

ToR/PQM

**Government of Madhesh Province
Ministry of Physical Infrastructure Development.
Transport Infrastructure Directorate
Provincial and Local Road Improvement Program (PLRIP)
Provincial Project Management Unit (PPMU)
Madhesh Province**

Terms of Reference (ToR) for Provincial Quality Monitor (PQM)

Contract ID: PLRIP/MADHESH/CS/IND/PQM/2/082-83

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1.0 INTRODUCTION

- 1.1 Government of Nepal (GoN) has received the development credit to implement the Provincial and Local Roads Improvement Program (PLRIP), from the International Development Association (IDA). A part of this financial assistance is to be used for hiring consultancy services through individual consultant(s) in the capacity of Provincial Quality Monitor (PQM)
- 1.2 Main objective of the program is to enhance all-weather connectivity, efficiency, and resilience of provincial and local road networks, provide critical connectivity to remote municipalities that are not yet connected to the national or provincial road network and strengthen the capacity of the participating governments. Followings will be the components of PLRIP:

Component 1: Enhancing efficiency and resilience of Provincial Roads and Bridges:

- up-gradation, rehabilitation, improvement of selected Provincial Roads and bridges
- Periodic maintenance of existing Provincial Roads and Bridges
- Routine and recurrent maintenance of existing Provincial Roads and Bridges
- Development of community-led complementary/associated climate-smart infrastructure facilities along the roadside.

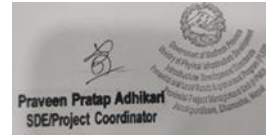
Component 2: Enhancing all-weather connectivity and access to Municipalities:

- Construction, up-gradation of Local Roads and Bridges to prioritized unconnected very remote Local Level centers and villages.
- Undertaking of pilots to improve access in very remote/remote locations through non-motorized transport and alternative means of access,

Component 3: Strengthening Governance System and Capacity:

Component 4: Road safety management:

Component 5: Contingent Emergency Response Component (“CERC”).



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- 1.3 PLRIP will be implemented through province governments and local levels in close coordination with federal government. Central Program Coordination Unit (CPCU), established under Department of Local Infrastructure (DoLI) will be in coordination role from the federal government and Infrastructure Development Offices (IDOs) and Technical Unit participating local levels will be the main implementing bodies of this program. Provincial Program Management Unit (PPMU) established under Transport Infrastructure Directorate (TID) in each province will manage the program in province level. Provincial Quality Monitor (PQM) to be based at PPMU will be hired to support PPMU and IDOs of the provinces for the 2nd tier of quality management. For first phase, PLRIP will be implemented in three provinces (Madhesh, Karnali and Sudurpashchim) including some selected Rural/Municipalities.
- 1.4 The PLRIP, PPMU Madhesh Province now intends to hire an individual consultant as Provincial Quality Monitor (PQM) to be based at PPMU to support the IDO in project implementation and construction supervision. The Consultant shall work under the management/supervision of PPMU where he/she has been assigned by PPMU and in close coordination/guidance by the Project Management and Quality Control Specialist (PMQCS) working at PPMU.

2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

2.1 General

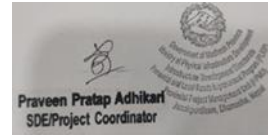
The main objective of the consultancy services is to support PPMU in Quality Monitoring of road and bridge project involve **proactive quality assurance (QA)** and **reactive quality control (QC)** to ensure accelerated construction meets all specified technical, safety, and regulatory standards of road sub projects received in PPMU. PQM is the second tier of quality monitoring under the three-tier mechanism of quality assurance of PLRIP.

2.2 Specific

The specific objectives of the consultancy services are as follows:

Part A: Quality Planning and Documentation

- Assist IDOs and PSCs to develop and implement project-specific Quality Assurance and Quality Control (QA/QC) Plans, procedures, method statements, and checklists aligned with PLRIP requirements and applicable standards (DoR, Nepal Road Standard 2070, Nepal Bridge Standards 2067, AASHTO, ASTM where applicable).
- Review and verify design drawings, technical specifications, BOQs, and tender documents for constructability and conformity with standards.
- Establish and maintain a comprehensive electronic and physical documentation system for QA/QC records (inspection reports, test results, NCRs, calibration records).



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Part B: Material Inspection and Testing

- Oversee inspection of incoming materials (earthworks materials, aggregates, sand, cement, bitumen, reinforcement, structural elements) to verify conformance with approved sources and specifications.
- Coordinate and supervise on-site and laboratory testing (e.g., compaction, CBR, particle size, Atterberg limits, concrete slump and compression, bituminous tests) and ensure timely reporting of results.
- Ensure calibration, maintenance, and proper use of inspection, measurement, and testing equipment and maintain calibration records.

Part C: Coordination, Capacity Building and Communication

- Conduct regular site inspections and surveillance of construction activities (earthworks, pavement layering, drainage, bridges and structures, road safety works, slope protection, ancillary works) to ensure compliance with contract, method statements, drawings and QA/QC plans.
- Monitor contractor performance and adherence to contractor QC plans; document non-conformities and follow up on corrective and preventive actions (CAPA).
- Perform independent acceptance checks at key construction stages (e.g., subgrade preparation, subbase, base, binder, surface, compaction control, concrete pours, structural element erections).

Part D: Coordination and Communication

- Liaise with the client's representatives, consultants, and third-party auditors to resolve quality issues and obtain necessary approvals.
- Collaborate closely with the site management, project managers, and design teams to ensure seamless integration of quality processes.
- Attend all quality-related meetings and participate in project reviews and evaluations.
- Coordinate closely with IDO technical teams, the PPMU PMQCS, design consultants, contractors, and third-party laboratories.

Part D: Reporting and Auditing

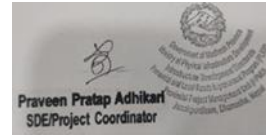
- Check the monthly quality control and construction supervision reports to PPMU and IDO in agreed standard formats.
- Check material testing reports and consolidated monthly QA/QC dashboards summarizing inspections, test results, NCRs, CAPAs and status of remedial actions.
- Support and participate in internal and external quality audits and respond to audit findings.
- Maintain an up-to-date register of NCRs, corrective actions, calibration certificates and testing logs

3. SCOPE OF THE CONSULTANCY SERVICE:

3.1 General

The Consultant shall work under the management of the PPMU. He/She shall work under the guidance of the PPMU chief or his/her authorized representative. The Consultant shall ensure that the services carried out are fully adequate to attain the objectives set out in section 2.0 of this Term of reference (ToR) and the second-tier quality monitoring as per Program Operations Manual of PLRIP. The Consultant's duties shall include but not necessarily be limited to:

- Support IDOs in creating and maintaining a Quality Assurance Plan (QAP) and a quality management system tailored to the goals and activities of the PLRIP program.
- Regularly visit project sites to assess the quality of activity implementation, service delivery, and the functionality of equipment related to livestock resource improvement.
- Use appropriate tools (e.g., checklists, electronic questionnaires) to collect monitoring data, analyze results, and ensure the accuracy and completeness of field data.
- Ensure all project activities comply with internal quality standards, regulations, and applicable national/international codes and policies.
- Detect defects, non-conformities, and potential risks; conduct root cause analysis; and coordinate the implementation of corrective and preventive measures.
- Prepare and submit detailed, high-quality monthly progress reports for management and stakeholders, documenting all QA activities, findings, and outcomes.
- Provide training and technical guidance to project staff and partners on quality control standards, procedures, and monitoring and evaluation (M&E) principles to strengthen local capacity.
- Liaise with project partners, government agencies, and other stakeholders to ensure effective communication and coordination regarding quality assurance activities and findings.
- Proven experience in quality control/assurance roles, preferably within infrastructure, rural development, or similar programs, with demonstrated expertise in monitoring and evaluation (M&E).
- Strong understanding of quality control procedures, methodologies, and relevant industry regulations and standards. Familiarity with social and environmental safeguard policies is essential for development programs.
- Excellent analytical and problem-solving abilities, strong communication and interpersonal skills, proficiency in quality management software/tools, and solid organizational and documentation capabilities.
- High attention to detail, a commitment to excellence, and the ability to work independently as well as collaboratively within a multi-disciplinary team.
- Supervise the First-Tier Quality Management
- Approval of work program liaise with technical staff at IDO and PPMU for Quality Control of DPR.
- Coordinate and control the activities of Quality Monitoring arrangement (the 2nd tier) and ensure compilation by IDOs.



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- Facilitate and coordinate the activities of the Federal Quality Monitors (FQM) and ensure compilation by IDOs of action on the reports.
- Prepare monthly abstracts of the visits and quarterly and annual Quality Report based on the reports of the 1st tier monitor and FQMs, identifying systemic and procedural deficiencies in the Quality Management System and submit the Report for the consideration of the CPCU and PPMU.
- To assess training requirements at IDO level and to arrange for and coordinate training programmes in coordination with CPCU and PPMU.
- To act as nodal point for request of public complaints and for taking action thereon.

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligible criteria.

- The applicant must have Master's degree in civil engineering or equivalent from a recognized University/Institution.
- Minimum Fifteen (15) years of general experience.
- Minimum Five (5) years of specific experience in roads design and construction, bridge construction, Quality/ Material Engineer, Material Lab In-Charge in highway construction projects, or teaching Quality Control Procedure at university level and Site supervision in highway construction.
- Minimum 3 (Three) years of specific experience in DP funded road and bridge construction works
- The applicant must be registered in Nepal Engineering Council (NEC)

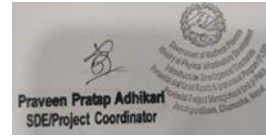
5.0 SELECTION METHOD

The consultant selection shall be based on the *Procurement Regulations for IPF Borrowers Fifth Edition September 2023* ("Procurement Regulations"), Open Competitive Selection of Individual Consultants.

6.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

The Consultant shall be provided with the remuneration and other logistic supports as below:

- The Consultant's remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- The reimbursable expense such as travel cost, DSA and others will be paid as per actual expenditure; this also will be decided through negotiation.
- In case of failure of negotiation, the consultants in waiting list in order of merit will be called on for negotiation.
- The price escalation is not applicable to this consulting service.



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- The Consultant shall be paid by PPMU every month on the submission of his/her invoice and time-sheet with the obligatory reports as mentioned in subsequent **Para"7"**. The invoice must be associated by the consultant's VAT bill having readable PAN.
- The office space and working furniture (Table & chair) will be provided to the consultant within premises of PPMU office.
- The PPMU shall avail the electricity, internet and printing facility to the consultant during working hours.
- The consultant shall have his/her own laptop for working.

7.0 CONSULTANT'S REPORTING OBLIGATIONS

The Consultant shall deliver the following reports every month to the IDO and respective Provincial Project Management Unit (PPMU) in the agreed standard format:

- Financial report comprising of all the project expenditure
- Construction supervision report
- Material Testing Report
- Other reports as asked by IDO and PPMU in connection with the project work.

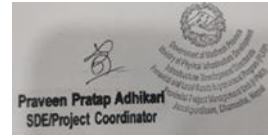
Note: Electronic copy of each report has to be submitted.

8.0 DURATION OF CONSULTANT'S SERVICES

- The duration of the Consultant's services shall be for approximately Three (3) years fulltime basis. The services shall start tentatively from February 2026 and services may be extended beyond three years based on sound performance and requirements under the Project. The contract shall be terminated if the program does not need the consultant's service due to the program's internal management or unsatisfactory performance of the consultants as evaluated by the IDO/PPMU. Performance evaluation of the consultant will be made in every six (6) months.
- In case of termination of the contract on part of the program (client); the client will inform the consultant in writing one (1) month before.
- If the consultant wishes to leave the project; he/she shall mandatorily inform the IDO/PPMU in writing One (1) months before leaving the program.
- The PPMU may extend the consultant's service if required after evaluating the performance

9.0 TAXATION

The Consultant shall be fully responsible for all taxes imposed by the Government of Nepal. The Consultant must be registered in the Value Added Tax (VAT) after the contract agreement signed. The consultant will be responsible for the costs of the premium of any insurance plan he/she takes up.



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10.0 AGREEMENT

The Consultant shall be required to enter into an agreement with the PLRIP-PPMU/IDD on time-based contract.