



**National Reconstruction Authority (NRA)**  
**Earthquake Housing Reconstruction Project (EHRP)**  
**Project Management Unit (PMU)**

**Amendment of EOI Notice**

**Second date of Publication: 18 January 2020**

This is to notify that the EOI published by this Project on 9<sup>th</sup> Jan 2020 for Consulting Service of Third Party Monitoring Agent (TPMA) for "Project level Compliance Monitoring on Implementation of Environmental and Social Safeguard, Contract ID No: EHRP/NRA/S/CQS-01/2076-77 in "Nagarik" National Daily newspaper has been amended as follows:

1. In Para 3 The short-listing criteria are:
  - a. Years of general experiences of the firm. (20%)
  - b. Specific Experience of similar nature works of the firm. (50%)
  - c. Financial Capacity of the Firm. (10%)
  - d. Organizational Structure of the Firm. (20%)
2. In Para 7 line 2, the date has been amended as 28 January 2020.
3. In Para 8 line 1, the date has been amended as 29 January 2020.
4. All others sentence and paragraphs are remaining same. The detail notice has been Published on NRA website: [www.nra.gov.np](http://www.nra.gov.np) for interested consulting firms.

**Project Director**

Government of Nepal  
National Reconstruction Authority (NRA)  
**Earthquake Housing Reconstruction Project (EHRP)**  
Project Management Unit (PMU)  
**Request for Expression of Interest (EOI)**  
Second date of Publication: 18 January 2020

**Project: Earthquake Housing Reconstruction Project**

**Credit No.:** IDA Cr. No. 5706-NP

**Assignment Title:** Consulting Services for Third Party Monitoring Agent (TPMA) for Project level Compliance Monitoring on Implementation of Environmental and Social Safeguard.

**Contract ID:** Contract ID No: EHRP/NRA/S/CQS-01/2076-77

1. The Government of Nepal (GoN) / 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.
2. The consulting services ("the Services") include engagement of competitive consulting firm for Third Party Monitoring of Project level Compliance Monitoring on Implementation of Environmental and Social Safeguard. The project period will be 8 months for 2 phases (4 months in each phase). The key experts' input will be total 6 months (3 months in each phase). The first phase compliance monitoring will cover the activities completed from Jan - Dec 2019 in 14 severely affected districts and second phase compliance monitoring will cover the activities carried out from Jan - Dec, 2020 in all 32 districts.
3. The National Reconstruction Authority (NRA)/EHRP, PMU 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. The short-listing criteria are:
  - a. Years of general experiences of the firm. (20%)
  - b. Specific Experience of similar nature works of the firm. (50%)
  - c. Financial Capacity of the Firm. (10%)
  - d. Organizational Structure of the Firm. (20%)
4. Interested firms shall ensure their eligibility by submitting the following documents with their EOIs: Copy of Registration of the company/firm, VAT/PAN Registration, Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission for fiscal year 2075/76
5. The Agency (Consultant) shall be selected through Consultant Qualification Selection (CQS) 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).
6. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.
7. Interested eligible consultants may obtain further information and detail Terms of Reference (ToR) free of cost at the following address during office hours on or before **28 January 2020** or can be downloaded from the NRA website [www.nra.gov.np](http://www.nra.gov.np).
8. Expressions of interest must be delivered in a written form to the address below by **29 January 2020** on or before **12:00 hours**.
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 Director**

**Earthquake Housing Reconstruction Project (EHRP)**

**Project Management Unit (PMU)**

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**National Reconstruction Authority**  
**Earthquake Housing Reconstruction Project (EHRP)**  
**Project Management Unit (PMU)**

*Terms of Reference (ToR)*

*for*

**Third Party Monitoring Agent (TPMA)**

**"Project level compliance Monitoring on Implementation of Environmental and Social Safeguard "**

**Contract ID: EHRP/NRA/S/CQS-01/2076-77**

### **1. Background**

The GoN has established the National Reconstruction Authority (NRA) for the purpose of coordinating and implementing the post-disaster reconstruction program. National Reconstruction Authority (NRA) has received development credit and Multi Donor Trust Fund (MDTF) grant to implement the Earthquake Housing Reconstruction Project (EHRP), from the International Development Association/World Bank (IDA/WB). NRA has established Project Management Unit (PMU) for implementation of the EHRP. There are two implementing agencies at the central under NRA: (i) The Central Level Project Implementation Unit (CLPIU) – Building and (ii) The Central Level Project Implementation Unit-Grant Management and Local Infrastructure (CLPIU-GMaLI) for Housing reconstruction activities.

EHRP Central Level Project Implementation Unit - Grant Management and Local Infrastructure (CLPIU-GMaLI) under the NRA is currently delivering housing grant to beneficiaries through banking system, managing information system and is responsible for environmental and social safeguard management and overall safeguard compliance monitoring & evaluation of the project.

As per the requirements of Environmental and Social Management Framework (ESMF), project level Environmental and Social safeguard monitoring of undergoing safeguards activities in earthquake housing reconstruction program has to be carried out from an Independent Third Party agency. Therefore, PMU intends to select a national agency to monitor and evaluate the overall compliance with environmental and social safeguard requirements in the project (including Consultation & Verification of E & S issues and ESMPs prepared by DL/CL-PIU, awareness/information dissemination and disclosure, capacity building, etc). The level of compliance with the project's ESMF will be done in the housing reconstruction activities supported under the World Bank funded EHRP.

## 2. Objective of the Assignment

The main objective of an Independent Third Party Monitoring is to evaluate the level of compliance with the World Bank funded EHRP project's environment and social safeguard instruments (ESMF) independently. Third party compliance monitoring will ensure and evaluate process, documentation and implementation of environmental and social compliance in stages of project level activities. Based on its assessment, and as deemed necessary, the Consultant will recommend interventions to improve performance.

### The Specific Objective Includes:

1. To review and monitor compliance of environmental and social safeguard activities implemented by DLPIUs for the support of beneficiaries of EHRP.
2. To review the effectiveness of Environmental and social site verification/consultation process, , site specific ESMPs , and construction completion reports based on mitigation measures implemented in Municipality/Rural Municipality level and procedures prescribed in the EHRP's ESMF.
3. To review the institutional role played by DLPIU and CLPIU - to put in place for implementation of the ESMF/ESMP.
4. To review Environmental and Social safeguard process/ audits/ quarterly compliance monitoring and reporting of outputs and social auditing.
5. To review the nature of grievances submitted by earthquake victim from the social and environmental perspectives.
6. To identify constraints/difficulties that have been encountered in the process of implementation of ESMF/ESMP.
7. To provide clear guidance on ways to strengthen on-going monitoring of the project to maximize learning and improve the implementation of safeguard activities.
8. On the basis of above, assess overall quality, adequacy and effectiveness of safeguard activities from the perspective of EHRP beneficiaries.
9. TPM should assess the activities performed by Social Technical Assistant (STA) team.
10. To suggest further instruments required to compliance the E & S safeguard implementation and documents the best learning practises.

## 3. Scope of the Service

The Agency shall work in close co-ordination with the DLPIUs, CLPIU-GMaLI and CLPIU-Building and PMU. The Agency shall ensure that the services carried out are fully adequate to attain the objectives set out in ESMF.

The Agency's duties shall include but not necessarily be limited to:

**Task-1: Review the ESMF/RPF, Government Documents Related to EHRP:** This assignment will be based on both primary and secondary information. Agency will review Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF), Procedural Guidelines, Frameworks regarding Environmental Impact Assessment, Land Acquisition, Resettlement and Rehabilitation and other project related documents developed by NRA, GoN's related rules and regulations are considered as secondary source of information. The



Agency shall review documents including prepared for Palika level consultation and verification report, Environmental and Social Management Plan, Project Completion Report and other quarterly and monthly progress report



**Task-2: Development of Monitoring Checklist and Questionnaire for Internal as well as External Monitoring:** Based on provision of ESMF/ESMP, the Agency shall develop Indicators/Parameters for compliance monitoring. Based on the selected Indicators/Parameters the Agency shall use different tools and methods to develop the Checklist and the Questionnaire applicable for both external and internal monitoring. The Checklist/Questionnaire shall reflect parameters compliance on safeguard activities from project Rural Municipality or Municipality level consultation to selection of E & S issues, its implementation and completion. The checklist or questionnaire should be pre-tested to ensure its measurement quality.

The TPA should develop the survey questionnaire having with the close ended questions to measure the effectiveness of safeguard projects. Besides that TPA should develop the observation checklist to study the status of safeguard activities and proper compliance of safeguard policy. The observational checklist should cover the qualitative information of safeguard activities. The TPA should conduct the FGD with different groups of beneficiaries including vulnerable groups.

**Task-3: Visits to the field:** Third Party Agency should visit the field for data collection. Study will cover the whole districts so samples should be taken from the each Palika focusing on the sub-projects implemented by DLPUs. PMU will provide list of field visit districts and settlements.

**Guidance on Sample Size and Field Administration:** The TPA will visit the World Bank supported 32 project districts (Dhading, Dolakha, Nuwakot, Gorkha, Rasuwa, Kavre, Sindhupalchowk, Ramechhap, Okhaldhunga, Sindhuli, Makawanpur, Kathmandu, Lalitpur, Bhaktapur, Arghakhanchi, Baglung, Bhojpur, Chitawan, Dhankuta, Gulmi, Kaski, Khotang, Lamjung, Myagdi, Nawalparasi, Palpa, Parbat, Sankhuwasabha, Solukhumbu, Syangja, and Tanahu) for primary information.

The TPMA will conduct the two phases (1<sup>st</sup> phase for 2019 and 2<sup>nd</sup> phase for 2020) compliance monitoring. The number of districts will be as below for the both phase:

1. **1<sup>st</sup> phase compliance monitoring:** - 14 districts (Dhading, Dolakha, Nuwakot, Gorkha, Rasuwa, Kavre, Sindhupalchowk, Ramechhap, Okhaldhunga, Sindhuli, Makawanpur, Kathmandu, Lalitpur, Bhaktapur)
2. **2<sup>nd</sup> phase compliance monitoring:** - 32 districts (Dhading, Dolakha, Nuwakot, Gorkha, Rasuwa, Kavre, Sindhupalchowk, Ramechhap, Okhaldhunga, Sindhuli, Makawanpur, Kathmandu, Lalitpur, Bhaktapur, Arghakhanchi, Baglung, Bhojpur, Chitawan, Dhankuta, Gulmi, Kaski, Khotang, Lamjung, Myagdi, Nawalparasi, Palpa, Parbat, Sankhuwasabha, Solukhumbu, Syangja, and Tanahu).

### 3.1 Sample Selection Process and sample size

The indicative sample size of 1st phase compliance monitoring for the 14 districts will be as follows:



SN	Description	Sample Size	Method	Data collection Tools	Thematic area
1.	Selection of Sub-projects (including training) in each district	Approximately 50% from the total sub-projects	Qualitative	Observation checklist and FGD	Status and safeguard policy compliance (ESMF/ESMP)
2.	Selection of Respondents from the earthquake beneficiaries of selected sub-projects and local government representatives (Ward chairman, Mayor, women headed households)	Minimum 10 HHs or 10% beneficiaries (which will be bigger in size) of selected sub-projects should be selected.	Quantitative	Structured Questionnaire survey	Effectiveness of sub-projects
3.	Interview of Key Informants	<ol style="list-style-type: none"> <li>1. DLPIU chief</li> <li>2. Safeguard Experts of DLPIU</li> <li>3. PD or DPD of CLPIU-GMaLI</li> <li>4. Safeguard Experts of CLPIU-GMaLI</li> <li>5. /Chief of respective Palika, ward chief, women headed houdeholds,IPs)</li> </ol>	Qualitative	Interview Checklist	Compliance, effectiveness, challenges, lesson learned
4.	Monitoring of activities	Selection of Beneficiaries (preference should	Qualitative	Compliance checklist	Monitoring and verification of

performed by Social Technical Assistance (STA) team



be given  
vulnerable  
supported by team

HHS  
STA

activities/sup port  
as the ToR of  
STA and from  
the safeguard  
perspective.

5. Review and verification
- Review and verification of project documents: ESMF, ESMPs, Project completion Report, RM/M level consultation and verification, and Monitoring report of DLPIU/CLPIU-GmaLI. The team should review all available and relevant documents - publication of different organizations as well media reports (print, audio and visuals). The TPM team should also consult with other relevant stakeholder including POs engaged in housing reconstruction.

Besides the specific ESMPs, the TPA should also assess the generic issues that are listed in the project level ESMPs and;

Suggest further instruments required to compliance the E & S safeguard implementation and best learn practises.

**Note:** The sample process and total sample size for 2<sup>nd</sup> phase study will be finalized at the time of inception report of 2<sup>nd</sup> phase study on the basis of activity completed in next year -2020.

### 3.1 Sampling Matrix for 1<sup>st</sup> Phase compliance monitoring

The project has prepared the list of highly prioritized projects for the 1st Phase compliance monitoring but the TPM should design detail methodology considering the proportionate to the risk. The TPM should define sample area and size based on the risk criteria. Sampling should not be limited to the subprojects listed in the ToR. Sample criteria should be defined based on desk review and first round of consultation and agreed with the project.


The following projects and areas are prioritized for the compliance monitoring but TPMA should not be limited to:


SN	Districts	No. of sample subprojects	Name and address of Sub-projects	No. of Field Supervisor	No. of Field Enumerator
1.	Dhading	14	1. Dalit Basti Khanepani Marmat Yojana 2. Medical Danda Khanepani Marmat Yojana 3. Kalidhap Khanepani Marmat Yojana 4. Chambas Khanepani Marmat Yojana 5. Sadheli Khanepani Marmat Yojana	1	7



SN	Districts	No. of sample subprojects	Name and address of Sub-projects	No. of Field Supervisor	No. of Field Enumerator
			6. Nayasora Khanepani Marmat Yojana 7. Chainpur Khanepano Marmat yojana 8. Dhapekhola Khanepani Marmat Yojana 9. Pasupatidada Khanepani Marmat Yojana 10. Purano Powerhouse Khanepani Marmat yojana 11. Kalintar, kuwapani, Khakuralthok khanepani marmat Yojana 12. Ratmate, Bimire Khanepani Marmat yojana 13. Plantation of Nilkantha RM – 1, 14. Darim Khola Khanepani Yojana		
2.	Dolakha	9	1. Kuthane Ghunsa Drinking water Maintenance, Jiri-3 2. Sikpashwar Deurali Bhatta Drinking Water Maintenance, Gaurishankar-7 3. Jamune Drinking Water Maintenance, Kalinchowk-7 4. Longata Drinking Water Maintenance, Gaurishankar-8 5. Majuwa Khok Drinking Water Maintenance, Melung-4 6. Jukepani Setopahiro Drinking Water Maintenance, IBaiteshwor-7 7. Bhakimle Kharayoban Drinking Water Maintenance, Jiri-8 8. Amdol Drinking Water Maintenance, Bigu-7 9. Improved Cooking Stove Installation Site, Babiyodanda, Gaurishankar-8	1	4
3.	Nuwakot	8	1. Dumrichaur Water Supply Sub-Project- Kakani 7 2. Kudar Landslide Mitigation SP- 3. Chhabise Dhurpul Ratatar Water Supply Sub-Project 4. Dandakharka Water Supply Sub-Project 5. Manekharka Water Supply Sub-Project 6. Khatribesi Budisera Water Supply Sub-Project 7. Silame-Pari-Thapatole Water supply Sub-project	1	4
4.	Gorkha	9	1. Mulmule - Cheprak Drinking	1	4



SN	Districts	No. of sample subprojects	Name and address of Sub-projects	No. of Field Supervisor	No. of Field Enumerator
			 <p>Water Reconstruction Project, Aarughat Rural Municipality ward no. 7,            2. Kalimati - Todke Drinking Water Reconstruction Project, Bhimsen Rural Municipality ward no. 8,            3. Ramche - Bhandana Gaun Drinking Water Reconstruction Project, Bhimsen Rural Municipality ward no. 6,            4. Laprak - Purnekad Drinking Water Reconstruction Project, Dharche Rural Municipality ward no. 4            5. Tara Jhase Landslide protection works.            6. Plantation at Chumanbari            7. Bansbote watersupply            8. OHS training Chumanbari            9. Dhache river Training works</p>		
5.	Rasuwa	13	1. Bhadre Landside protection work 2. Gombang Landslide protection work 3. Katunje Landslide protection work 4. Duseeni B.K tole Landslide protection work 5. Jibjibe Plantation work 6. Neureghari Water intake maintenacne work 7. Thologaun Plantation work 8. Pachlinge Landside protection work 9. Khadku Village landslide protection work 10. Nuharkhoriya Water supply reconstruction Scheme 11. Lokil Water supply maintenance work 12. Goljung water Intake maintenance and repairing 13. Langtang Kenjing Rockfall	1	6
6.	Kavre	2	1. Falate Bhumidanda watersupply project- Bhumlu Rural Municipality ward no 7 2. ICS Intallation and Training – Panchakhal Municipality ward no 13 Kosidekha	1	1
7.	Sindhupalchowk	7	1. Compensatory Plantation at Saprala Pakha Leasehold	1	4

SN	Districts	No. of sample subprojects	Name and address of Sub-projects	No. of Field Supervisor	No. of Field Enumerator
			 <p>Forest Sector, Banskharka-01, Jugai RM</p> <p>2. Maintenance of Kakling Tole Chauki Drinking Water Supply System Thulo Pakhar-07, Lisankhu Pakhar RM</p> <p>3. Bajre Tole Landslide Protection Banskharka-01, Panch Pokhari Thangpal RM</p> <p>4. Orientation Training on Occupational Health and Safety - Thulo Pakhar-07, Lisankhu Pakhar RM</p> <p>5. Orientation Training on Occupational Health and Safety - Panch Pokhari Thangpal RM</p> <p>6. Extension of Ghorthali Water Supply System - Ghorthali-01, Tripurasundari RM</p> <p>7. Maintenance of Jaljale Drinking Water Supply System - Piskar-04, Tripurasundari RM</p>		
8.	Ramechhap	5	<p>1. Maintenance work of Jamire Drinking water Supply Scheme, Likhu Tamakoshi Rural Municipality-06, Khimti.</p> <p>2. Maintenance work of Thulo Kholo-Deurali-Lamte Magar Gaon Drinking water Supply scheme, Ramechhap Municipality-02, Deurali.</p> <p>3. Maintenance and Rehabilitation of Parthala-Surke-Gadi Gaon Drinking Water Supply Scheme, Dorambu Rural Municipality-01, Dadhuwa.</p> <p>4. Maintenance and Rehabilitation work of Hile-Simpani-Bhattedada Drinking Water Supply Scheme, Likhu Tamakoshi Rural Municipality-07, Tilpung.</p> <p>5. Training on Installation of Improved Cook Stove (ICS) in the reconstructed Rural Households of Ramechhap Municipality- 5,6,7,8,9 of Ramechhap district.</p>	1	2
9.	Okhaldhunga	6	<p>1. PidalubariThakle drinking water Rehabilitation</p> <p>2. Manebhanjang RM -6</p>	1	4

SN	Districts	No. of sample subprojects	Name and address of Sub-projects	No. of Field Supervisor	No. of Field Enumerator
			3. SaimalKhimle Drinking water Rehabilitation 4. Molung RM -8 5. Surke drinking water - Kjjjedemba-8 6. Tohare drinking water Maintenance - Chisankugadi RM-1 7. Plantation at Jay Nepal CF 8. Khijedemba RM-3 9. ICS Training - Sunkoshi RM-7 and 8		
10	Sindhuli	6	1. Maintenance of Sanne Pulami Drinking water Supply - Golanjor Rural Municipality 03, Sanne Pulami 2. River training of Narayan Khadi River - Gyanglekh Rural Municipality - 3 Chankitar 3. Maintenance of Sanogaun Drinking water Supply - Kamalimai Municipality-10 sangaun 4. Maintenance of Bhorleni Drinking Water Supply - Sunkoshi Rural Municipality-4, Bhorleni 5. Maintenance of Kerabari Drinking Water Supply- Kamalami Municipality, 4 Kerabaritar 6. Maintenance of Koadgaun Water Supply- Sunkoshi Rural Municipality-3 &4, Koadgaun	1	3
11	Makawanpur	5	1. Mathilo Damar water supply maintenance-Bhinphedi-5, Mathilo Damar 2. Sunauri Saurah water supply maintenance- Raksirang-2, Sunauri Saurah 3. Makari water supply maintenance - Manahari-1, Makari 4. Nirmal Basti water supply maintenance- Manahari- Manahari-7, Nirmal Basti7, Nirmal Basti 5. Naya khoriya water supply maintenance - Makwanpurgadi-5, Naya khoriya	1	3
12.	Kathmandu	4	1. Dhungana Tole Landslide Protection work, 2. Debris management of Thalkhu,	1	2



SN	Districts	No. of sample subprojects	Name and address of Sub-projects	No. of Field Supervisor	No. of Field Enumerator
			3. Fulchowk Drinking Water Supply Project, 4. Kumahiti Drining water supply project		
13.	Lalitpur	4	1. ICS Training at Bagmati-3, 2. Bhalukhola Water Supply Maintenance, 3. Ashrang, Dalit Basti Water Supply, Ghattekhola-Batase DWM, Kaleshwor, 4. Sisne Khola Quarry Site Management	1	2
14.	Bhaktpur	4	1. Kiwachowk Water Storage tank Reconstruction sub-project at Suryabinayak Municipality Ward-7 (Gundu). 2. Deuja Gaau Water Storage tank Reconstruction sub-project at Suryabinayak Municipality Ward-10 (Deuja Gaau) 3. Patleban Water storage tank rehabilitation sub-project, Changunarayan Municipality, Ward-08 (Sudal) 4. Trivenichowk-Dalit Basti Landslide mitigation sub-project, Changunarayan Municipality, Ward-04	1	2
	<b>Total</b>	<b>96</b>		<b>14</b>	<b>48</b>

The TPMA should propose the detail methodology having with clear desing, sampling procedures, sample size, data collection process and analysis plan. The detail methodology will be discussed with TPMA at the time of inception report and shared copy to Bank while finalizing it.

**Task-4: Presentations of the Findings:** Consultant will make presentations of findings of the independent reviews at PMU after acceptance of draft report.

**Task-5: Consultation, Communication and Co-ordination:** Agency should be responsible to maintain broad consultations and communication with key stakeholders; NRA, CL-PIU, NRA Secretariat Offices at District, DLPIU, Engineers from DUDBC and beneficiaries including others as applicable. PMU will assist the Agency in Consultation, Communication and Co-ordiantion with stakeholders throughout the assignment.

**Task-6: Reporting:** The Agency shall produce reports as per the reporting requirements mentioned in Section 8 "**Deliverables**"





## 5. Management of Assignment

The Agency will work in coordination with PMU, CL-PIU-GMaLI and DL-PIUs. The agency has to start the work immediately after signing the contract agreement to accomplish the desired deliverables. The Agency is responsible for coordination with concerned stakeholders. Similarly, PMU and CL-PIU will facilitate the Agency to coordinate with stakeholders/offices. The Agency shall perform the task under the guidance of PMU. The agency will report to the Project Director / Deputy Project Director of NRA/PMU.

## 6. Selection of the Agency (Consultant)

The Agency (Consultant) shall be selected through Consultant Qualification Selection (CQS) 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).

## 7. Timeframe

The consultant will have to conduct the two compliance monitoring for safeguard activities within the project period. The first phase compliance monitoring will cover the activities completed from Jan - Dec 2019 in 14 districts and second phase compliance monitoring will cover the activities carried out from Jan – Dec, 2020 in 32 districts. The project period will be 4 months for each phase. So, total project period will be eight (8) months however the key expert input will be total 6 months; 3 months in each project phase (as Section 10).

## 8. Deliverables

- TPA should submit the detail work plan clearly outlining dates or timeline for delivering the task at the time of inception report of each phase.
- Inception report within 15 days from the date of signing of contract/work order. Inception report must cover consultant understanding of the assignment, its scope, methodology and tools, analysis plan and data collection instruments, data collection work-plan, list of documents reviewed, outline of the final report and timeline for the study.
- Draft reports (Two copies with digital copy) with power points presentation within three and half months from the date of signing of contract/work order.
- Final report (Two hard copies with digital copy) should be submitted in the last week of 4<sup>th</sup> month from the date of signing of contract/work order after proper incorporation of inputs of PMU, CL-PIU, and World Bank and other project stakeholders given in draft report.
- Final report should have photos of field visit and will also include GIS mapping of mitigation measures implemented Municipality/Gaopalika areas selected for compliance monitoring.

## 9. Logistic Support

The NRA/PMU, CLPIU and DLPIU will provide the necessary project documents to TPMA for their study and reporting. TPMA will be responsible for logistic management: office equipment, transportation, communication, stationary, printing etc.

## 10. Qualifications and Skill of the firm

Agency must be a registered entity in GoN holding VAT and Tax clearance of last Fiscal Year. The Agency (Consultant) shall have the following minimum qualifications and skills requirements.

- At least 5 years' experience in conducting Third Party Monitoring, impact evaluation or baseline, midline and end-line survey of projects for environment and safeguard aspects in Nepal.
- Excellent track record and reputation in developing and conducting various types of assessment/evaluation in the development / humanitarian sector including expertise in qualitative and quantitative data collection, analysis and reporting.
- In-depth knowledge of using statistical tools, analysing the data and interpreting the findings,
- Excellent communication and written skills in both Nepali and English, and
- Working knowledge on Geographic Information System (GIS).

The Consultant Team must have the following Key and Non-key experts to complete the assignment:

### Key Experts for 1st Phase and 2nd Phase:

**Environment Specialist (2 Nos., 6 months) :** Hold Master's degree in Environment science/Environment Engineering having minimum 10 years of general experience and with more than 5 years of progressive work experience in development works environmental safeguard assessment and monitoring preferably in natural disaster sector as reflected in the title of this position. The specialist will have inputs of **3 man-months** in first phase compliance monitoring and 3 man-months in second phase compliance monitoring so total 6 man-months.

**Social Development Specialist (2 Nos., 6 months) :** Hold Master's degree (MA) in Social science/Rural development /Sociology having minimum 10 years of general experience and with more than 5 years of progressive work experience in development works Social safeguard assessment and monitoring preferably in natural disaster sector as reflected in the title of this position. The specialist will have inputs of 3 man-months in first phase compliance monitoring and 3 man-months in second phase compliance monitoring so total 6 man-months..

**Civil Engineer (2 Nos., 4 months):** Hold Bachelor's degree in civil engineering having minimum 5 years of general experience and with more than 3 years of progressive work experience preferably in residential building or in natural disaster sector as reflected in the title of this position. The Civil Engineer should have working knowledge of Geographical Information System (GIS). The specialist will have inputs of 2 man-months first phase

compliance monitoring and 2 man-months in second phase compliance monitoring so total 4 man-months.

**Non-Key Experts for 1<sup>st</sup> Phase:**

**Field Supervisor (14 Nos., 12 Days each):** The Field Supervisor must hold Bachelor Degree Pass in any discipline having with minimum 2 years of experience as a Field Supervisor in social survey. There will be 1 Field Supervisor in each district so there will be 14 field supervisors.

**Field Enumerator (48 Nos., 12 Days each):** The field enumerator must hold +2 Pass in any discipline having with minimum 1 year of experience of social survey. The number of Field Enumerator is calculated on the basis of number of sample project areas. One Enumerator will look after 2 sample projects so total 48 Enumerators will be deployed to collect the data from 96 sample projects of 14 districts.

**Non-Key Experts for 2<sup>nd</sup> Phase:**

**Field Supervisor (16 Nos., 12 Days each):** The Field Supervisor must hold Bachelor Degree Pass in any discipline having with minimum 2 years of experience as a Field Supervisor in social survey. There will be 1 Field Supervisor for two districts so there will be 16 field supervisors.

**Field Enumerator (70 Nos., 12 Days each):** The field enumerator must hold +2 Pass in any discipline having with minimum 1 year of experience of social survey. The number of Field Enumerator is calculated on the basis of number of possible sample project areas. One Enumerator will look after 2 sample projects so total 70 Enumerators will be deployed to collect the data from 140<sup>1</sup> sample projects of 32 districts.

## **11. Ownership and Disclosure of Information**

All documents and information shall treat as confidential and shall not be made available to any party without the written approval of NRA-PMU. The utilization of the report is solely at the decision and discretion of NRA-PMU. No part of the report shall be produced except with the prior, expressed and specific written permission.

## **12. Payment**

Payment will be administered through three instalments in each time. First instalment (20 per cent of the contract amount) will be paid after submission of inception report, Second installment (60 per cent of the contract amount) will be paid after submission and approval of first draft report and remaining will be paid after the submission and approval of final report as mentioned in section 7. Agency should be responsible to pay tax as per GoN's rules.

<sup>1</sup> The sample subproject for 2<sup>nd</sup> phase compliance monitoring is assumed on the basis of Safeguard Action Plan – 2076/077. The number of sample subproject may change at the time of compliance monitoring on the basis of actual implementation/completion of activities. So, actual sample matrix will be finalized mutually at the time of inception report of 2<sup>nd</sup> phase compliance monitoring.

### 13. Taxation

The Agency (Consultant) 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.





## Annex

### Indicative format of inception Report:

- Cover page
- Table of contents
- Background
- Scope of work - Understanding of assignment
- Objectives
- Methodology having with the detail explanation of study design, sampling techniques, sample size, study area, types of respondents, data collections techniques, data analysis plan, and clear work plan.



### 13.2 Indicative format of final Report:

- Cover page
- Table of Contents (ToC should cover all contents: background, objective, scope of work, methodology, conclusion, recommendation, annexes etc.)
- Abbreviation
- An executive summary: It should include the major findings of the monitoring and summarize conclusions and recommendations
- Background
- The objectives of the compliance monitoring
- A justification of the methods and techniques used with a justification of the selections made (of persons interviewed, rural/municipalities visited), and limitations
- A presentation of the findings and the analysis there of (including unexpected, relevant findings). Findings should be presented following the specific objectives:
  - General background of Respondents
  - Objective 1: .....
  - Objective 2: .....
  - Objective 3: .....
  - Objective n: ....
- Conclusions, derived from findings and analysis,
- Recommendations for further policy, planning, M&E strategies, reporting and working modality. Recommendations should be practical and if necessary be divided up for various stakeholders and include guidelines of how they can be implemented.
- References/Bibliography
- Annexes