

ToR/RME

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

**Terms of Reference (ToR) for
Road Maintenance Engineer (RME)
Contract ID: PLRIP/MADHESH/CS/IND/RME/4/082-83**

-

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 **Road Maintenance Engineer (RME)**
- 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

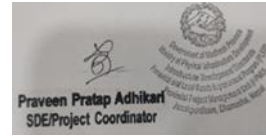
- Upgrading or rehabilitating provincial roads and bridges from existing fair-weather to all-weather standards,
- Preservation of road assets through routine, periodic and emergency maintenance of the existing provincial road and bridge network.

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

- Providing critical connectivity to remote municipalities that are not yet connected to the national or provincial road network,
- Improving the existing roads to remote municipalities to all-weather, green and safe roads and bridges.

Component 3: Institutional Strengthening and Capacity Development

- Harmonizing the program level guidelines and standards,
- Training and capacity building of the Provincial Governments and Local Levels, including establishing a Technical Center of Excellence at each Province and specialized laboratories facility at The main objective of the consultancy services is to provide technical support for Infrastructure Development Office (IDO) in road transport sector particularly in DoLID,



ToR/RME

- Introduction of scientific planning and management systems as well as standard processes for feasibility and design studies and work execution considering environmental and social safeguards,
- Strengthening of the existing quality monitoring and evaluation system,
- Comprehensive policy and program for the sustainable development of both Provincial and Local Roads including adoption of an appropriate maintenance framework,
- Supporting preparation of future projects through relevant preparatory studies, feasibility, detailed design and E&S studies.

Component 4: Improvement of complimentary infrastructure and services

- Road Safety,
- Rural Transportation Services.

Component 5: Contingent Emergency Response

- Immediate response to an eligible crisis or emergency due to major natural disaster, pandemic, or any other unforeseen extreme events

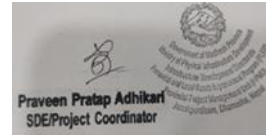
1.3 PLRIP will be implemented through province governments and local levels in close coordination with federal government. Central Program Coordination Unit (CPCU), established under Department of Local Infrastructure Development .The main objective of the consultancy services is to provide technical support for Infrastructure Development Office (IDO) in road transport sector particularly in DoLID 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 Infrastructure Development Directorate (IDD) in each province will manage the program in province level. Project Management Consultants (PMCs) to be based at PPMU will be hired to support PPMU and Road Maintenance Engineer (RME) will be hired to support IDOs of the provinces in periodic/routine project implementation and maintenance supervision. 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 Road Maintenance Engineer (RME) to be based at PPMU to support the IDO in maintenance project implementation and construction supervision. The Consultant shall work under the management/supervision of respective 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 provide technical support for PPMU and IDOs in road transport sector particularly in the implementation, construction and supervision



ToR/RME

of the maintenance activities of provincial roads and cross drainage structures. He/She shall report to the IDOs/ PPMU and CPCU.

2.2 Specific

The specific objectives of the consultancy services are as follows:

- i. To support the overall project management of PLRIP,
- ii. To support reviewing the DPRs as well as other documents received in IDO,
- iii. To support quality assurance and establishment of quality control systems,
- iv. To monitor the overall performance related to project management and quality management/monitoring,

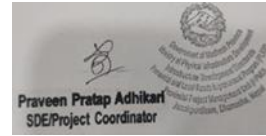
3. SCOPE OF THE CONSULTANCY SERVICE:

3.1 General

The consultant shall have to work under the management of Provincial Project Management Unit (PPMU) for the implementation of the maintenance project, enhancing the capacity of contractors, Road Maintenance Groups (RMG) and Workers with regular monitoring of compliance at Work site. He/She shall work under the guidance of PPMU chief or his/her authorized representative. The consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in **Para “2,”** of this Terms of Reference (ToR).

The Consultant's duties shall include but not necessarily be limited to,

- Assist the IDOs in Annual Road Maintenance Plan (ARMP), Bid invitation, Bid evaluation and awarding the contracts for the proposed contracts of maintenance.
- Development of annual and multi-year rural roads maintenance plan in the district; this will include activities such as data collection, drafting, approval, communication, monitoring and review on a yearly basis.
- Effective planning, designing, workers selection, training and execution of all planned rural roads routine maintenance activities in the district.
- Award of contracts to the Group-Based routine maintenance workers, supervision and ensuring timely payment to the Workers.
- Provide capacity building inputs, implementation support and technical advice regarding the maintenance of rural road works including identification, prioritization, selection and implementation of road works, with quality control and quality assurance.
- Assist in building a system wide capacity for training and development of road maintenance contractors as well as routine maintenance groups.
- Assist PPMU in the organization of conferences, seminars, workshops, training sessions and meetings.
- Assist PPMU in the development of on-site and off-site training modules for district level maintenance.



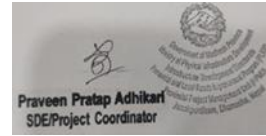
ToR/RME

- Effective monitoring and supervision of all planned roads routine maintenance activities including maintenance contractors in the district.
- Introduce, pilot testing of various innovative routine road maintenance models including group -based / community contracting
- Assist the PMQCS in reviewing the detailed project report (DPR) of the road under periodic maintenance which includes detail survey, design, prepare working drawing, cost estimate, safeguard report, bidding document and contract documents.
- Assist PMQCS in monitoring and Supervision of periodic maintenance contracts as per requirement.
- Assist PMQCS in complication of disposition of NCR of Routine and Periodic maintenance works.
- Facilitate to the IDOs in maintaining the qualitative and quantitative road maintenance work with respect to the standard of specification of maintenance work ensuring the necessary laboratory testing as relevant.
- Undertake a mission to project sites/accompanying other team members and officials.
- Assist IDOs in physical and financial tracking of the road maintenance activities as per their annual routine maintenance plans.
- To ensure timely completion of the works implemented under the project;
- To assist in preparation of quality assurance plan to carry out the works according to the plan;
- To assist the IDOs in contract management as per the contract agreement;
- Regularly inspect and check by testing wherever required the civil works and ensure that they are carried out according to the schedule, specifications and drawings and specified standards of quality are to meet the desired standard quality of the materials and workmanship.
- Maintain all the records and reports according to the IDO, PPMU and CPCU's requirements for maintenance work.
- Prepare completion reports of all maintenance sub-projects.
- Perform other duties as assigned by the PPMU
- Study of Project Operation Manual (POM) and Memorandum of Understanding (MoU)
- Study of Road Maintenance Group (RMG) Guidelines, Road Standards, norms and Specification approved for PLRIP by MOUD

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligible criteria.

- The applicant must have Bachelor degree in Civil Engineering or equivalent from a recognized University/Institution.
- Minimum Ten (10) years of general experience.
- Minimum Five (5) years of specific experience in field of rural construction, rehabilitation and maintenance, experience in SNRTP project will be an advantage.
- 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)



ToR/RME

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:

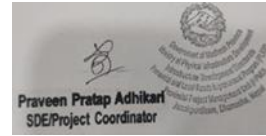
- The Consultant’s remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- The reimbursable expense such as travel cost, DSA and others will 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.
- 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 IDO 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:

- Monthly Progress Report,
- Quarterly Progress Report,
- Annual Progress Report,
- Other Reports as and when asked by PPMU in connection with the project works.

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



ToR/RME

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 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 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.

10.0 AGREEMENT

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