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The Himalayan



Government of Nepal
Ministry of Local Development
Department of Local Infrastructure Development & Agricultural Roads
Rural Access Improvement and Decentralization Project (RAIDP)
Project Coordination Unit (PCU)
Jawalakhel, Lalitpur -Ph: 5546268

NOTICE FOR INVITATION OF EXPRESSION OF INTEREST (EOI)

Contract ID: RAIDP/03/QME/067-068

First Date of Publication: December 5, 2011 (2068/8/19)

1. Government of Nepal (GON) has received development grant and credit to implement the **Rural Access Improvement and Decentralization Project (RAIDP)**, with additional financial assistance from the International Development Association (IDA). A Part of this additional financial assistance is to be used for consultancy services for hiring individual consultants as mentioned below:
 - (i) **Quality Management Expert -1(One) No.**
2. The interested candidates for the consultancy services are informed to collect the Terms of Reference (ToR) from the PCU during office hours within 15 (fifteen) days i.e. up to December 19, 2011 (2068/9/04) or the consultant may download the TOR from web site: www.raidp.gov.np. The notice and TOR have been put on the website.
3. The applicants are informed to submit their respective EOIs latest by 16th (sixteenth) day i.e. up to December 20, 2011 (2068/9/05). during office hours.
4. The late submission of the EOIs shall not be considered.
5. If the collection and submission of the Eoi fall on the Public Holiday, those activities will be furnished on the next office day during office hours.
6. A consultant will be selected in accordance with the individual consultant selection procedures as set out in the World Bank's Guidelines: SELECTION AND EMPLOYMENT OF CONSULTANTS BY WORLD BANK BORROWERS of MAY 2004, Revised October 1, 2006 and January, 2011.
7. If any applicant makes an approach to influence the selection process his/her application will be rejected instantly.
8. The detail information are stated in ToR. Any further information required can be obtained from PCU during office hours.

Address for submission of EOI

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Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR)
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Government of Nepal
Ministry of Local Development
Department of Local Infrastructure Development and Agricultural Roads
Rural Access Improvement & Decentralization Project (RAIDP)

Terms of Reference (TOR)
For
Quality Management Expert (QME)

1.0 INTRODUCTION

- 1.1 Government of Nepal (GON) has received development grant and credit to implement the **Rural Access Improvement and Decentralization Project (RAIDP)**, with additional financial assistance from the International Development Association (IDA). A Part of this additional financial assistance is to be used for consultancy services for hiring 01(One) individual **Quality Management Expert** to monitor the implementation of road sub-project construction works with reference to the quality as envisaged in the contract document and specification in the participating districts.
- 1.2 The RAIDP- Additional Finance (AF) is a continuation to the Rural Access Improvement and Decentralization Project (RAIDP) started at 2005 and aims to support the completion of remaining works in the existing twenty (20) project districts and scale up the project to ten (10) additional districts. It also aims the good practices and positive lessons learned from implementation of the prevailing RAIDP. The primary objective of RAIDP-AF is to provide beneficiary rural communities with improved and sustainable physical access to economic opportunities and social services. The project will comprise of:
- a Rural Transport Infrastructure (RTI) Improvement Components: Sub components are: (i) All season rural roads; (ii) Dry season rural roads (iii) Rural roads maintenance, (iv) Trail bridges construction at national level, (v) Demand-driven community Infrastructure and Support (vi) River Crossing Structures.
 - b Capacity Building and Advisory Services (CBAS) Components: Sub components are: (i) Training/Workshops (ii) Institutional Strengthening (iii) Planning (iv) Socioeconomic Impact Monitoring Study (v) Implementation Support.
- 1.3 The RAIDP-PCU/DoLIDAR now wishes to hire individual consultant(s) as Quality Management Advisor based in the PCU for assisting the Project Coordination Unit (PCU) and participating DDCs in monitoring the road sub-project construction works and assuring the works completed of quality.
- 1.4 The participating districts grouped in four clusters are as follows
Cluster I: Kanchanpur, Kailali, Bardiya, Banke, Salyan, Surkhet and Dang;
Cluster II: Puthan, Kapilvastu, Rupandehi, Nawalparasi, Palpa, Gulmi and Arghakhanchi;
Cluster III: Rasuwa, Kaski, Syanga, Tanahun, Dhading, Nuwakot and Makwanpur;
Cluster IV: Parsa, Bara, Rautahat, Sarlahi, Mahottari, Dhanusa, Siraha, Saptari and Udyapur.



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 District Development Committees (DDCs) in rural infrastructure sector, particularly in quality.

2.2 Specific

The specific objectives of the consultancy services are as follows:

- i. To support the DDC the DDCs/DTOs for implementation of quality assurance and quality control system..
- ii. To provide on the job trainings to the DDC's implementing staff.
To monitor and report regularly on quality assurance and quality control issues.

3. SCOPE OF THE CONSULTANCY SERVICE:

Quality Management Expert (QME) shall be based on the Project office and shall directly report to the Project Coordinator, RAIDP but work for the improvement of Quality Management of overall RAIDP works in 30 districts of Nepal. QME shall be assisted by the Project Support Consultant (PSC) working for the Project support, and the DDC's & DTO's team in implementing the overall Quality Management Process, Assist all the 30 districts under RAIDP to develop and implement the Quality Assurance System and Construction Procedures in the road and bridges (based on the specified specification) works. QME shall ;

- Assist the districts under RAIDP to establish necessary laboratory and its proper functioning with responsible lab in-charge to fulfill minimum requirements for the intended works;
- Assist the districts under RAIDP to identify the tests that need to be carried out in the district lab and also some tests that needed to be conducted out side the district lab, and identify the possible outside laboratory in the area or Katmandu;
- Based on specification and standards, compile and or develop the standard test procedures (for easy reference to the engineers and lab technicians) and standard formats for the laboratory test record including the approval procedure;
- Assess the capacity of the lab and supervision team members and give suitable on the job trainings to the team members to follow the quality assurance and control activities;
- Monitor the implementation of quality assurance plan and quality control tests and record keeping through constant monitoring of report and or through frequent site visits to the respective districts;
- If necessary, QMA may take a sample from the actual works and verify the quality of works executed with confirming tests through Project. In such cases the QMA shall take samples in close coordination with the DDC/DTO team.
- Monitor and advise for the implementation of design standards and specifications such that satisfactory quality of works could be achieved;

4.0 CONSULTANT'S REPORTING OBLIGATIONS

The individual Consultant shall develop the required formats for monitoring and reporting on the quality assurance and quality control aspects of the project works. He/She shall prepare a separate report on quality issues each month including the field visit reports. The report shall focus on the activities and or achievements and the actions to be taken up by stakeholders to achieve quality works. Specific field visit reports need to be reported immediately PCU and concerned DDC/DTO. A proper action plan and follow up of status of such action plan will be required.

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

5.0 QUALIFICATION REQUIRED

The applicant must have:

- Minimum Bachelors Degree in Civil Engineering from recognized University/Institution with at least 15 (Fifteen) years of general experience in design and construction supervision of civil works. Master's degree in Highway engineering/Geo-Technical Engineering/transportation management/ construction engineering/ construction management will be preferable.
- At least 10(ten) years experiences in construction supervision of any physical infrastructural development works.
- At least 7(seven) years experiences in construction supervision of road works with quality assurance plan.
- The candidate belonging to engineering background must be registered in Nepal Engineering Council (NEC).

6. EVALUATION OF CANDIDATES:

The candidates shall be finally evaluated with reference to the set-out criteria approved by the DoLIDAR. The outlines of the set out criteria are as follows:

- (i) General qualification and relevant trainings ----- 30 Points
- (ii) Experience in similar fields ----- 70 Points
- Total-----100 Points

7.0 DURATION OF CONSULTANT'S SERVICE

The duration of the Consulting services shall be for approximately 18 (Eighteen) months. The services shall start tentatively from January 2012 and continue till June 2013. The contract shall be terminated if the project does not need the service due to the project's internal management or poor performance of the consultant.

8.0 TAXATION

The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The Consultant must be registered in the VAT after signing the contract agreement. The consultant will be responsible for the costs of the premium of any insurance plan he/she takes up.



9.0 AGREEMENT

The Consultant shall be required to enter into an agreement with the RAIDP-PCU/DoLIDAR on time based.

10.0 CLIENT's RESPONSIBILITY;

The Project shall provide office space, desktop computer, access to printer and the required furniture in the Project's office to carry out day to day work by the consultant. The project shall ensure that the PSC, PDEs, SDCs, and staffs from the DDC and DTO will cooperate and report to the Consultant for quality management aspects.

11.0 CONSULTANT's RESPONSIBILITY:

The consultant is required to work for all 30 RAIDP districts where there is project works. The consultant needs to travel frequently to the districts to monitor and or support the DDCs team to implement quality assurance system. The consultant is responsible to plan and organize such field trips and report to the Project and DDCs.