Earthquake Housing Reconstruction Project
(IDA Cr. No. 5706-NP)

Expression of Interest (EOI)

Documents For
Housing Reconstruction Socio-Technical Assistant Team (HRT)
(Consulting Service)
Contract ID No: EHRP/NRA/S/CQS-43 to 54

National Reconstruction Authority
Singhadurbar, Kathmandu
October 2017
Abbreviations

CV - Curriculum Vitae
DPO - Development Partner Organization
EA - Executive Agency
RFP - Request for Proposal
EOI - Expression of Interest
GON - Government of Nepal
PAN - Permanent Account Number
PPA - Public Procurement Act
PPR - Public Procurement Regulation
TOR - Terms of Reference
VAT - Value Added Tax
LSM - Low Strength Masonry
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1. **EOI Notice**

Government of Nepal  
National Reconstruction Authority (NRA)  
Earthquake Housing Reconstruction Project  

**Request for Expression of Interest (EOI)**  
(First Date of Publication: 25 October, 2017)

Project: Earthquake Housing Reconstruction Project  
Credit No.: IDA Cr. No. 5706-NP

**Assignment Title:** Housing Reconstruction Socio-Technical Assistant Team (HRT) – Consulting Services

1. The Government of Nepal (GoN) has received financing from the World Bank towards the cost of the Earthquake Housing Reconstruction Project (IDA Cr. No. 5706-NP), and intends to apply part of the proceeds for consulting services (Housing Reconstruction Socio-Technical Assistant Team (HRT)).

2. The consulting services (“the Services”) include orientation for earthquake resistant low strength masonry housing to beneficiaries and technical support (design & construction supervision of building structures including low strength masonry housing and retrofitting works of building structures). The tentative implementation period will be from **January 2018 to June 2018**. The packages for consulting services in Gaupalika/Nagarpalika of Dolakha, Nuwakot and Dhading districts are as follows:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Contract ID No. (Package)</th>
<th>Place of Service (Gaupalika/Nagarpalika)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District: Dolakha</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>EHRP/NRA/S/CQS-43</td>
<td>Gaurishankar GP, Jiri NP, Tamakoshi GP</td>
</tr>
<tr>
<td>2</td>
<td>EHRP/NRA/S/CQS-44</td>
<td>Bigu GP, Kalinchowk GP</td>
</tr>
<tr>
<td>3</td>
<td>EHRP/NRA/S/CQS-45</td>
<td>Baiteshwor GP, Bhimeshwor NP</td>
</tr>
<tr>
<td>4</td>
<td>EHRP/NRA/S/CQS-46</td>
<td>Melung GP, Sailung GP</td>
</tr>
<tr>
<td><strong>District: Nuwakot</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>EHRP/NRA/S/CQS-47</td>
<td>Kispang GP, Meghang GP, Bidur NP, Tarkeshwor GP, Belkotgadhi NP</td>
</tr>
<tr>
<td>6</td>
<td>EHRP/NRA/S/CQS-48</td>
<td>Kakani GP, Suryagadhi GP, Tadi GP</td>
</tr>
<tr>
<td>7</td>
<td>EHRP/NRA/S/CQS-49</td>
<td>Dupcheswor GP, Panchkanya GP, Likhu GP, Shivpuri GP</td>
</tr>
<tr>
<td><strong>District: Dhading</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>EHRP/NRA/S/CQS-50</td>
<td>Ruby Valley GP, Gangajamuna GP, Khaniyabas GP, Netrawati GP</td>
</tr>
<tr>
<td>9</td>
<td>EHRP/NRA/S/CQS-51</td>
<td>Nilkantha NP, Tripurasundari GP</td>
</tr>
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<td>10</td>
<td>EHRP/NRA/S/CQS-52</td>
<td>Jwalamukhi GP, Siddhalek GP, Galchhi GP</td>
</tr>
<tr>
<td>11</td>
<td>EHRP/NRA/S/CQS-53</td>
<td>Benighat Rorang GP, Gajuri GP</td>
</tr>
<tr>
<td>12</td>
<td>EHRP/NRA/S/CQS-54</td>
<td>Thakre GP, Dhunibesi NP</td>
</tr>
</tbody>
</table>
3. The National Reconstruction Authority (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 firm(s) should have at least five years of general experience in civil engineering design and construction supervision. The Consulting firm(s) shall apply for each package separately. The short-listing criteria are:
   a. General experiences of the firm (20%)
   b. Specific Experience of the firm (65%)
      i) Number of projects completed in last 7 (seven) years for providing Training/Orientation for earthquake resistant building including low strength masonry housing to beneficiaries (30%)
      ii) Number of projects completed in last 7 (seven) years for design & construction supervision of building structures including low strength masonry housing and retrofitting works of building structures. (35%)
   c. Number of Qualified Structural Engineers and Construction Supervision Engineers available with the firms (15%)


5. Consultants may associate with other firms in the form of a joint venture (maximum three numbers) or a sub-consultancy to enhance their qualifications.

6. A consultant will be selected in accordance with the Consultants’ Qualification Selection (CQS) method set out in the Consultant Guidelines.

7. Interested eligible consultants may obtain further information and EOI document free of cost at the following address during Office Hours on or before 8th November 2017 or visit e-GP system www.bolpatra.gov.np or visit the NRA website www.nra.gov.np

8. Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by 9th November 2017 on or before 12:00 Hours. Expressions of interest may also be submitted electronically through e-GP System https://www.bolpatra.gov.np of Government of Nepal.

9. In case the last date of submission of the EOI happens to be a holiday, the next working day will be deemed as the due date.

Project Coordinator
Earthquake Housing Reconstruction Project (EHRP)
National Reconstruction Authority
Singhadurbar, Kathmandu, Nepal
Tel: 01-4211491, 01-4200626, 01-4211201
E-mail: rajumanm@gmail.com
2. Instructions for submission of EOI

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.

2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment).

3. This expression of interest is open to all eligible Nepalese Consulting firms.

4. The assignment has been scheduled for a period of Six (6) Months. Expected date of commencement of the assignment is 01 January 2017.

5. A Consultant will be selected in accordance with the Consultant’s Qualification Selection (CQS) method.

6. Expression of Interest should contain following information:

   (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.

   (ii) Applicants shall provide the following information in the respective formats given in the EOI document:

   - *EOI Form: Letter of Application (Form 1)*
   - *EOI Form: Applicant’s Information (Form 2)*
   - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
   - *EOI Form: Short CVs of the Structural Engineers and Construction Supervision Engineers (form 4).*

7. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as “EOI Application for Short-listing for Housing Reconstruction Socio-Technical Assistant Team (HRT)” in Dhading, Nuwakot and Dolakha districts. The Envelope should also clearly indicate the name and address of the Applicant. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.

8. The completed EOI document must be submitted on or before the date and address mentioned in the “Request for Expression of Interest”. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

9. NRA reserves the right to accept or reject any or all EOI proposals with or without giving any reason what so ever and is not liable for any losses to applicant due to such rejection.
Procedure for e-GP submission of EOI Application (e-GP Phase I)  
(for up-loadable only)
Consultants shall follow the electronic application submission procedures specified below:

i. The consultant is required to register in the e-GP Phase I System 
   https://www.bolpatra.gov.np, for downloading EOI Document and submitting their 
   EOI application electronically.

ii. If Consultants choose to submit their EOI Application electronically, the cost of the 
    EOI document is not required. However as per system provision, consultant should 
    upload a scanned PDF file stating “Not Applicable for this EOI” under Payment 
    section along with the complete set of EOI response.

iii. The consultant shall prepare the EOI response based on information/documents 
    requested in EOI Document issued by employer.

iv. The required documents shall be prepared and uploaded in e-GP System in PDF format 
    only.

v. The e-submitted EOI response must be readable through PDF reader.

vi. The consultants are fully responsible to use the e- submission facility properly in e-
    GP system as per specified procedures and in no case the Employer shall be held liable 
    for consultant’s inability to use this facility.

vii. When a consultant submits electronic EOI Response through the PPMO e-GP system 
    www.bolpatra.gov.np, it is assumed that the consultant has prepared the EOI Response 
    by studying and examining the complete set of the EOI documents.

viii. The consultant are advised to contact Public Procurement Monitoring (PPMO), IT 
     Section for e-GP technical support if required.
3. Terms of Reference (TOR)
Terms of Reference (TOR) for Consultancy services for “Housing Reconstruction Socio-Technical Assistance Teams” (HRT)

A. Background:
The 2015 Post Disaster Needs Assessment (PDNA) identified 31 districts as affected by the Gorkha earthquake, out of which 14 districts are defined as severely affected and 17 as less affected. Reconstruction activities are underway in the 14 severely affected districts, whereas works in the remaining 17 districts have just started. Housing reconstruction in the 14 districts is managed by Central Level Project Implementation Units (CLPIUs) at the Ministry of Urban Development (MoUD) and the Ministry of Federal Affairs and Local Development (MoFALD) respectively. There are District Level Project Implementation Units (DLPIUs) of both ministries, as well as NRA District Coordination Offices in each district. The MoUD CLPIU has mobilized additional engineering human resources for the inspection of house construction all 14 districts.

Damage data can be seen in Fig. 1.

![Fig 1 Damage assessment after 2015 earthquake](image-url)

Even with the technical input and training of skilled manpower, until now only about 121,000 houses are under construction and about 47,000 completed out of 765,000 beneficiaries. So the rate of progress of house construction is slow. To expedite housing reconstruction, the NRA has decided to field Housing Reconstruction Socio-Technical Assistance Teams (HRTs) in every Gaon/Nagar Palika, through Partner Organization(s) of GoN, in all the earthquake affected districts, starting with a pilot in 3 districts.
Further, under the provisions of the Constitution, new local government structures, referred to as GaonPalikas and Nagar Palikas, are now in place as a result of two local government elections, replacing Village Development Committees (VDC). Nevertheless, the basic unit of the Ward continues to exist, with extended territory. Under the overall leadership of the local government mayor, an MoUD engineer/technical staff will have the principal responsibility for inspections. NRA will engage consultant Partner Organizations (POs) to provide support in other areas necessary for ensuring multi-hazard resistant housing reconstruction, as well as for speeding up the process, and giving particular attention to supporting housing reconstruction among vulnerable groups. It has been decided that size of the consultant PO team will be based on the workload, keeping in view the number of houses to be reconstructed and the number of vulnerable people among the beneficiaries (Fig 2).

The HRTs will play an important role in expediting the reconstruction of private houses through social mobilization and information dissemination to the beneficiaries, ensuring consistency of messages communicated to them, assisting them to fulfil procedural requirements and with special attention given to vulnerable groups. They will also provide technical guidance through trained engineers and technicians on the right approach for house construction. Each HRT will be located in close proximity to Gaon/Nagar Palikas, with outreach to the ward and field levels, to undertake awareness activities and to provide guidance as needed. HRTs will be responsible for advocacy and will undertake social mobilization and awareness-creation activities in the villages, by providing necessary information and technical guidance to the house owners, thus enabling them to construct their houses in accordance with the guidelines approved by NRA.

Each HRT will report the progress to executive officers of the respective Gaon/Nagar Palika in...
which the HRT is located, as well to the NRA district office and NRA head office. The HRT will keep updated records of the houses under construction, with the help of the ward offices within the assigned Gaon/Nagar Palika.

The selected consulting firm will provide the required human resources and logistics. These services will be procured on an urgent basis and the fees paid to the consultants will be performance-based. NRA plans to pilot 3 out of 14 most-affected districts, based on the damage intensity. The three districts are specified in Table 1 below. Based on learning drawn from the pilot phase, the initiative will be scaled up to cover all 14 districts. The NRA may also seek further donor/partner support and funding to extend the initiative to cover the remaining 17 affected districts also.

**Table 1 List of Beneficiaries and Local Governments**

<table>
<thead>
<tr>
<th>S.N</th>
<th>Districts</th>
<th>Beneficiaries</th>
<th>Local Governments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Reconstruction</td>
<td>Retrofitting</td>
</tr>
<tr>
<td>1</td>
<td>Dolakha</td>
<td>62,833</td>
<td>637</td>
</tr>
<tr>
<td>2</td>
<td>Nuwakot</td>
<td>69,289</td>
<td>936</td>
</tr>
<tr>
<td>3</td>
<td>Dhading</td>
<td>73,340</td>
<td>1,494</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>205,462</td>
<td>3,067</td>
</tr>
</tbody>
</table>

B. The objective of the recruitment of consulting services:

The objective of the use of consulting services is to support and facilitate the earthquake-affected families in the rural municipalities/municipalities in the reconstruction of their houses destroyed due to the 2015 earthquake, using seismically safe building techniques and materials, through an owner-driven approach, by means of an assisted and inspected construction regime.

C. Target Area and Distribution of Work

A clustering approach will be taken to speed up the process and make the workload manageable. The three pilot districts have been divided into clusters of Gaon and Nagar Palikas. Each cluster is estimated to have a workload of 7000 to 13,000 households approximate and shall be dealt with as one ‘cluster package’ as mentioned. The consultant firm will be paid on the basis of the output for technical support and of the number of participants orientated.

Based on the technical and financial proposals experience and capacity of the interested firms, each consulting firm can be awarded a maximum of two cluster packages out of twelve cluster packages. Interested firms can apply for all the twelve packages, indicating their priority. The duration of the contract will be six months. If warranted, provision may be made for extension of the contract. The distribution of packages as follows:

1Note: Table 1 and Table 2 (below) will be adjusted in due course to exclude beneficiaries covered by the housing support projects of other donor partners.
### Table 2: distribution of packages

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Districts</th>
<th>Package</th>
<th>Total Beneficiaries</th>
<th>Deduction of GOI Supported Beneficiaries</th>
<th>Deduction 30% Beneficiaries (Assuming 20% already completed and 10% will not be constructed)</th>
<th>Targeted Beneficiaries</th>
<th>Names of GaonPalikas and Nagarpalika</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Dolakha</td>
<td>1</td>
<td>17523</td>
<td>5257</td>
<td>12266</td>
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<td></td>
<td></td>
<td>2</td>
<td>14196</td>
<td>4259</td>
<td>9937</td>
<td>Bigu GP, Kalinchowk GP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>18245</td>
<td>5474</td>
<td>12771</td>
<td>Baiteshwor GP, Bhimeshwor NP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>13506</td>
<td>4052</td>
<td>9454</td>
<td>Melung GP, Sailung GP</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Nuwakot</td>
<td>5</td>
<td>34961</td>
<td>19303</td>
<td>10961</td>
<td>Kispang GP, Meghang GP, Bidur NP, Tarkeshwor GP, Belkotgadhi NP</td>
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<td></td>
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<td>6</td>
<td>15418</td>
<td>2284</td>
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<td>Kakani GP, Suryagadhi GP, Tadi GP</td>
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<td></td>
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<td>3</td>
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<td>16632</td>
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<td>Ruby Valley GP, Gangajamuna GP, Khaniyabas GP, Netrawati GP</td>
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<td>9</td>
<td>17883</td>
<td>5365</td>
<td>12518</td>
<td>Nilkantha NP, Tripurasundari GP</td>
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<td>4859</td>
<td>11339</td>
<td>Jwalamukhi GP, Siddhalek GP, Galchhi GP</td>
<td></td>
</tr>
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<td></td>
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<td>11</td>
<td>10018</td>
<td>3005</td>
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<td>23431</td>
<td>55530</td>
<td>129568</td>
<td></td>
</tr>
</tbody>
</table>

#### D. Scope of Consulting Services:

The responsibilities of the consultant will include, but not limited to, the following:

1. **Establishment of offices.** The consultant will establish contact offices, with specified manpower and equipment, at each Gaon/Nagar palika, to ensure necessary communication, information dissemination and co-ordination. These contact offices will be in proximity to the relevant Rural Municipality/Municipality administration and will have the required...
office space. The consultants will provide necessary documents and guidelines, together with office set-up and logistics.

2. **Orientation and social mobilization.** The consultant will organize awareness/orientation programmes in each cluster with sufficient frequency and in sufficient numbers to ensure coverage of at least 80% (eighty percent) of the eligible beneficiaries and will conduct social mobilization, consistent message communication, advocacy and lobbying activities as necessary to facilitate the implementation of private house construction, based on the concept of Build Back Better. An HRT can also work together with other partners, if the latter are supporting one or another activity in those areas. The communication and orientation programmes will be planned and scheduled in coordination with the Gaon/Nagar Palika and information on these made available to the beneficiaries through ward offices. Not more than 30 beneficiaries will be oriented at one time, to ensure that they fully understand the safe house building techniques and NRA policies.

3. **Staff deployment.** The consulting firm will be required to recruit staff and mobilize them in the field, as well locate them in offices according the TOR provided to them. The Gaon/Nagar palika and NRA district office as well as NRA head office will be well informed about staff deployment to the field and about ongoing progress.

4. **Beneficiary support services.** The consultant will provide support services to the beneficiaries, including proper advice and technical guidance in obtaining building permits, correct and compliant construction procedures, application for the tranches and filling in the required formats. Furthermore, the consultant will encourage householders’ engagement in community-based planning and in cost-effective, collective procurement practices. Collective community procurement of supplies and materials is proven to reduce procurement costs and logistics challenges.

5. **Assessment of need for Masons’ TOT.** The consultant will identify the need to organize masons’ TOT training and report to the NRA district office for the necessary planning and implementation, or will inform other partner organizations (NGOs/INGOs) working within the jurisdiction of the relevant local government.

6. **Progress reports.** HRT will prepare periodic house construction progress reports, as well as report on the progress of awareness/orientation sessions.
   a. Quantitative progress will be measured on the basis of affected families visited and number of trainings/orientation conducted, number of awareness/advocacy programmes conducted and reviews undertaken.
   b. Qualitative progress will be measured on the basis of the number of houses under construction, inspections in preparation for release of second and third tranche installments and certification.

7. **Record-keeping.** The consultant will keep all records of awareness, advocacy and orientation activities and demonstrations conducted and submit to NRA.
E. Specific Functions of the Consultants

1. The consultant will develop a complete understanding of the Government of Nepal’s National Reconstruction Authority Act (December 2015), Grant Disbursement Procedures for Private Houses Destroyed by the Earthquakes, Design Catalogues for Reconstruction of Hazard Resistant Houses, Guidelines for Retrofitting of Non-compliant Houses to make them seismically safe, Training Standards for Hazard-Resistant Housing Reconstruction, Technical Inspection Guidelines for Housing Reconstruction issued by the National Reconstruction Authority, and any amendment made thereafter, and/or any other document directly related to the post-earthquake reconstruction effort in Nepal, as approved by the Government of Nepal.

2. The consultant will give special attention to assisting vulnerable groups to get their houses reconstructed cost-effectively and using seismically safe building techniques.

3. The consultant will undertake public information campaigns and dissemination of consistent messages, to raise awareness among all stakeholders, especially housing beneficiaries, through safe housing reconstruction awareness campaigns, designed and/or approved by NRA.

4. The consultant will constitute appropriate number of teams in order to undertake house to house visits and orientation programmes for at least 80% (eighty percent) of beneficiaries, to provide necessary technical support and guidance to house owners about rebuilding their houses in accordance with housing reconstruction policies and procedures, as and when approved by NRA. The consultant may deploy as many teams as it deems appropriate to achieve deliverables. Each team will undertake all the processes required for effective implementation of NRA’s reconstruction policies and procedures.

5. The consultant will guide house owners, through orientation programmes, in how to fulfill required procedures and in preparation of documentation for inspection and submission of documentation to local authorities, to access the next grant tranche.

6. Inspections will be carried out by NRA-designated engineers. However, the consultant will facilitate timely inspection and certification of house reconstruction, as per Technical Inspection Guidelines for Housing Reconstruction, through reporting to the respective district/and Gaon/nagarpalika offices. This facilitation would include technical guidance in helping house owners in filling in necessary forms, coordinating with the NRA-designated engineers to schedule inspections and providing necessary background information.

7. The consultant will identify, and provide facilitation and technical guidance to, house owners whose houses are at different stages of reconstruction but are non-compliant and suggest modifications and retrofitting of their houses to become compliant within the ambit of policies and procedures approved by NRA.

8. The consultant will recruit local men and women as Community Facilitators. The Community Facilitators will mobilize the communities to help to identify the vulnerable household beneficiaries. Community mobilization will especially emphasize physical participation by the community members in the reconstruction process. One example of good practice is the development of ‘Community Action Plans (CAPs) for Reconstruction of Vulnerable Houses’ that can ease the entire process of reconstruction, from information-sharing, logistics, or construction, to inspection planning. Another is collective community action to ensure cost-effective procurement of supplies and materials. However, the consultant may suggest any alternatives for consideration and approval by NRA.
9. The consultant will submit reports every two weeks in both hard and soft copies, in the format and frequency approved by the NRA, to ensure unified reporting formats and regular updating of data sets. Reports should include inspection and procedural data and should also identify issues arising and possible solutions to resolve such issues.

10. The consultant will provide complete access to soft and hard copies of information to NRA monitors, concerned donor partners’ teams and their Third-Party Monitoring Agents (TPMA) or to any other agency or department designated/authorized by the NRA.

F. Deliverables

1. Inception, Office Establishment & Staff Training
   a. Submission of Inception Report acceptable to NRA: within two weeks of contract signed.
   b. Establishment of field office with necessary staffing and equipment as per approved proposal: within three weeks of contract signed.
   c. Training of staff on NRA Housing Programme and Inspection of house construction.
   d. Periodic house construction and orientation Report: periodically
   e. Draft final report of consultant input: within two weeks of completion of services
   f. Final report of Consultant input: within one month of completion of services

   **Means of Verification:** NRA district office Monitoring Reports, Training Reports and Spot Checks and as per verification mechanism developed by NRA.

2. House Owner Orientation & Onsite Supervision and Support
   a. Completion of Orientation training of 50% of targeted households along with onsite technical support and facilitation².
   b. Completion of Orientation training of 70% of targeted households and onsite technical support and facilitation and submission of 30% forms for plinth level inspection of the targeted households.
   c. Completion of Orientation training of 80% of targeted households and onsite technical support and facilitation and submission of 50% forms for plinth level inspection and 30% forms for roof band level inspection of the targeted households.

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²Technical Support and facilitation in completion of work and filling in necessary forms, coordinating with the NRA designated engineers to schedule inspections and providing necessary background information at the time of inspection.
d. Completion of Orientation training of more than 80% of targeted households and onsite technical support and facilitation and submission of 70% forms for plinth level inspection and 50% forms for roof band level inspection of the targeted households.

Support to Vulnerable Households and efforts for Collective Procurement

e. The vulnerable households identified through NRA MIS, or other means approved by NRA, are enabled to get their houses reconstructed.

f. House owners fulfilling the NRA approved criteria are identified and reported to NRA for inclusion in the list.

g. Households are facilitated to reduce cost of construction through collective procurement of construction material or other innovative means

Means of Verification: NRA district office Monitoring Reports, TPMA Reports, Spot Checks, House Owners’ feedback and records of collective community procurement action and as per verification mechanism developed by NRA

G. Technical and Financial Proposals

Shortlisted consulting firms will submit Technical and Financial proposals separately for each package under separately in sealed envelopes on which is written “Proposal for HRT for Package No. …”, with the details as mentioned at the time of Request for Proposal(RFP).

H. Composition of the team

The following table may be used as reference for the minimum staffing structure for each package. However, the consultant is free to propose alternative staffing configurations to ensure the rapid achievement of functions and deliverables required under the terms of the contract.

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Key Personnel</th>
<th>Qualification and experience</th>
<th>Roles and Responsibilities</th>
</tr>
</thead>
</table>
| 1    | Structural Engineer/ Team Leader | • Ph.D. in structural/earthquake engineering with 1 year of experience or M. Sc. in structural/earthquake engineering having 3 years of experience.  
• Should have experience of management of engineering firm.  
• Have knowledge of NRA in reconstruction policy and guide lines | • As a Team Leader/Cluster Coordinator reports to the NRA offices.  
• As a mobile structural engineer responds to the queries of the beneficiaries.  
• Training coordinator of the orientation programmes.  
• Preparations of the Training materials, schedules and progress reports. |
### Construction Supervision Engineers (min. 2 Nos)
- Bachelor in Civil engineering/Architecture
- Minimum one year experience in Building design projects
- Assist Team Leader in orientations
- Conduction of the orientation programmes.
- Assist Team Leader in preparation of Training materials, schedules and progress reports.
- Take lead for technical support and supervision of construction of houses

### Sub Engineer (min. 4 Nos)
- CTEVT diploma holder in Civil Engineering
- 1 year experience in building/housing projects
- Assist Engineer in orientations, Technical support and construction supervision

### Community Facilitator (min. 2 Nos)
- Intermediate or Plus two in social science or management.
- 1 year experience in community mobilization
- Facilitate and mobilize the beneficiary communities.
- Work as a focal person of the communication materials and dissemination.
- Identifying vulnerable households.
- Assist for orientations

### Office Assistant
- Eighth class pass
- Supporting office management and trainings.

### I. Payments to consultants:
Among other terms and conditions of the agreement between the consulting agencies and NRA, the first payment of 10% of total cost of orientation training will be made as an advance payment against Bank Guarantee which will be deducted in equal installment in subsequent payments. Subsequent payments to will be made on the basis of output deliverables verified by NRA, after submission of invoices as per the following payment schedule;

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td>A)</td>
<td>10% of total cost of orientation training as an advance payment will be paid against Bank Guarantee issued by any “A class” bank in Nepal, after signing of the Contract mobilizing the staffs to the field.</td>
</tr>
<tr>
<td>B)</td>
<td>Cost of Orientation Training will be paid according to completed orientation(on the basis of number of beneficiaries)</td>
</tr>
</tbody>
</table>
| C)  | Payments for Technical Support  
- i) 40% of technical support cost will be paid on the basis of number of houses recommended for 2nd tranche.  
- ii) 60% of technical support cost will be paid on the basis of number of houses recommended for 3rd tranche. |
Consultants will be paid only after the recommendation of the relevant NRA district office or focal person assigned and the submission of that recommendation to the NRA central office, along with their request for the payment. Verification mechanism will be developed by NRA, to ensure the quality and quantity of services provided by the consultants.

4. Evaluation of Consultant’s EOI Application

Consultant’s EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<table>
<thead>
<tr>
<th>i) Eligibility Criteria</th>
<th>Compliance</th>
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<tbody>
<tr>
<td>Copy of Registration of the company/firm</td>
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<tr>
<td>VAT/PAN Registration</td>
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<tr>
<td>Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission F.Y. 2072/073</td>
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<tr>
<th>ii) EOI Evaluation Criteria</th>
<th>Minimum Requirement</th>
<th>Score</th>
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<tbody>
<tr>
<td>A. Experience of the Firm (85 %)</td>
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<tr>
<td>1. General experience of consulting firm</td>
<td>Five years</td>
<td>20 %</td>
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<tr>
<td>2. Specific experience of consulting firm in training/orientation for Earthquake resistant buildings including low strength masonry housing.</td>
<td>One project</td>
<td>30 %</td>
</tr>
<tr>
<td>3. Specific experience of consulting firm in design and construction supervision of building structures including low strength masonry housing and retrofitting works of building structures.</td>
<td>One project</td>
<td>35 %</td>
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</tbody>
</table>

B. Qualified Structural Engineers and Construction Supervision Engineers with the Firm (15 %)
5. EoI Forms and Formats

Form 1: Letter of Application

Form 2: Applicant’s information

Form 3: Experience (*General, Specific*)

Form 4: Short CVs of the Structural Engineers and Construction Supervision Engineers
Form 1: Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: ..........................................................

To,

Full Name of Client: __________________________
Full Address of Client: ________________________
Telephone No.: ______________________________
Fax No.: ____________________________________
Email Address: _______________________________

Sir/Madam,

1. Being duly authorized to represent and act on behalf of………………………………………………………………………………………………;
…………………………………………………………………..(hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided in the EoI document, the undersigned hereby apply to be short-listed by National Reconstruction Authority (NRA) as Consultant for Housing Reconstruction Socio-Technical Assistant Team (HRT) in Dhading, Nuwakot and Dolakha districts.

2. Attached to this letter are photocopies of original documents defining:
   a) the Applicant's legal status;
   b) the principal place of business;

3. National Reconstruction Authority (NRA) and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. National Reconstruction Authority (NRA) and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.\(^3\)

5. All further communication concerning this Application should be addressed to the following person,

\(^3\) Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.

8. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signature:

Name:

For and on behalf of (name of Applicant or partner of a joint venture):
Form 2: Applicant’s Information Form
(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:

2. Type of Constitution (Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO)

3. Date of Registration / Commencement of Business (Please specify):

4. Country of Registration:

5. Registered Office/Place of Business:

6. Telephone No; Fax No; E-Mail Address

7. Name of Authorized Contact Person / Designation/ Address/Telephone:

8. Name of Authorized Local Agent /Address/Telephone:

9. Consultant’s Organization:

10. Total number of staff:

11. Number of regular professional staff:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)
Form 3: Experience of Firm

3(A). General Work Experience of the consulting firm

List of experiences in detail engineering design and/or construction supervision of any infrastructure projects completed
(more than three projects of the same nature shall not be considered for scoring)
(In case of Joint Venture of two or more firms to be filled separately for each constituent member)

<table>
<thead>
<tr>
<th>S. N.</th>
<th>Name of assignment</th>
<th>Location</th>
<th>Value of Contract</th>
<th>Year Completed</th>
<th>Client</th>
<th>Short Description of work carried out</th>
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</table>

Please attach additional sheet if needed.

Signature & Designation of Applicant:  

Date:  

Seal of the firm:

Note: the experience of the consultant shall be supported with evidence/proof in the form of experience certificates/completions certificate showing dates of completion of the assignment and value of the consulting assignments. The experience of the consulting form without evidence/proof will not be considered for evaluation.
### 3(B) Specific Experience of consulting firm in training/orientation of Building Works.

List experiences of consulting firm in training/orientation for Earthquake resistant buildings including low strength masonry housing completed successfully in last 7 years

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<table>
<thead>
<tr>
<th>Number of Assignments</th>
<th>Name of assignment</th>
<th>Location</th>
<th>Client</th>
<th>Value of Contract</th>
<th>Execution Year and Duration</th>
<th>Type of Structures</th>
<th>Short Description of work carried out</th>
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*Please attach additional sheet if needed.*

**Signature & Designation of Applicant:**

**Date:**

**Seal of the firm:**

*Note: the experience of the consultant shall be supported with evidence/proof in the form of experience certificates/completions certificate showing dates of completion of the assignment and value of the consulting assignments. The experience of the consulting form without evidence/proof will not be considered for evaluation.*
3(C) Specific Experience of consulting firm in Design and Construction Supervision of Building Works.
List the experiences of consulting firm in design and construction supervision of building structures including low strength masonry housing and retrofitting works of building structures completed successfully in last 7 years.
(In case of joint venture of two or more firms to be filled separately for each constituent member)

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<th>S.N.</th>
<th>Name of assignment</th>
<th>Location</th>
<th>Client</th>
<th>Value of Contract</th>
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Date: 

signature & designation of applicant: 
Seal of the firm.

Note: the experience of the consultant shall be supported with evidence/proof in the form of experience certificates/completions certificate showing dates of completion of the assignment and value of the consulting assignments. The experience of the consulting firm without evidence/proof will not be considered for evaluation.
Form 4: Short CVs of Qualified Structural Engineers and Construction Supervision Engineers

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name</th>
<th>Qualification</th>
<th>Years of Experience</th>
<th>Project involved</th>
<th>Type of works</th>
<th>Short Description of work carried out</th>
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<tbody>
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Date: signature & designation of Expert: