Government of Nepal  
National Reconstruction Authority (NRA)  
Earthquake Housing Reconstruction Project (EHRP)  
Project Management Unit (PMU)  
Request for Expression of Interest (EOI)  
First date of Publication: 6th May, 2020

Project: Earthquake Housing Reconstruction Project (EHRP)
Credit No.: IDA Cr. No.6164-NP
Assignment Title: Consulting Services for Capacity Building Training on DRR to Local Government representatives and staffs of Earthquake affected districts

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

2. The consulting services ("the Services") include engagement of competitive consulting firm to provide Capacity Building Training on Disaster Risk Reduction (DRR) to Local Government representatives and staffs of Earthquake affected districts. The period for the following assignments will be completed within 4 (Four) months. There are four training packages as shown in the following table:

<table>
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<tr>
<th>Contract ID/Packages</th>
<th>Name of Assignment</th>
<th>Training districts</th>
</tr>
</thead>
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<td>EHRP/NRA/S/CQS-03/2076-77</td>
<td>Capacity Building Training on DRR to Local Government representatives and staffs of Earthquake affected districts</td>
<td>Kathmandu, Laliipur, Bhaktapur, Kavre, Sindulpalchowk, Rasuwa, Nuwakot, Dolakha</td>
</tr>
<tr>
<td>EHRP/NRA/S/CQS-04/2076-77</td>
<td>Capacity Building Training on DRR to Local Government representatives and staffs of Earthquake affected districts</td>
<td>Gulmi, Palpa, Arghakhachi, Syangha, Nawalparasi, Chitwan, Makwanpur</td>
</tr>
<tr>
<td>EHRP/NRA/S/CQS-05/2076-77</td>
<td>Capacity Building Training on DRR to Local Government representatives and staffs of Earthquake affected districts</td>
<td>Tanahu, Lamjung, Kaski, Parbat, Myagdi, Baglung, Gorkha, Dhading</td>
</tr>
<tr>
<td>EHRP/NRA/S/CQS-06/2076-77</td>
<td>Capacity Building Training on DRR to Local Government representatives and staffs of Earthquake affected districts</td>
<td>Bhojpur, Sankhuwasabha, Dhankuta, Khotang, Solukhumbu, Ramechhap, Sinduli, Okhaldhung</td>
</tr>
</tbody>
</table>

3. The National Reconstruction Authority, EHRP-PMU now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services. For your kind attention, a firm or a JV of the firms is not allowed to apply for more than Two Training Packages. If application is received for more than two packages, NRA will make appropriate decision on its discretion to choose any two packages which supports better participation/competition. 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. The short-listing criteria are:

   a. Self-declaration Letter of not being ineligible to submit EOI
   b. Years of general experiences of the firm. (15%)
   c. Specific Experience of similar nature works of the firm. (50%)
   d. Financial Capacity of the Firm. (15%)
   e. Organizational Structure of the Firm and availability of required Experts (20%).

Key Experts will not be evaluated at the shortlisting stage.

4. The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of The World Bank’s Procurement Regulations for IPF Borrowers, July 2016 Revised November 2017 and August 2018 (Procurement Regulations), setting forth the World Bank’s policy on conflict of interest.

5. Interested firms shall ensure their eligibility by submitting the following documents with their EOIs:
   - Copy of Registration of the company/firm in Office of Company Registrar (OCR).
   - VAT/PAN Registration
   - Tax Clearance/Tax Return Submission for fiscal year 2075/76

Not-for-profit Organization (such as NGO/NPO) shall not be considered and shortlisted.


7. Only the 1st ranked shortlisted firm will be asked to submit separate Technical and Financial proposals as the method selection is CQS. If the 1st ranked is failed in technical and/or in contract negotiation the subsequent
ranked firms will be asked to submit the proposals.

8. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

9. Interested eligible consultants may obtain further information and detail Terms of Reference (ToR) free of cost at the address below during hours on or before 20th May, 2020 or can be downloaded from the NRA website www.nra.gov.np.

10. Expressions of interest must be delivered in a written form to the Project Director, Earthquake Housing Reconstruction Project (EHRP), Project Management Unit (PMU), Singhadurbar, Kathmandu, Nepal (Tel: +977 1 4211971/4211535, E-mail: ehrp.pmu@gmail.com) by 21st May, 2020 on or before 12:00 hours.

11. 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.

Bharat Prasad Aryal
Project Director
EHRP, PMU
Government of Nepal
National Reconstruction Authority
Project Management Unit
Earthquake Housing Reconstruction Project (EHRP)
Singhadawar, Kathmandu, Nepal

Terms of Reference (ToR)

(National Consulting Firm)

For

Capacity Building Training on DRR to Local Government representatives and staffs of Earthquake affected districts
(Gulmi, Palpa, Arghakhachi, Syangha, Nawalparasi, Chitwan, Makwanpur)
Contract ID: EHRP/NRA/S/CQS-04/2076-77

March, 2020

Bharat Prasad Aryal
Project Director
EHRP, PMU
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1. INTRODUCTION

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. The Government of Nepal established the National Reconstruction Authority (NRA) with overall goal to complete the reconstruction works in a sustainable, resilient and planned manner. NRA has the jurisdiction to provide 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 implements the reconstruction work through three implementing agencies viz. (i) The Central Level Project Implementation Unit (CLPIU) - Building, (ii) The Central Level Project Implementation Unit (CLPIU)-Grant Management and Local Infrastructure, and (iii) The Central Level Project Implementation Unit (CLPIU) - Education. Based in Kathmandu, CLPIUs discharge their respective responsibilities through the respective District Level Project Implementation Units (DLPIUs) based at the respective project districts. NRA was established when the country was adopting unilateral form of government. With change of political restructuring, NRA is gradually transferring its roles towards local level governments.

1.2. National Reconstruction Authority 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 capacity building consultancy services for Disaster Risk Management. 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.

1.3. The Earthquake Housing Reconstruction Project (EHRP) comprises of four components. The first component, housing reconstruction will finance: (a) the provision of housing grants for reconstruction of approximately 154200 (Credit No.5706-NP + Credit No. 6164-NP + MDTF) multi-hazard resilient core-housing units; the establishment of a program of owner-driven housing reconstruction in targeted areas. The second component, (b) 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, (c) 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, (d) 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 reallocate project funds to support response and reconstruction.

1.4. 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.

1.5. 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).

1.6. 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.
1.7. 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.

1.8. In the changed context of federalization, Local Governments have the jurisdiction to formulate their own plan and policy and ensure service delivery in their respective areas. Constitution of the country gives Local Government an authority to exercise 22 exclusive powers and 15 concurrent powers along with Provincial and Federal Government. Among the exclusive powers public safety and disaster management responsibility is one of the major functions of the Local Government. In addition, recently promulgated Disaster Risk and Management Act, 2074 (2017) as well as Local Government Operation Act (2017) gives Local Government key roles in planning, implementing and monitoring disaster risk reduction related activities. With such new legal provisions and institutional mandates, Local Governments have the core responsibility to ensure resilient development activities including reconstruction work embedding Build Back Better (BBB) concept.

1.9. Accordingly, NRA has been collaborating with provincial and local governments in gradually transferring its experience, knowledge, skills to the local level as required. Reconstruction experience of NRA is a rich learning resource in terms of implementing resilient multi hazard structure building, implementing national building code, land use planning as such. Understanding of such experience and transfer of the knowledge would serve as wealth of information for Local Government in planning any kind of development works. Several efforts on integrating & transferring the reconstruction program have been initiated such as signing of MoU with Local Governments of earthquake affected districts that paves way for Local Government to be engaged in administrative and technical process of reconstruction. On the other hand, well-planned transfer of technical roles, data management, and public record management is a constant challenge for NRA in the changed institutional set up.

1.10. In this regard, NRA conducted quick need assessment to understand the current situation and capacity of Local Government to implement the reconstruction as well as resilient development works within their existing legal mandates. The assessment reflected the need of equipping the Local Government with technical understanding of DRR aspect, sector wise resilient planning, and monitoring tool coupled with systematic data management system which is inevitable to make evidence based planning of any development works. The need assessment identified several key activities to be implemented by NRA to Local Governments in effectively integrating reconstruction activities as well as enhance capacity of LG on resilient planning. Key activities identified are:

- **Systematic transfer of data and information** (hard copy of public records like Participation Agreement of beneficiary; data generated by MIS for housing reconstruction as such) as well as establishment of digitized information system/database for Local Government for longer run disaster resilient learning and planning.
- **Transfer of technical knowledge and understanding on reconstruction program including capacity development on DRR and resilient development works as per national laws and global standards.**

1.11. This TOR intends to provide capacity building training to local level governments (LGs) based on DRR training manual prepared by NRA. It shall enhance capacity of local level officials (representatives and staffs) in implementing resilient reconstruction.

2. **OVERALL OBJECTIVE OF THE CONSULTANCY SERVICES**
2.1. The general objective of the consultancy service is to build the capacity of Local Governments on carrying out resilient reconstruction program during and after closure of NRA as well as mainstreaming disaster risk reduction and resilient planning in any development works implemented by the Local Governments ensuring public safety and risk reduction as mandated by existing laws and policies. This shall consider support to and build the capacity of local governments adopt multi hazard resilience planning, building code implementation, and enforcement of safety nets practices in development practice as such.

3. SPECIFIC OBJECTIVES

3.1. To Enhance and institutionalize resilience oriented development planning and works;
3.2. To Enhance the understanding of Local Government representatives and relevant staffs in disaster risk management and its mainstreaming into development works; and
3.3. To Familiarize the LG representatives and relevant staffs to sector wise resilient strategies.

4. TARGET AREAS AND BENEFICIARIES

4.1. The beneficiary districts for this package are Gulmi, Palpa, Arghakhachi, Syangha, Nawalparasi, Chitwan, Makwanpur
4.2. The intended beneficiaries of the training programme are elected officials and relevant municipal staffs. There shall be differently arranged training sessions for elected officials and relevant municipal staffs to be offered at the district headquarters or relevant locations in the districts. The consultancy firm(s) should identify each of the three elected officials and local level staffs from each of the local levels. Thus, the total direct beneficiaries would be 1692 participants from the local level governments. The indirect beneficiaries would be all the residents, business sectors, health and, education institutions of the 71 local levels in the earthquake affected districts. The table below presents summary of beneficiaries and training days:

<table>
<thead>
<tr>
<th>Description</th>
<th>Elected representatives (Group 1)</th>
<th>Local level staffs (Group 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of districts</td>
<td>Gulmi, Palpa, Arghakhachi, Syangha, Nawalparasi, Chitwan, Makwanpur</td>
<td></td>
</tr>
<tr>
<td>Total number of local levels</td>
<td>71</td>
<td></td>
</tr>
<tr>
<td>Number of trainings</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Expected days of training</td>
<td>3 days</td>
<td>5 days</td>
</tr>
<tr>
<td>Total number of participants</td>
<td>284</td>
<td>213</td>
</tr>
<tr>
<td>Intended/direct beneficiaries</td>
<td>Mayor/president, chief executive officer (CEO), LDCRC head, selected ward president (4 persons from each of the local levels)</td>
<td>Planning officer, IT/information officer, one selected ward secretary (3 persons from each of the local levels)</td>
</tr>
<tr>
<td>Indirect beneficiaries</td>
<td>All the residents, business sectors, health and, education institutions of the 71 local levels in the 7 earthquake affected districts.</td>
<td></td>
</tr>
</tbody>
</table>

1 CEO shall participate in the elected representatives' training sessions.
2 One of the ward president should be selected based on socioeconomic disparity and disaster vulnerability in consultation with respective local level.
3 One of the ward secretary should be selected based on socioeconomic disparity and disaster vulnerability in consultation with respective local level.
5. SCOPE OF THE CONSULTANCY SERVICES

5.1. Form a team of experts involving team leader, structural engineer, geo-tech engineer, structural engineer, educationist, climate & meteorological expert, economic & financial expert, agriculture risk management expert, and water resource management expert;

5.2. Review and understand the training manual developed by NRA;

5.3. Attend one day training manual orientation session by NRA. NRA will coordinate consultancy firm that developed training manual for the technical session. The local representatives and municipal staffs will utilize the manual as reference guideline for future development works. The manual (both soft copy and hard copy) will be distributed to the participants of municipality level capacity building training;

5.4. The consultant(s) (consulting firm) should train the elected representatives and municipal office staffs at the local level governments;

5.5. Consulting firm should ensure full participation of the intended beneficiaries. NRA will facilitate this process in coordination with the District Coordination Committee (DCC). NRA will send formal support letter to concerned DCCs;

5.6. Consultancy firm shall implement the capacity building training in coordination and approval from the NRA with following key tasks:
   a. Prepare list of the participants from each of the participating Palikas in coordination with NRA
   b. Develop practical training implementation schedule and get approval from NRA
   c. Develop presentation slides based on the training manual and get approval from NRA
   The presentation should be in Nepali
   d. Prepare daily training plan and get approval from NRA
   e. Each of the thematic experts should prepare their part of presentation slides and attend & impart their sessions
   f. Develop training evaluation questionnaire. It should assess the understanding and capacity of the LGs in DRM for resilient reconstruction and development works before and after implementation of the training
   g. Share monthly training progress report with NRA. Consulting firm shall prepare the format of the progress report and agreed with NRA
   h. Receive and incorporate inputs from NRA.

5.7. The consultant will actively coordinate with EHRP/PMU, DCC, CLPIUs/DLPIUs, and local level governments in implementing the capacity building training;

5.8. The Consulting firm will be responsible for providing the health care and security of its staff, including, office space and transport to meetings, site visits and spot checks.

6. DELIVERABLES AND REPORTINGS

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Description</th>
<th>Time Frame (Effective from)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception report</td>
<td>It should include list of training participants, training plan, and schedule.</td>
<td>Within 15 days from the date of contract signed</td>
</tr>
<tr>
<td>Number (#) of trainings</td>
<td>14 (2 trainings in each of the 7 earthquake affected districts)</td>
<td>As in approved inception report</td>
</tr>
<tr>
<td>Monthly report</td>
<td>Consultant shall submit monthly training progress report to NRA.</td>
<td>On monthly basis in the format agreed with NRA</td>
</tr>
</tbody>
</table>
Deliverable | Description | Time Frame (Effective from)
--- | --- | ---
Final draft training completion report | Receive feedback from NRA and finalize the training completion report | Within 100 days from the date of contract signed
Final designed of e-copy of training report and final completion report |  | Within 120 days from the date of contract signed

7. DURATION OF THE CONSULTANCY SERVICES

The total duration of the consultancy services will be of 4 (four) months.

8. QUALIFICATION & EXPERIENCE OF THE CONSULTANCY FIRM AND KEY PERSONNEL

7.1. Consulting firm(s) shall have minimum seven (7) years of general experience out of which 5 years should be in related field. The firms should have successfully completed at least one (1) DRR related training to local level government within last 5 years.

7.2. Form a team of experts involving team leader, structural engineer, geo-tech engineer, educationist, climate & meteorological expert, DRR expert, agriculture risk management expert, and water resource management expert.

7.3. Firms should demonstrate experience in developing training manual and post-earthquake reconstruction experience would be beneficial. Firm should submit a sample of training manual or risk reduction guideline developed.

7.4. 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;

7.5. 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;

7.6. The Consultant must demonstrate strong responsiveness to the approach to the assignment described in the TOR.

<table>
<thead>
<tr>
<th>SN</th>
<th>Key Experts</th>
<th>Input in days</th>
<th>Expected inputs &amp; deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader (DRR, policies, planning)</td>
<td>84 (56 training days; 28 preparation days)</td>
<td>Provide overall leadership in undertaking the assignment; receive the inputs and approval from NRA on training plan and schedule. Attain one day orientation on expectation of NRA and clarity on content &amp; objective of the capacity building training. Support strategic and leadership support to the team; prepare &amp; finalize the list of training participants in coordination with NRA; prepare thematic presentation slides in Nepali; prepare before and after training evaluation format for the training participants; offer thematic training sessions; prepare training completion report and share with NRA.</td>
</tr>
<tr>
<td>2</td>
<td>Structural Engineer</td>
<td>74 (56 training days; 18 preparatory days)</td>
<td>Comprehensive review of training manual; attain one day orientation on expectation of NRA and clarity on content &amp; objective of the capacity building training; support team leader in preparing before and after evaluation format for the training participants; prepare training slides on structural part based on the training manual and provide training to participants; offer thematic training sessions; support TL for preparing training completion report.</td>
</tr>
<tr>
<td>3</td>
<td>Geo-tech Engineer</td>
<td>74 (56 training)</td>
<td>Comprehensive review of training manual; attain one day orientation on expectation of NRA and clarity on content &amp; objective of the</td>
</tr>
<tr>
<td>SN</td>
<td>Key Experts</td>
<td>Input in days</td>
<td>Expected inputs &amp; deliverables</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>capacity building training; support team leader in preparing before and after evaluation format for the training participants; prepare training slides on Geotechnical issues based on the training manual and provide training to participants; support TL for preparing training completion report.</td>
</tr>
<tr>
<td>4</td>
<td>Educationist</td>
<td>74 (56 training days; 18 preparatory days)</td>
<td>Comprehensive review of training manual; attain one day orientation on expectation of NRA and clarity on content &amp; objective of the capacity building training; support team leader in preparing before and after evaluation format for the training participants; Prepare training slides on educational issues based on the training manual and provide training to participants; support TL for preparing training completion report.</td>
</tr>
<tr>
<td>5</td>
<td>Climate and Metrological Expert</td>
<td>74 (56 training days; 18 preparatory days)</td>
<td>Comprehensive review of training manual; attain one day orientation on expectation of NRA and clarity on content &amp; objective of the capacity building training; support team leader in preparing before and after evaluation format for the training participants; Prepare training slides on climate and metrological issues based on the training manual and provide training to participants; support TL for preparing training completion report.</td>
</tr>
<tr>
<td>6</td>
<td>DRR financing and planning expert</td>
<td>74 (56 training days; 18 preparatory days)</td>
<td>Comprehensive review of training manual; attain one day orientation on expectation of NRA and clarity on content &amp; objective of the capacity building training; support team leader in preparing before and after evaluation format for the training participants; Prepare training slides on DRR financing and planning based on the training manual and provide training to participants; support TL for preparing training completion report.</td>
</tr>
<tr>
<td>7</td>
<td>Agriculture Risk management Expert</td>
<td>74 (56 training days; 18 preparatory days)</td>
<td>Comprehensive review of training manual; attain one day orientation on expectation of NRA and clarity on content &amp; objective of the capacity building training; support team leader in preparing before and after evaluation format for the training participants; Prepare training slides on agriculture risk management based on the training manual and provide training to participants; support TL for preparing training completion report.</td>
</tr>
<tr>
<td>8</td>
<td>Resource Management Expert</td>
<td>74 (56 training days; 18 preparatory days)</td>
<td>Comprehensive review of training manual; attain one day orientation on expectation of NRA and clarity on content &amp; objective of the capacity building training, support team leader in preparing before and after evaluation format for the training participants; Prepare training slides on water resource management issues based on the training manual and provide training to participants; support TL for preparing training completion report.</td>
</tr>
<tr>
<td>9</td>
<td>Programme associate</td>
<td>84</td>
<td>Support in coordination, communication and reporting to team leader and experts.</td>
</tr>
<tr>
<td></td>
<td>Non-Key Personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Officers: Account, logistic and administrative</td>
<td>3 months</td>
<td></td>
</tr>
</tbody>
</table>

9. Qualifications and Experience of Key Experts:

The Consultant will provide a team of experts with the following qualifications and experiences:

8 | Page
a. Team Leader:
**Education:** At least master degree in one of the following fields: Disaster Risk Reduction & Management, Emergency Response, Humanitarian Assistance, and Social Sciences.
**Experiences:** He/she should have at least 10 years of experiences out of which 5 years should be in working as team leading and coordination in projects including training packages. He/she should have experiences in Disaster Risk Reduction and Management (DRRM), have understanding of national & international frameworks and policies of DRR, have experiences working with the government agencies & development partners, coordination skills with government and other key stakeholder, robust understanding of resilient development works & mainstreaming DRR, ability to develop and deliver the DRR training, having critical understanding of DRRM act, policies, and strategies, experience of developing training manual, guideline or strategies.
**Language:** Have excellent command over writing and editing reports in English and Nepal languages.

b. Structural Engineer:
**Education:** At least master degree in structural engineering or Earthquake Engineering.
**Experiences:** He/she should have at least 7 years experiences out of which 5 years should be in structural design, and analysis. Well versed with the national construction laws, bylaws, rules, regulations, and standards. Have understanding of existing gaps and challenges in the construction areas in Nepal. Have worked in the assessment of structural integrity and safety of buildings and public infrastructures from any kind of disasters.
**Language:** Excellent command on analytical report writing in English.

c. Geo-tech Engineer
**Education:** At least master degree in engineering geology or geo-tech engineering.
**Experiences:** He/she should have at least 7 years experiences out of which 5 years should be in related field. Well versed with the national laws, bylaws, rules, regulations, and standards. Have understanding of geo-technical considerations and challenges in Nepal. Have worked in the assessment of stability of slopes or foundation, designing foundations, and overseeing works on a construction sites.
**Language:** Excellent command on analytical report writing in English.

d. Educationist
**Education:** At least master degree in education or any relevant social sciences.
**Experiences:** He/she should have at least 7 years experiences out of which 5 years should be in school safety. Well versed with the national and international school safety frameworks, laws, bylaws, rules, regulations, and standards. Have understanding of existing gaps and challenges in the safer school in Nepal. Have worked in the assessment of school safety in Nepal.
**Language:** Excellent command on analytical report writing in English.

e. Climate and Metrological Expert
**Education:** At least master degree in climate change, environmental science, or any relevant areas.
**Experiences:** He/she should have at least 7 years experiences out of which 5 years should be in climate related risk reduction. Well versed with the national and international frameworks, laws, bylaws, rules, regulations, and standards. Have understanding of climate related risk considerations and challenges in Nepal. Have worked in building climate and resilient development works in Nepal. Can recommend climate risk reduction strategies.
**Language:** Excellent command on analytical report writing in English.
f. Economic and financial expert (disaster losses and financing)
   **Education:** At least master degree in economics or finance.
   **Experiences:** He/she should have at least 7 years experiences out of which 5 years should be in economic and financial analysis. Well versed with the national laws, bylaws, rules, regulations, and standards. Have worked in economic recovery and financing of disaster losses. Understands the financial provisions and mechanism at local, provincial, federal level of governments in Nepal. Have worked in economic and financial assessment of development works. Can recommend resource optimization strategies in development works.
   **Language:** Excellent command on analytical report writing in English.

g. Agriculture Risk management Expert
   **Education:** At least master degree in agriculture sciences, soil science, or any relevant areas.
   **Experiences:** He/she should have at least 7 years experiences out of which 5 years should be in disaster risk reduction in agriculture. Well versed with the national agricultural laws, bylaws, rules, regulations, and standards. Have understanding of risk reduction strategies in agriculture.
   **Language:** Excellent command on analytical report writing in English.

h. Resource Management Expert
   **Education:** At least master degree in natural resource management or natural resource engineering
   **Experiences:** He/she should have at least 7 years experiences out of which 5 years should be experience in developing natural resource (e.g. light, air, water, plants, animals, soil, stone, minerals, fossil fuels, forest, water-shed management, protected areas, etc.) management plans, strengthening human and institutional capacity in developing and implementing resource management and allocation plans at the regional & local levels. Well versed with the related laws, bylaws, rules, regulations, and standards. Have worked in resource management, understands the resource management challenges, and associated risks arising from climate change, earthquake, and development works.
   **Language:** Excellent command on analytical report writing in English.

10. DATA, SERVICES AND FACILITIES PROVIDED BY THE CLIENT

   1. Make available the Training Manual and all relevant project documents and information
   2. Support in coordination with local level governments
   3. Facilitate interaction and exchange of information between the consultant and the project supported agencies/staff/Consultants etc.

11. SELECTION PROCEDURE OF THE CONSULTANT


12. ADMINISTRATION OF THE CONSULTANT’s SERVICES

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

13. 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.

14. CONTRACT AGREEMENT

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

[Signatures]

Bharat Prasad Aryal
Project Director
EHRP, PMU