Request for Expression of Interest
(For Monitoring and Evaluation Firm Selection)
Date of First Publication: September 12, 2018

Nepal
Earthquake Housing Reconstruction Project (EHRP)
Credit No.: IDA Credit:5706-NP
Assignment Title: Selection of Monitoring and Evaluation (M & E) Firm
Reference No.: EHRP/NRA/SI/QCBS-32/2075-76

The Government of Nepal /National Reconstruction Authority (NRA) has received financing from the World Bank towards the cost of the Earthquake Housing Reconstruction Project (EHRP) and intends to apply part of the proceeds for consulting services.

The consulting services include engagement of a highly competent consulting firm to assist NRA to conduct Monitoring and Evaluation (M&E) of EHRP. The services will be for 18 (Eighteen) Months.

The objective of the consulting services is explained in the TOR.

The Project Management Unit (PMU)/NRA now invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The short listing criteria are:

- General Experience of the Firm
- Financial Capacity of the Firm
- Availability of the key personnel in the firm as per requirement of the assignment.
- Specific M&E experience in the projects.

The interested firms to ensure their eligibility, shall submit the following documents along with respective EOs.

- Copy of Registration of the company/firm
- VAT/PAN Registration (for National consulting firm)
- Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission of Fiscal year 074/075 (for National consulting firm)

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011(Revised July 2014), setting forth the World Bank’s policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment:

Bank policy requires that the Consultants provide professional, objective and impartial advice and at all times hold the client’s interest paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests.
Consultants may associate with other firms in the form of a Joint Venture (JV) or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the *Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011 (Revised July 2014)*, *Quality Cost Based Selection (QCBS)* method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours.

The interested firms can download the Terms of Reference (TOR) from NRA Website: www.nra.gov.np

Expressions of interest must be delivered in a written form to the address below on or before 12:00 Hours by September 28, 2018.

Project Director  
Earthquake Housing Reconstruction Project  
Project Management Unit  
National Reconstruction Authority  
Singhadurbar, Kathmandu  
Tel: +977-1-4211535, 4211971
Government of Nepal

National Reconstruction Authority

Project Management Unit

Earthquake Housing Reconstruction Project (EHRP)

Terms of Reference (ToR)

for

Consulting Services for the Monitoring and Evaluation

(National Consulting Firm)
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1. BACKGROUND

1.1 On April 25, 2015, a 7.8 magnitude earthquake struck central Nepal. That earthquake and its sequence of aftershocks caused more than 8,700 deaths and 25,000 injuries. A Post-Disaster Needs Assessment (PDNA), completed on 15 June 2015, found that total damages and losses resulting from the earthquake sequence amounted to approximately $7 billion, and reconstruction needs amounted to approximately $6.7 billion. The earthquake sequence destroyed 490,000 houses, mostly traditional mud-brick and mud-stone houses built and occupied by the rural poor, and rendered another 265,000 houses at least temporarily uninhabitable. The largest single need identified in the PDNA was housing and human settlements, accounting for $3.27 billion (or almost half of the total needs).

1.2 The Government of Nepal has established the National Reconstruction Authority (NRA) with overall goal to complete the reconstruction works in a sustainable, resilient and planned manner to promote national interest and provide social justice by making resettlement and translocation of the persons and families displaced by the earthquake. NRA provides strategic guidance to identify and address the priorities for recovery and reconstruction, taking into account both urgent needs as well as those of a medium- to long-term nature. It carries overall responsibility of policy formulation, providing guidance, planning, coordination and oversight of the Housing Reconstruction Program. The NRA has grouped earthquake affected districts in two groups: Group -A: Severely Affected 14 Districts and Group B: Less Affected 18 districts.

1.3 Nepal Reconstruction Authority has received development credit to implement the Earthquake Housing Reconstruction Project (EHRP), from the International Development Association/World Bank (IDA/WB). A part of this financial assistance is to be used for consultancy services for Monitoring and Evaluation.

1.4 The development objective of the EHRP is to restore affected houses with multi-hazard resistant core housing units in targeted areas and to enhance the government’s ability to improve long term disaster resilience.

1.5 The key indicators for tracking progress towards the PDO are: a. Households with resilient core housing reconstructed under the project; b. Citizens made aware of earthquake resilient reconstruction. c. Government officials trained on Disaster Risk Management.
1.6 The EHRP districts among the Group- A under the Bank's financial assistance are:
(i) Nuwakot (ii) Dolkha (iii) Dhading (iv) Sindhuli (v) Rasuwa (vi) Ramechhap (vii) Okhaldhunga (viii) Kavreplanchowk (ix) Kathmandu (x) Bhaktapur (xi) Lalitpur (xii) Makwanpur (xiii) Sindhupalchowk (xiv) Gorkha; and under the financial support of JICA are (i) Gorkha (ii) Sindhupalchowk, and rest with GON's own financial resources are (i) Kathmandu (ii) Lalitpur (iii) Bhaktapur (iv) Makwanpur. The USAID under its Balyo Ghar Project is providing technical Assistance and training. The Bank extends its support to the authority in close coordination with other Development Partners.

2. INTRODUCTION

2.1 NRA has established Project Management Unit (PMU) for implementation of the EHRP. The PMU is responsible for supervising the Project, as required to provide policy guidance and coordination for, and exercise general oversight of the implementation project activities. NRA has established district offices to facilitate the implementation at the district level.

2.2 There are three implementing agencies at the central under NRA: (i) The Central Level Project Implementation Unit (CLPIU) – Building and (ii) The Central Level Project Implementation Unit (CLPIU)-Grant Management and Local Infrastructure (iii) The Central Level Project Implementation Unit (CLPIU) - Education. All CLPIUs are based in Kathmandu and discharging their respective responsibilities through their respective District Level Project Implementation Units (DLPIUs) based at the respective project districts.

2.3 The Central Level Project Implementation Units (CLPIU)-Building is responsible for technical support for housing reconstruction standards, housing inspections, developing technical norms and standards and overseeing the implementation of housing reconstruction and providing overall technical inputs to the housing reconstruction program.

2.4 The Central Level Project Implementation Units (CLPIU)-Grant Management and Local Infrastructure is for enrollment of beneficiaries, disbursement of housing grant, monitoring and evaluation of cash transfer system, addressing the social and environmental issues, development and implementation of Environment and Social Management Framework (ESMF).
2.5 The Central Level Project Implementation Unit (CLPIU)- Education is for implementation of DRM component by carrying out of assessment of educational physical infrastructure against multi hazard risks across the country.

2.6 The EHRP comprises of four components. The first component, housing reconstruction will finance: (a) the provision of housing grants for reconstruction of approximately 55,000 multi-hazard resilient core housing units; and (b) the establishment of a program of owner-driven housing reconstruction in targeted areas. The second component, disaster risk management systems objective is to support the Government of Nepal (GoN) in putting in place systems to provide better disaster risk reduction, preparedness, and disaster response, in line with global best practices. The third component, project implementation support will finance the establishment and operation of the Project Management Unit (PMU), the project implementing units (CLPIUs), and the district-level PIUs (DLPIUs). The fourth component, under Contingency Emergency Response in case of an adverse natural event that causes a major natural disaster, the respective governments may request the Bank to re-allocate project funds to support response and reconstruction.

2.7 The Housing Reconstruction Program is an owner driven program of the government of Nepal. Earthquake affected households fulfilling eligibility criteria are entitled to a housing subsidy grant of NPR 300,000 in three tranches provided houses are reconstructed as ‘multi-hazard resistant’ structures in compliance with reconstruction guidelines set forth by the Government of Nepal and as provided in the Nepal Building Construction Code (NBC). The other important aspect is in-situ reconstruction, except where relocation is necessary due to vulnerability because of location hazard or loss of original location. The Government will provide land for relocation. The eligible beneficiaries are also provided with training and technical assistance.

2.8 The data collected and digitized during damage assessment survey is used to identify eligible beneficiaries based on Damage Grades (DG). The eligible beneficiaries sign a Participation Agreement (PA) to get themselves enrolled in the housing reconstruction program. The PAs are signed physically at the Village or Municipality level.
2.9 Whereas, upon enrollment in the program, every eligible beneficiary is entitled for the first tranche of NPR 50,000, subsequent tranches are based on the following:
   
a. The second installment of NPR 150,000 will be released upon completion of the construction up to plinth level based on report of inspection team establishing that the plinth has been constructed in compliance with the guidelines.
   
b. The third and final installment NPR 100,000 will be released upon completion of the construction up to the roof-band level based on report of inspection team, establishing that construction from plinth up to roof band has been in compliance with guidelines.

2.10 NRA is in the process of finalizing inspection regime that includes procedure and formats. The DLPU-Building inspection teams are required to inspect each structure at plinth and roof band levels and certify compliance, if found, for release of relevant tranche.

2.11 In order to ensure that the project objective i.e. 'multi hazard resistant' reconstruction is translated into reality, a two stage inspection process will be carried out on each structure:
   
a. Stage-1: A team comprising engineer/sub-engineer/Assistant-Sub-Engineer will certify whether plinth or roof-band stage construction is in compliance with the applicable construction guidelines or not.
   
b. Stage-2: A District level authorized government official will verify the inspection form. Her/his signatures shall mean that she/he is satisfied that inspection has been carried out in accordance with the approved procedures and that the outcome is legally and technically valid.

2.12 It is to be noted that eligibility of expenditure is contingent upon verification of output i.e. that houses constructed are in compliance with the approved guidelines, therefore the World Bank project shall only consider inspection forms duly signed by two government officials as valid.
3. OBJECTIVE OF THE CONSULTANCY SERVICES

3.1 General

The general objective of the consultancy services is to support NRA in strengthening its monitoring and evaluation systems and practices and generate evidence based feedback for program planning and policy formulation.

3.2 Specific

The specific objectives of the services are to:

- To provide critical data from the field as input to supplement the NRA, CLPIU-Building and GMALI's own monitoring systems;

- To provide independent feedback of project implementation providing information to NRA on adherence to due process of inspections by the government for compliance with approved construction standards for multi hazard resistant reconstruction;

- To make recommendations to NRA on improvement or modifications to inspection guidelines and seismic resistant standards due to geographic, logistical or other challenging context;

- To identify the gaps in the implementation of housing reconstruction programme in the district level.

- To identify the bottlenecks and delays in the housing reconstruction process and fund flow mechanism.

- To collect the feedback from stakeholders, civil society and beneficiaries to improvement in the housing reconstruction programme.

- To support EHRP requirements for specific scrutiny and focus on operations in hard to reach areas;

- To timely identify crucial deviations in project implementation from various operations manuals and support the program in achieving compliance with key project rules;

- To timely identify and analyze factors responsible for such deviations and recommend corrective action to EHRP management;

- To develop a strategy for process monitoring that will include a system for knowledge-sharing at the grassroots implementation levels and mainstreaming of best practices.
4. SCOPE OF THE CONSULTANCY SERVICES

The Consultant (Consulting Firm) shall have to perform the following services but not limited to:

- The consulting firm will primarily be responsible for the independent monitoring and evaluation of the inspection process in selected local bodies of the 11 districts apart from the Kathmandu Valley Districts (Kathmandu, Bhaktapur, and Lalitpur) as stated in "Para 1.6". It is to be noted that release of tranches to the beneficiaries in no way is linked to the results of monitoring, as verification of compliance is exclusive responsibility of CLPIU/DLPIU-Building.

- Develop and agree with the PMU on the M&E mechanisms/systems including the tools, methodology, framework and plan etc. to be used. The mechanism should adequately cover all indicators in the EHRP results framework and be gender disaggregated for communities in the project districts. The monitoring function should help NRA and through them CLPIU-Building and CLPIU-GMALI verify the accuracy of EHRP’s own data collection and monitoring information systems, and provide recommendation for improvement in these areas to be detailed in M & E reporting.

- The system deployed by the Consultant should link directly to the EHRP MIS, The Consultant will be responsible for developing a bridging application. The data should be in a format readable by the EHRP MIS. The Consultant will commence capacity building of the concerned government agency (ies) within six months of start of implementation.

- Conduct at least 3% spot checks of beneficiaries as listed and updated in MIS of NRA in all 11 districts separately in different stages of private house reconstruction. Additional 1% of each stage of inspection is expected for repeat visits in selected settlements. It is to be noted that verification of compliance and release of tranches based on compliance certification is the responsibility of the DLPIU-Building and DLPIU-GMALI respectively. The Consultant will finalize the program of spot checks with PMU/NRA under the general guidelines.

- The consultant will identify two risks: (i) Hazard Risks; and (ii) compliance risks. Hazard risks will include all types of natural hazards. The compliance risks will include risks of noncompliance because of accessibility, material availability, technical assistance, acceptance of guidelines by beneficiaries, adequacy of guidelines etc.
The consultant will identify deviations by beneficiaries in terms of minor and major deviations and suggest remedial measures as well suitable to the area.

The consultant will actively coordinate with CLPIUs/DLPIUs, develop visit plans in coordination with the district and local bodies level engineers.

- The Consultant will establish a central office in Kathmandu with necessary logistics and 11 Number of field offices in the districts for monitoring and evaluation purpose in consultation with the PMU.
- The Consultant will be responsible for providing for the health care and security of its staff, including, office space and transport to meetings, site visits and spot checks;

5. DELIVERABLES AND REPORTINGS

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<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Time Frame (Effective from)</th>
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<tbody>
<tr>
<td>Inception Report</td>
<td>Inception report (detailing schedule of work, key staff deployment, methodology, etc.) and Data Management information system, Data Collection forms and report templates and others as necessary.</td>
<td>1 month</td>
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<tr>
<td>Site inspections</td>
<td>A one-month data collection/site inspection pilot is to initiate one month after the signing of the contract. Following a one-month pilot period, the site inspection methodology and structure should be revised in accordance with lessons learned and start in full.</td>
<td>1 month</td>
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<tr>
<td>Bi-weekly Report</td>
<td>Changes in survey and reporting formats and spot checking are to be anticipated and would be discussed and agreed with PMU and CLPJU-Building and GMALI (project implementing agencies) and World Bank task team. Frequent interactions with these teams are anticipated, including bi-weekly briefings with implementing agencies. Summary details of all individual inspections conducted during the 2-week period and full reports of inspected houses requiring remedial action should be included in the bi-weekly briefings.</td>
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<td>Monthly Reports</td>
<td>Monthly reports would be prepared for discussion with the implementing ministries and staff responsible at local, district and central level, covering the topics summarized above, including summary statistics, noted irregularities and recommendations for short-term and long-term improvements to project implementation. It would also be shared with World Bank task team. Summary details of all individual inspections conducted during the month period, including an analysis and details of inspected houses requiring remedial action should be included in the monthly reports.</td>
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<tr>
<td>Quarterly Reports</td>
<td>Quarterly reports would be prepared summarizing monthly information and including trends and lessons for implementation, in a format that can be shared not only with the implementing agencies, but also with the EHRP donor community and World Bank task team.</td>
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<tr>
<td>Data Management System</td>
<td>All data and project information needs to be available on a web-based interface and the system needs to be deployed, maintained and updated under the M &amp;E.</td>
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<tr>
<td>Timeframe to be detailed by firm in inception report and agreed with PMU</td>
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6. DURATION OF THE CONSULTANCY SERVICES
The total duration of the consultancy services will be of 18 (Eighteen) months with possibility of extension as required.

7. QUALIFICATION & EXPERIENCE OF THE CONSULTANCY FIRM AND KEY PERSONNEL
- Consulting Firms shall have minimum five (5) years of general experience;
- Firms shall have experience in monitoring and evaluation of infrastructure projects will have additional advantage;
- Firms should demonstrate experience in managing, overseeing and supervising engineering and construction projects in a low capacity country environment covering large numbers of small structures, and post-earthquake reconstruction would be beneficial;
- Firms should include information management and information technology expertise, and staff with the ability to provide training in these areas;
- Firms should have expertise in using geo-spatial databases that can help to map ongoing project activities and be able to develop software that can be used for organization and presentation of data. Other critical IT capacities include the use of PS-enabled photo capture (phone or tablet preferred) and ability to create and manage user-friendly data management systems that can be made compatible and transferable to government agencies’ own monitoring and data management systems;
- Experts must be willing to work in rural areas, and able to operate with sensitivity and effectiveness at local level as well as with senior government officials;
- The Consultant should be familiar with World Bank project implementation procedures, including technical, fiduciary and safeguard requirements and the approach to responsibility for program implementation and results monitoring;
- The Consultant must demonstrate strong responsiveness to the approach to the assignment described in the TOR;
List of Key Professional Positions whose CV and experience would be evaluated:

The Consultant will provide a team of experts with the following skill be adequately qualified and experienced in both development projects and IT related field to satisfactorily and timely deliver the expected outputs.

The tables below gives details the minimum composition, qualification and necessary requirements;

A. Key Experts:

<table>
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<tr>
<th>S.N.</th>
<th>Particulars</th>
<th>Qty</th>
<th>Person-Month</th>
<th>Total Person-Month</th>
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<tbody>
<tr>
<td>1</td>
<td>Team Leader</td>
<td>1</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>2</td>
<td>M&amp;E Specialist</td>
<td>1</td>
<td>18</td>
<td>18</td>
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<tr>
<td>3</td>
<td>MIS Expert</td>
<td>1</td>
<td>18</td>
<td>18</td>
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<td>4</td>
<td>Civil Engineers for 11 districts of Group A (one in every district)</td>
<td>11</td>
<td>18</td>
<td>198</td>
</tr>
<tr>
<td>5</td>
<td>Social Development Consultants for 11 districts of Group A (one in every district)</td>
<td>11</td>
<td>18</td>
<td>198</td>
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B. Non Key Staffs:

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<tr>
<th>S.N.</th>
<th>Particulars</th>
<th>Qty</th>
<th>Person-Month</th>
<th>Total Person-Month</th>
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<tbody>
<tr>
<td>1</td>
<td>Finance Management Asst.</td>
<td>1</td>
<td>8</td>
<td>8</td>
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<tr>
<td>2</td>
<td>Computer Operators</td>
<td>12</td>
<td>18</td>
<td>216</td>
</tr>
<tr>
<td>3</td>
<td>Messengers</td>
<td>12</td>
<td>18</td>
<td>216</td>
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<tr>
<td>Name of Position</td>
<td>Minimum Qualification and Experience</td>
<td>Indicative Responsibilities</td>
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| **Team Leader**  | *Post Graduate/Master degree in Architecture/Civil Engineering  
* 7 (Seven) Years of Experience in Engineering Design and supervision of housing/building project  
* 3 (Three) years of Experience in M & E of Engineering/Infrastructure or any other relevant project  
* Experience with Multilateral/Bilateral Development Partner funded project will be additional advantage. | *Responsible for mobilizing the team members for monitoring in the field.  
* Analyze and validate monitoring reports.  
* Responsible for consolidating monitoring reports/field observations, and provide advice to PMU, CLPIUs and DLPIUs.  
* Identify non-compliant issues  
* Report the technical suggestions to improve inspection systems (inspection forms, compliance, retrofitting measures) to PMU, CLPIU-building and Technical Working Group of NRA through CLPIU.  
* Submit the Quarterly and Monthly Reports |
| **M&E Specialist** | *Post Graduate/Master degree in any disciplines  
* Minimum 5 years of general experience in infrastructure development projects  
* At least 3 (three) years of experience in M & E of Infrastructure project or relevant projects of similar nature  
* Experience with Multilateral/Bilateral Development Partner funded project will be additional advantage. | *Provide guidance to the field level consultants for conducting monitoring and evaluation.  
* Conduct periodic site visit of owner driven housing constructed.  
* If requested, conduct Trainings for CLPIU/DLPIU engineers on Monitoring and Evaluation aspects  
Prepare the consolidated M & E Reports received from the districts. |
| **MIS Expert** | Bachelor's Degree in Computer Science or Engineering in Information Technology or Computer Engineering or Electronics and Communication Engineering or relevant. Post Graduate/Master degree will be an additional advantage.  
*Five (5) years professional experience after bachelor degree in computer applications. Working knowledge of Linux, Apache, Postures SQL, PHP, etc., | Responsible for programming, testing and developing MIS for monitoring.  
*Develop a monitoring system (e.g. mobile or tablet app).  
*Develop a bridge with NRA’s MIS  
*Train CLPIU and DLPIU staff on MIS  
*Preparation of project report, monitoring and evaluation report  
*Coordinate and synchronize with MIS in NRA  
*Develop automatic Reporting System as required by NRA PMU/CLPIUs |
| **Civil Engineers (field based)** | Bachelor's degree in Civil Engineering.  
*3(Three) years of relevant experience after Bachelor degree in preparation of cost estimates and monitoring supervision of building/housing projects.  
*Post Graduate/Master degree in Civil Engineering will be an additional advantage. | Conduct third party monitoring of the private houses reconstruction in the districts, as per guidance provided by team leader.  
*Work closely with DL-PIU-Building engineers.  
* Provide technical advice if required.  
* Prepare periodic monitoring report and submit to M&E Specialist, as per guidance provided by team leader. |
| **Social Development Consultant (Field based)** | Bachelor's degree in Social Sciences including Sociology, Anthropology, Social works, Economic, Population studies, geography, human sciences  
*2(Two) years of relevant experience after Bachelor degree in M & E and relevant works.  
*Post Graduate/Master degree in sociology will be an additional advantage. | Conduct third party monitoring of the private houses reconstruction in the districts, as per guidance provided by team leader.  
*Work closely with DL-PIU-Building engineers.  
* Enumerate the reasons for the private houses not constructed after the PA signed.  
* Prepare periodic monitoring report to M&E Specialist, as per guidance provided by team leader. |
8. DATA, SERVICES AND FACILITIES PROVIDED BY THE CLIENT

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<td>2.</td>
<td>Facilitate interaction and exchange of information between the consultant and the project supported agencies/staff/Consultants.</td>
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<td>3.</td>
<td>The consultant will be provided full read access to the EHRP MIS of private house reconstruction.</td>
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9. SELECTION PROCEDURE OF THE CONSULTANT

Consulting firm shall be selected through Quality Cost Based Selection (QCBS) method as per World Bank Consultant Guidelines: Selection and Employment of Consultants under IBRD Loan and IDA Credits and Grants by World Bank Borrowers” January 2011 (including revised July 2014).

10. ADMINISTRATION OF THE CONSULTANT’S SERVICES

The Consultant's services will be administered and monitored by the Project Director or his authorized representative.

11. TAXATION

The consulting firm shall be fully responsible for all taxes imposed by Government of Nepal. The firm should be Value Added Tax (VAT) registered. In addition, the firm will be responsible for insurances and costs of the premium of insurances it takes up.

12. CONTRACT AGREEMENT

The consulting firm shall be required to enter into an agreement with the NRA/PMU on time-based contract.