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**Government of Madhesh Province
Ministry of Physical Infrastructure Development
Infrastructure Development Directorate
Provincial and Local Roads Improvement Program (PLRIP)
Provincial Project Management Unit (PPMU)
Janakpurdham, Dhanusha, Nepal**

Terms of Reference (ToR) for Social Risk Management Officer

Contract ID: PLRIP/MADHESH/CS/IND/SRMO/29/082-83

Contract ID: PLRIP/MADHESH/CS/IND/SRMO/30/082-83

Contract ID: PLRIP/MADHESH/CS/IND/SRMO/31/082-83

Contract ID: PLRIP/MADHESH/CS/IND/SRMO/32/082-83

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 **Social Risk Management Officer (SRMO)**.
- 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. The following will be the components of PLRIP:

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

- Up-gradation, rehabilitation, and 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,
- Able to conduct Consultation, Meeting and Focused Group Discussion.
- Able to establish smooth coordination with local level/bodies.
- Having skill of collecting data, make analysis and produce reports.



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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 the federal government. Central Program Coordination Unit (CPCU), established under the Department of Local Infrastructure (DoLI) will be in a coordination role from the federal government and Infrastructure Development Offices (IDOs) and the Technical Unit of participating local levels will be the main implementing bodies of this program. Provincial Project Management Unit (PPMU) has been established under the Infrastructure Development Directorate (IID) in each province to manage the program at the provincial level. Social Safeguard Specialist (SSS) to be based at PPMU will be hired to support PPMU and Social Risk Management Officer (SRMO) will be hired to support IDOs of the provinces in project implementation and construction supervision. From the fiscal year 2080/81, PLRIP has been 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 Social Risk Management Officer (SRMO) to be based at IDO to assist the IDO in environmental risk management for the project. The Consultant shall work under the management of IDO and in close guidance by the Social Specialist hired by PPMU.

2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

The main objective of the consultancy services is to provide technical support for social risk management for the Program as set out in the Environmental and Social Commitment Plan (ESCP), Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF), Stakeholder Engagement Plan (SEP) and Labor Management Procedures (LMP) and also support in enhancing the institutional capacity related with social risk



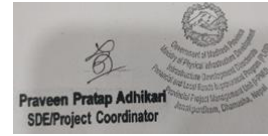
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management; of the participating province and local governments in Road Transport Sectors (RTIs), particularly in provincial and local roads and river crossing structures planning, sub project preparation, appraisal, implementation and monitoring IDO.

3.0 SCOPE OF THE CONSULTANCY SERVICES

The consultant will be responsible for overall management of social risk management aspect of the Program. The scope of service of the Consultant shall include, but not limited to, the following:

- Provide guidance and technical support to the IDOs in identifying, assessing, and managing social risks and impacts, and in enhancing project quality and compliance with requirements and Program's ESCP/ESMF/RPF/LMP and SEP.
- Support IDOs to undertake environmental and social screenings for project activities as per the Program's ESMF, RPF, ESCP, LMP and SEP and support the completion of any environmental and social studies and preparation of environmental and social management plans (ESMPs) and other instruments as necessary.
- Support in the preparation, review, and implementation of Environmental and Social Management Plans or the development of mitigation measures as required by the World Bank and National Requirements.
- Support IDOs in preparing reports on any incident or accident related to the project which has, or is likely to have a significant adverse effect on the environment.
- Provide social review and technical support to the IDOs in identifying, assessing, and managing environmental and social safeguard risks and impacts, and in enhancing project quality and compliance with the World Bank's Environmental and Social Standards and National Requirements.
- Support IDOs in establishing the monitoring and supervising mechanism of project activities to ensure that projects are implemented in line with ESMF, or mitigation measures developed.
- Ensure site-specific social documents are submitted to PPMU for their review.
- Liaise with the Social Risk Management Officer (SRMO) to ensure that stakeholder community consultations are undertaken in line with the ESMF and ensure that E&S procedures and requirements are carried out as set out in the ESMF/LMP/SEP, including periodic progress reporting and compliance monitoring.
- Support IDOs in establishing the monitoring and supervising mechanism of project activities to ensure that projects are implemented in line with ESMF/RPF/SEP
- Support PPMU and IDOs in establishing a functional Grievance Redress Mechanism (GRM) as set out in the SEP prepared for the Program.
- Maintain regular communication with relevant project staff, and other stakeholders to help report on project activities, including implementation of ESMPs that are prepared in line with ESMF.



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- Guide the engineering team at IDO and local level to collaborate effectively to ensure proper integration of engineering and E&S works to inform the design of the roads and bridges.
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- Provide support in compliance monitoring and supervision of the performance of E&S Risks management.
- Participate in World Bank missions and prepare progress reports as required.
- Manage any other unanticipated project-related social issues which emerge from the road construction/upgrading.
- The consultant will report time to time to the Social Safeguard Specialist (SSS) at PPMU regarding the accomplishment of his/her assignment.
- All reports should be in English and in Nepali as necessary.
- Assess vulnerability of social groups; especially on women, dalit, ethnic groups, Indigenous People (IP) group and poor due to project intervention.
- Conduction of stakeholder consultation, interaction and meeting at proposed places of project information.
- Assist PPMU to purchase land where stations are located in private land following ESMF guidelines

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligibility criteria:

- Minimum Bachelor's Degree in sociology/Rural Development or other relevant field from the recognized University/Institution.
- Minimum five (5) years of general experience
- Minimum three (3) years of specific working experience in roads Social Safeguard works.
- Minimum two (2) year of specific experience in Development Partners (DPs) roads' Social Safeguard 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.



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6.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

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

- The consultant remuneration per month shall be finalized through negotiation within the ceiling of the budget, exclusive of VAT. The date of negotiation will be informed to the selected candidate after the submission of the financial proposal.
- The reimbursable expenses, such as Travell costs, DSA, and others, will be paid as per actual expenditure; will also be decided through negotiation.
- In case of failure of negotiation, the candidate on the waiting list I order of merit will be called on for negotiation.
- The price escalation does not apply to this consulting service.
- The consulting shall be paid by PPMU every month on the submission of his/her invoice recommended by IDO chief of based and time sheet with the obligatory reports as mentioned in subsequent Para”7”. The invoice must be associated with the consultant’s VAT bill.
- The office space and working furniture (Table & chair) will be provide 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

In addition to the regular tasks, the Social Risk Management Officer should prepare the following documents and reports during the assigned period.

- i. Monitoring forms and formats for reporting
- ii. Progress reports (Monthly, trimester, semi-annual, and annual)
- iii. Any other reports required by PPMU.

The Social Risk Management Officer (SRMO) will report to the Social Specialist on a monthly basis and as required.

8.0 DURATION OF CONSULTANT'S SERVICES

- The duration of the Consultant's services shall be for approximately Three (3) years on a full-time 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 pf unsatisfactory Performance of the consultant as evaluated by the IDO/PPMU. Performance evaluation of the consultant will be made every six (6) months.



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- In case of termination of the contract on the 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) month 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 Value Added Tax (VAT) after the contract agreement is 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 on a time-based contract.

11.0 Working Hours and Leave

The Consultant shall follow the same working hours and working days as observed by the Client and shall not be entitled to be paid for overtime. No additional leave is granted.