07) years of general experience.
- Minimum Five (05) years of specific experience in roads survey, design, drawing, costing and quality monitoring works.

- The applicant must be registered in Nepal Engineering Council (NEC).

5.0 SUBMISSION OF APPLICATION FORM

The applicants submit their application form as explained below:

- The TOR can be downloaded from the website: <http://tid.p3.gov.np>.
- The applicants are required to submit their CV (as per the attached format) along with application letter and supporting relevant documents to the mail ID: tidpr3@ gmail.com till date 17th October, 2019.

6.0 SELECTION PROCESS OF THE APPROPRIATE CONSULTANTS

The selection of appropriate and competitive consultants among the eligible applicants shall take place with respect to following consecutive processes:

- The shortlist should be done on the basis of the Area of Evaluation from A to E. The shortlisted applicants shall be notified through the notice published by TID. The notification will be through electronically on website and by mail.
- The applicants will be evaluated with respect to following approved evaluation criteria:

Area of Evaluation	Maximum Marks
A. General Experience	20
B. Specific Experience	35
C. Work Experience in bilateral/multilateral development partner funded roads project	5
D. Academic Qualification	15
E. Relevant Training:	25
Total Marks for Short listing	100
Pass Marks (Minimum)	70
F. Power Point Presentation	10
Total Marks	110

- The applicants obtaining minimum marks 70 (seventy) will only be considered for short listing.
- Applicants shall be shortlisted according to marks obtained in descending order from higher to lower beyond score 70 (seventy).
- The notice for shortlisted applicants will comprise the information on the date, time, venue and content for the Power Point Presentation (PPP) to be conducted.
- The final selected consultant shall be asked to submit the financial proposal in the prescribed format. The date of submission with format will be informed by TID.

7.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

The consultant shall be provided the remuneration and other logistic support as below:

- The consultant's remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of the VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- The reimbursable expense also such as travel cost, DSA and others will also be paid as per actual expenditure. This also will be decided through negotiation.

- In case of failure of negotiation ; the consultants in waiting list in order of merit will be called on for negotiation
- The price escalation is not applicable to this consulting service.
- The Consultant shall be paid by TID every month on the submission of his/her invoice and time-sheet with the obligatory reports as mentioned in subsequent **Para"8"**. The invoice must be associated by the consultant's VAT bill having readable PAN No.
- The office space and working furniture (Table & chair) shall be provided to the consultant within premises of office of TID.
- The TID shall avail the electricity and internet facility to the consultant during working hour.
- The consultants shall have his/her own laptop for working.

8.0 CONSULTANT'S REPORTING OBLIGATIONS

The Consultant shall deliver the following reports to the TID in the standard format:

- Inception Report on review of the concerned documents
- Monthly Progress Report consisting of:
 - Monthly Reviewed DPRs Reports
- Trimester Project progress activities reports
- Other Reports as and when asked by the TID chief in connection with the project works.

Note: Electronic copy of each report shall also have to be submitted.

9.0 DURATION OF CONSULTANT'S SERVICE

- The duration of the Consultant's services shall be for approximately 9 (Months) months. The services shall start tentatively from November, 2019. The contract shall be extended upto 1 (One) year on performance basis and availability of the budget. The contract shall be terminated if TID does not need the consultant's service due to the Office's internal management or unavailability of budget or unsatisfactory performance of the consultants as evaluated by the TID.
- If the consultant wishes to leave the project; he/she shall mandatorily inform in writing one (1) month before to the TID.

10.0 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. The consultant will be responsible for the costs of the premium of any insurance plan he/she takes up.

11.0 AGREEMENT

The Consultant shall be required to enter into an agreement with TID/MoPID on time based contract.