



ToR/RMSE

**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 Sub Engineer (RMSE)**
Contract ID: PLRIP/MADHESH/CS/IND/ RMSE /05/082-83
Contract ID: PLRIP/MADHESH/CS/IND/ RMSE /06/082-83
Contract ID: PLRIP/MADHESH/CS/IND/ RMSE /07/082-83
Contract ID: PLRIP/MADHESH/CS/IND/ RMSE /08/082-83
Contract ID: PLRIP/MADHESH/CS/IND/ RMSE /09/082-83
Contract ID: PLRIP/MADHESH/CS/IND/ RMSE /10/082-83
Contract ID: PLRIP/MADHESH/CS/IND/ RMSE /11/082-83
Contract ID: PLRIP/MADHESH/CS/IND/ RMSE /12/082-83

1.0 INTRODUCTION

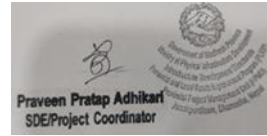
- 1.1 Government of Nepal (GoN) has received the development credit to implement the Provincial and Local Roads Improvement Program (PLRIP), from the International Development Association (IDA). A part of this financial assistance is to be used for hiring consultancy services through individual consultant(s) in the capacity of **Road Maintenance Sub Engineer (RMSE)**
- 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



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non-motorized transport and alternative means of access,

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 DoLI,
- 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

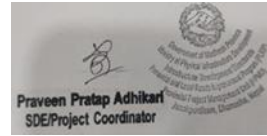
- Road Safety,
- Rural Transportation Services.

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 (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 Sub Engineer (RMSE) will be hired to support IDOs of the provinces in Periodic/Routine/Recurrent 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 Sub Engineer (RMSE)) to be based at respective IDO to support the IDO in project implementation and maintenance supervision. The Consultant shall work under the management/supervision of respective IDO 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.



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2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

2.1 General

The main objective of the consultancy services is to provide technical support for Infrastructure Development Office (IDO) in road transport sector particularly in the implementation, construction and supervision of the maintenance activities of provincial roads and cross drainage structures. He/She shall report to the IDOs/ PPMU.

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 PPMU,
- 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,

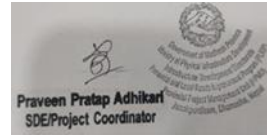
3. SCOPE OF THE CONSULTANCY SERVICE:

3.1 General

The consultant shall have to work under the management of respective Infrastructure Development Office (IDO) in close coordination with Provincial Project Management Unit (PPMU) for the implementation of the maintenance project including periodic as well as routine/ recurrent maintenance/specific maintenance and emergency maintenance, 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 IDO 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,

- Data collection, road condition surveys and updating of rural roads inventory in the districts.
- Assist the Road Maintenance Engineer (RME)) in formation/reformation of Road Maintenance Groups.
- Assist RME in Selection of Road and update Road Inventory of Provincial Highway and Provincial Roads.
- Facilitate in Distribution of Tools, Equipment and Personal Protective Equipment's (PPEs) to RMGs.

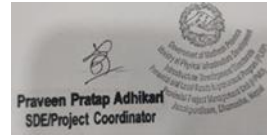


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- Facilitate to conduct contract Agreement with Road Maintenance Groups (RMGs).
- Facilitate new RMGs in opening of individual bank accounts for monthly payments.
- Estimate requirement of Construction material and assist IDO and RME for procurement through matching funds of Provinces.
- Supervision and Monitoring of Routine Maintenance works of RMGs on a regular basis.
- Preparation of Monthly work payment certificate of RMGs.
- Facilitate RMGs in road side tree plantation and bioengineering works.
- Facilitate and assist RMGs in withdrawal of monthly payment through bank accounts.
- Frequently site visit, prepare interim payment bills based on performance of routine road maintenance activities.
- Assist DTOs in the formulation of their annual road maintenance plans.
- Assist in effective planning, designing, workers selection, training and execution of all planned rural roads routine maintenance activities in the district.
- Assist in award of contracts to the Group-Based routine maintenance workers, supervision and ensuring timely payment to the Workers.
- Produce Monthly work Plan and assign monthly work tasks to RMGs.
- Identify issues and develop policies in scaling up sustainable routine road maintenance.
- To ensure quality of the works implemented under the project with adequate field supervision;
- 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 IDO in periodic/routine contract management as per the contract agreement;
- To verify and certify the works done through the contractors and RMGs.
- Assist the IDO to conduct baseline surveys on socioeconomic and transport related.
- Assist the IDO in preparation of Annual Road Maintenance Plan (ARMP).
- Certify the completion of the works of RMGs..
- Maintain all the records and reports according to the IDO and PPMU requirements.
- Assists IDO to prepare reports as per the prescribed formats.
- Prepare completion reports of all sub-projects of periodic maintenance and routine maintenance.
- Implementation of various income generation and livelihood promotion activities for maintenance workers linking to skill development, financial and other service providers.
- Others as and when required by IDO in connection with the project works
- 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
- Perform other duties as assigned by the IDOs/RME.

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligible criteria.



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- The applicant must have Diploma degree in Civil Engineering or equivalent from a recognized University/Institution.
- Minimum Five (5) years of general experience.
- Minimum three (3) years of specific experience in field of rural construction, rehabilitation and maintenance, experience in SNRTP project will be an advantage management.
- Minimum 2 (Two) years of specific experience in DP funded road and bridge construction works

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

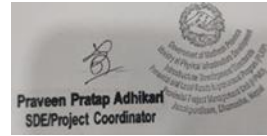
The Consultant shall be provided with the remuneration and other logistic supports as below:

- 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 IDO 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,



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- Other Reports as and when asked by PPMU in connection with the project works.

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.

10.0 AGREEMENT

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