This is to notify that the EOI published by this Project on 3rd Jan 2020 for Consulting Service of “Capacity building Training Manual preparation”, Contract ID No: EHRP/NRA/S/CQS-02/2076-77 in “Karobar” 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 22 January 2020.

3. In Para 8 line 1, the date has been amended as 24 January 2020.

4. All others sentence and paragraphs are remaining same. The detail notice has been Published on NRA website: www.nra.gov.np for interested consulting firms.

Project Director
Request for Expression of Interest (EOI)
Second date of Publication: 17 January 2020

Project: Earthquake Housing Reconstruction Project
Credit No.: IDA Cr. No. AF-6164-NP
Assignment Title: Consulting Services for Capacity Building Training Manual preparation.
Contract ID: Contract ID No: EHRP/NRA/S/CQS-02/2076-77

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 to prepare capacity building Training manual for training local bodies’ staffs and local government representatives on Disaster Risk Management. The period for this assignment will be 3 (Three) months.

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 Seven 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


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 22 January 2020 or can be downloaded from the NRA website www.nra.gov.np.

8. Expressions of interest must be delivered in a written form to the address below by 24 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)
Singhadurbar, Kathmandu, Nepal
Tel: +977 1 4211971/4211535
E-mail: ehrp.pmu@gmail.com
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
Selection of Firm for Capacity building Training
Manual preparation

December 2019
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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 to the priorities for recovery and reconstruction, taking into account both urgent needs as well as those of a medium- to long-term nature. It 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 government requested the Bank to re-allocate 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. Between 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 Governments 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 work 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 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 implement the activities that would enhance capacity of Local Governments in implementing resilient reconstruction and development works as well putting in place a proper information management system for resilience oriented development planning and development works.

2. OVERALL OBJECTIVE OF THE CONSULTANCY SERVICES

The general objective of the consultancy service is to support NRA in integrating 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. SCOPE OF THE CONSULTANCY SERVICES
The Consultant (Consulting Firm) shall have, but not limited, to perform the following services:

a. 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. Review the reconstruction act & regulations, policies, guidelines, and standard operating procedures and prepare comprehensive training manual incorporating the components of resilient reconstruction of private housing, public buildings, and community infrastructures. 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.

b. Comprehensive review of policies and practices across sectors:
   i. Review all the sectoral acts, policies, strategies, guidelines, and practices
   ii. Develop cases of risks and disaster impacts by sectors
   iii. Prepare framework of training manual and get approval from NRA
   iv. Attain fortnightly meeting with NRA
   v. Receive and incorporate inputs from NRA

c. Identify the risk mapping tools and resources required by the local level government

d. The consultancy firm shall prepare activities or checklists of risk reduction across sectors (road & building construction, agriculture, water resources & biodiversity, medium to large scale construction industries, WASH, and school). The checklists should be included as annexures. The checklist should not conflict with the existing acts, policies, strategies, and guidelines. The checklists will be included in the annexure of the training manual.

e. Prepare comparative activities or chart of risk reduction in rural and urban infrastructures and resource management

f. Prepare training manual incorporating all the checklists, good practices and learnings

g. The consultant will actively coordinate with EHRP/PMU, CLPIUs/DLPIUs, and develop the manual.
h. The Consulting firm will be responsible for ensuring the health care and security of its staff, including, office space and transport to meetings, site visits and spot checks.

4. DELIVERABLES AND REPORTINGS

<table>
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<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 detail methodology of manual preparation. Consultant should attain one inception meeting with NRA before submitting inception report to solicit inputs/comments.</td>
<td>Within 10 days from the date of contract signed</td>
</tr>
<tr>
<td>Fortnightly</td>
<td>Consultant shall submit fortnightly progress report to NRA. Progress report should be updated training manual.</td>
<td>On fortnightly basis in the format agreed with NRA</td>
</tr>
<tr>
<td>Final draft training manual in Nepali</td>
<td>Receive feedback from NRA and finalize the training manual.</td>
<td>Within 50 days from the contract date</td>
</tr>
<tr>
<td>Final designed e-copy of a) a resource manual for trainers, and b) a training Manual</td>
<td>Submit press designed high quality e-copy of both manuals</td>
<td>Within 60 days from the contract date</td>
</tr>
<tr>
<td>Final print copy of a) a resource manual for trainers, and b) a training Manual</td>
<td>Get approval for the final printing and deliver both manuals to NRA.</td>
<td>Within 90 days from the contract date</td>
</tr>
</tbody>
</table>

5. DURATION OF THE CONSULTANCY SERVICES

The total duration of the consultancy services will be of 3 (three) months.

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

- Consulting Firms shall have minimum Seven years of general experience, and Five years of relevant experience.
- Firms should demonstrate experience in developing training manual and post-earthquake reconstruction would be beneficial. Firm shall submit a sample of training manual or risk reduction guideline developed.
- Experts must be willing to work in rural areas, and able to operate with sensitivity and effectiveness at local level as well as with senior government officials;
- The Consultant should be familiar with World Bank project implementation procedures, including technical, fiduciary and safeguard requirements and the approach to responsibility for program implementation and results monitoring would be beneficial;
The Consultant must demonstrate strong technical competence to the approach to the assignment described in the TOR:

<table>
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<tr>
<th>S N</th>
<th>Key Experts</th>
<th>Input in days</th>
<th>Indicative responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Team Leader (DRR, policies, planning)</td>
<td>75</td>
<td>Provide overall leadership in undertaking the assignment; receive the inputs and approval from NRA in methodology, content, &amp; format of the training manual; guide the experts in receiving sectoral inputs; review all the relevant frameworks, policies, plans, and risk reduction approaches; identify the proactive roles of stakeholders in disaster risk management; provide strategic and leadership support to the team; find, build and establish strategic and professional relationships with the National Government Authorities particularly from the Ministry of Home Affairs, Ministry of Urban Development, Ministry of Federal Affairs and Local Development, Planning Commission, and their departments and divisions at national and sub-national level; plan and organize the consultation meetings/workshops with the key stakeholders and receive inputs; prepare the consultation notes; develop policy &amp; implementation checklist; lead in writing major sections of the training manual.</td>
</tr>
<tr>
<td>2</td>
<td>Structural Engineer</td>
<td>50</td>
<td>Review the practices of disaster risk management into construction; identify the risk management approaches in civil infrastructure engineering (roads, bridges, public buildings, private housing, commercial buildings, WASH facilities, water dams/reservoirs, etc.) With particular focus on impact due to earthquake, flood, and landslide; review and recommend locally adaptable technology for early warning and mitigation; develop checklist for local level government staffs and representatives for monitoring the resilient development works from structural point of view; lead in writing major sections of training manual development.</td>
</tr>
<tr>
<td>3</td>
<td>Geo-tech Engineer</td>
<td>50</td>
<td>Review relevant policies, provisions, and standards adopted in Nepal; identify the critical elements of risk reduction (sloppy management, socioeconomic, etc.); document the role of urban design and planning in disaster risk reduction; identify the elements of mitigation of impact of earthquake, flood, &amp; landslide from geotechnical engineering perspectives; review and recommend locally adaptable technical and technological advancement for risk mitigation measures in earthquake, flood, and landslide; identify risk mapping tools and resources required; develop checklist for local level government staffs and representatives for monitoring the resilient development work; lead in writing major sections of training manual development.</td>
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<tr>
<td>4</td>
<td>Educationist</td>
<td>50</td>
<td>Review all the policies related to school safety; review the role of education and knowledge in disaster risk reduction; identify the key elements of DRR education and curriculum and role of local level government (formal and informal education) for sustainable development; review on how school based DRR plans and its effective implementation can be enhanced; lead in writing major sections of training manual development.</td>
</tr>
<tr>
<td>5</td>
<td>Climate and Metrological Expert</td>
<td>50</td>
<td>Document integration of local and indigenous knowledge with science for hydro-meteorological disaster risk reduction and adaptation; identify and suggest local data needs for disaster risk reduction; suggest integration of climate change mitigation and adaptation in development works; document the key impacts of climate change in agriculture.</td>
</tr>
<tr>
<td>6</td>
<td>Economic and financial expert</td>
<td>50</td>
<td>Identify the risk reduction financial and economic instruments; review and suggest the role of socioeconomic and financial data for risk analysis and reduction; recommend most efficient disaster loss financing approaches and tools at the household and municipality levels with particular consideration of existing local socioeconomic conditions and mechanisms; lead in writing major sections of training manual development.</td>
</tr>
<tr>
<td>7</td>
<td>Agriculture Expert</td>
<td>50</td>
<td>Review on the impact of disasters/climate change in agriculture sector by different geographical regions and climatic zones; identify and suggest application of geospatial data in disaster risk reduction in agriculture; identify the institutions and resources for risk reduction; suggest climate smart agriculture approaches and risk reduction instruments in agriculture (e.g. insurance, social capital, etc.); review gender and social dynamics in risk reduction; lead in writing major sections of training manual development.</td>
</tr>
<tr>
<td>8</td>
<td>Water Resource Management Expert</td>
<td>50</td>
<td>Review the role of ecosystem in disaster risk reduction; identify and explore how construction works (e.g. commercial, industrial, infrastructures, housing, etc.) affects availability of water resources and suggest solutions to the impacts; explore the integrated water resource management strategies for climate change adaptation and disaster risk reduction (role of local government); identify the significance of data; lead in writing major sections of training manual development.</td>
</tr>
<tr>
<td>Non-Key Personnel</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>9</td>
<td>Officers (DRR, engineer, economics)</td>
<td>3 months</td>
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**Qualifications and Experience of Key Experts:**

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

**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 general experiences and 6 years of experiences in Disaster Risk Reduction and Management (DRRM), have understanding of national & international frameworks and policies of DRR, and have experiences working with the government agencies & development partners, have worked in team leading positions, 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. More years of experience will have an additional advantage.

Language: Have excellent command over writing and editing study reports in English and Nepali languages.

b. Structural Engineer:

Education: At least master degree in structural engineering or Earthquake engineering

Experiences: He/she should have at least 10 years of general experiences and 5 years of experiences 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. More years of experience will have an additional advantage.

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 10 years of general experiences and 5 years of experiences 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. More years of experience will have an additional advantage.

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 10 years of general experiences and 5 years of experiences 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. More years of experience will have an additional advantage.

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 10 years of general experiences and 5 years of experiences 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. More years of experience will have an additional advantage.

**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 10 years of general experiences and 5 years of experiences 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. More years of experience will have an additional advantage.

**Language:** Excellent command on analytical report writing in English

**g. Agriculture Expert**

**Education:** At least master degree in agriculture sciences, soil science, or any relevant areas.

**Experiences:** He/she should have at least 10 years of general experiences and 5 years of experiences 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. More years of experience will have an additional advantage.

**Language:** Excellent command on analytical report writing in English

**h. Water Resource Management Expert**

**Education:** At least master degree in natural resource management or engineering

**Experiences:** He/she should have at least 10 years of general experiences and 5 years of experiences in structural design, and analysis. Well versed with the related laws, bylaws, rules, regulations, and standards. Have worked in water resource management, understands the water resource management challenges, and associated risks arising from the development works.
More years of experience will have an additional advantage.

Language: Excellent command on analytical report Writing in English

7. DATA, SERVICES AND FACILITIES PROVIDED BY THE CLIENT

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<tbody>
<tr>
<td>1.</td>
<td>Make available all relevant project documents</td>
</tr>
<tr>
<td>2.</td>
<td>Facilitate interaction and exchange of information between the consultant and the project supported agencies/staff/Consultants etc.</td>
</tr>
</tbody>
</table>

8. SELECTION PROCEDURE OF THE CONSULTANT


9. ADMINISTRATION OF THE CONSULTANT's SERVICES

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

10. 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.

11. CONTRACT AGREEMENT

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