



Government of Nepal

National Reconstruction Authority

Project Management Unit

Earthquake Housing Reconstruction Project (EHRP)

Terms of Reference (ToR)

for

Consulting Services for the Procurement Specialist

(Individual Consultant)

Contract ID: EHRP/NRA/S/IND-22/2075-76



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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 to 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 Procurement .
- 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.

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) Bhaktpur (xi) Lalitpur (xii) Makwanpur (xiii) Sindhupalchowk (iv) Gorkha and under the financial support of JICA are (ix) Gorkha (x) Sindhupalchowk and rest with GON's own financial resources are (xi) Kathmandu (xii) Lalitpur (xiii) Bhaktpur (xiv) Makwanpur. The USAID under its Baliyo 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 151,000 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.

3. OBJECTIVE OF THE CONSULTANCY SERVICES

The main objective of hiring the Consultant is to assist and provide support to the NRA PMU for EHRP in planning, coordinating, and administering procurement functions of goods, works and services as per financing agreement between the GON and the World Bank

4. SCOPE OF THE CONSULTANCY SERVICES

The consultant shall work closely with the Project Director and other project staff and help to carry out all aspects of project procurement, applicable guidelines/manuals, arrangement provided in the Financing Agreement. The Consultant shall perform the following services but not limited to :

- ❖ Ensure full compliance of procurement activities with the WB and GON rules, regulations policies and strategies.
- ❖ Conceptualization, elaboration and implementation of strategic procurement for PMU including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement.
- ❖ Responsible for (assisting) the preparation of Procurement Plan for the project period in consultation with PMU and update the same periodically.

Preparation and updating of the procurement plan periodically for submission to the World Bank for review through STEP and also shall provide procurement advice to the PMU to ensure that procurement of all works, goods and services are undertaken in accordance with the approved procurement Plan.

- ❖ Preparation of bidding documents for works, goods and non-consulting services and RFP's for consulting services and review the completeness before submission of the document to the World Bank for "**No Objection**", if and/or when required.
- ❖ Support to the PMU in the publication of Invitation for Bids , Request for Expression of Interests , Intention to Award the Bids/ Proposals , Letter of Acceptance, award notices and others related tasks.'
- ❖ Support to the PMU in negotiation, preparing the addendum to the bidding documents/RFP's including clarifications to the questions raised by the prospective bidders.
- ❖ Facilitation to PMU in finalization of contract negotiations when necessary.
- ❖ The Consultant shall assist the PMU in the implementation and monitoring of contracts, in establishing good document filing system and in providing contract information for disbursement needs.
- ❖ The Consultant shall assist the PMU in preparing procurement training modules, undertake trainings and capacity development activities for PMU's staff about the World Bank procurement procedures and practices.
- ❖ The Consultant shall assist in maintaining records and other documentations required for World Bank's ex-post review, post audit and procurement progress reporting.
- ❖ Uploading the procurement documents and processes in the STEP on a real time basis.
- ❖ The Consultant shall prepare monthly/trimester /annual and any other progress report of procurement activities in acceptable format to the World Bank as required.
- ❖ The Consultant shall conduct other procurement related activities entrusted to him by the PMU.
- ❖ The Consultant shall work in close collaboration/consultation with Procurement unit and Evaluation Committee.'



5. DELIVERABLES AND REPORTINGS

The consultant will report time to time to the Project Director/Senior officers and other concerned regarding the accomplishment of his/her assignment. The Consultant shall submit monthly report including all the procurement management aspects.

6. DURATION OF THE CONSULTANCY SERVICES

The total duration of the consultancy services shall be of 18 (Eighteen) months (1.50 years) with possibility of extension as required.

7. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT:

- Master's degree in Engineering, Public Administration, Business Administration/Management, or relevant discipline.
- In case of engineering discipline, the Consultant must be registered in Nepal Engineering Council.
- At least 7 (seven) years of professional work experience in public procurement as Procurement Specialist/Manager/consultant/officer
- At least of 5 (Five) years of Experiences of procurement in projects financed by bilateral or multilateral agencies as Asian Development Bank, World Bank, UNOs, USAID, etc. is preferable.
- Preferably possessing certifications in public procurement.
- Training in public procurement is preferable.
- Excellent report writing and computer skills desirable.
- The ability to work simultaneously on a variety of issues and tasks, while independently adjusting priorities to achieve agreed objectives and deadlines is essential.
- Excellent strong written and verbal communication skills in both Nepali and English are desirable.

8. DATA , SERVICES AND FACILITIES PROVIDED BY THE CLIENT

- ✓ All the Project Documents such as Financing Agreements, PADs and Project Operation Manual , Aid Memories and other procurement related Documents
- ✓ Office space with furniture
- ✓ Email and internet access
- ✓ Required office stationery
- ✓ Photocopying and printing facilities
- ✓ Desktop computer and peripherals

9. SELECTION PROCEDURE OF THE CONSULTANT:

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) , Section V: Selection of Individual Consultants*, set out in the Consultant Guidelines.



10. ADMINISTRATION OF THE CONSULTANT'S SERVICES

The Consultant shall be based in PMU office, Kathmandu with necessary visit to project districts. The Consultant's services will be administered and monitored by the Project Director or his authorized representative.

11. TAXATION

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

12. CONTRACT AGREEMENT

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