



**Sudurpashchim Province Government**  
**Ministry of Physical Infrastructure Development**  
**Provincial and Local Road Improvement Program (PLRIP) Provincial Project**  
**Management Unit (PPMU)**  
**Dhangadhi, Kailali**

**Terms of Reference (ToR)**

**For**

**Road Maintenance Sub- Engineer (RMSE)**

**Reference No: PLRIP/SUPA/CS/INDV/RMSE/082-83**

**Contract ID: PLRIP/SUPA/CS/INDV/RMSE/21/082-83**

**PLRIP/SUPA/CS/INDV/RMSE/22/082-83**

**PLRIP/SUPA/CS/INDV/RMSE/23/082-83**

**PLRIP/SUPA/CS/INDV/RMSE/24/082-83**

**PLRIP/SUPA/CS/INDV/RMSE/25/082-83**

**PLRIP/SUPA/CS/INDV/RMSE/26/082-83**

**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 non-motorized



transport and alternative means of access,

Component 3: Strengthening Governance System and Capacity:

- This component will support laying a strong sector foundation for provincial and local roads by improving the governance systems and strengthening the capacity of the participating governments. The focus is to support harmonized and consistent approach of development and management of the sector among provinces and municipalities.

Component 4: Road safety management:

- This component will include assessment of existing road safety measures and management capacity, including engineering, enforcement, education/awareness and emergency response on provincial and local roads, and implementation of road safety measures based on the findings of such assessment/study,
- Component 5: Contingent Emergency Response Component (“CERC”). Provision of immediate response to an Eligible Crisis or Emergency, as needed.

1.3 PLRIP is implementing 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 MoPID in Sudurpashchim province is managing the program in province level. Project Management Consultants (PMCs) to be based at IDO has been hired/will be hired to support PPMU and Road Maintenance Sub-Engineer will be hired to support IDOs of the provinces in construction supervision of routine and periodic maintenance of roads. For first phase, PLRIP is under implementation in three participating provinces (Madhesh, Sudurpaschim and Karnali) including some selected Rural/Municipalities.

1.4 The PLRIP, PPMU Sudurpashchim Province now intends to hire an individual consultant as Road Maintenance Sub-Engineer (RMSE) to be based at respective IDO's of project site to support the IDO in project implementation and construction 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.

## **2.0 OBJECTIVES OF THE CONSULTANCY SERVICES**

### **2.1 General**

The main objective of the consultancy services is to enhance the institutional capacity of the participating Infrastructure Development Office (IDO) in road transport sector particularly in the maintenance with supervision of the provincial roads and cross drainage structures.

### **2.2 Specific**

The specific objectives of the consultancy services is to help in planning, designing and monitoring of Routine and Periodic Maintenance activities under the IDO Office.

## **3.0 SCOPE OF THE CONSULTANCY SERVICES**



The consultant shall have to work under the management of the IDO office for the overall maintenance management of road works. He/She shall work under the guidance of IDO chief or his/her authorized representative.

Specifically, the Road Maintenance Sub- Engineer will be responsible for the following:

- Prepare inventory and Strip Map of roads under the IDO office;
- Prepare cost estimates for Routing Maintenance as per approved RMG Guidelines;
- Assist IDO for selection and formation of Road Maintenance Groups (RMGs);
- Broadly assign tasks to the RMG and monitor their outputs as per approved norms;
- Ensure availability of appropriate tools, equipment, PPE and material to the RMG deployed;
- Ensure Occupational Health and Safety (OHS) to the RMG members;
- Ensure Work Zone Safety to the Road Users using the road section being maintained;
- Certify deductions and payments to the RMG members;
- Conduct Surface Distress Index (SDI) survey of the candidate roads for Periodic Maintenance;
- Prepare cost estimates for Periodic Maintenance as per approved norms and specifications;
- Prepare cost estimate for Emergency Maintenance activities when required;
- Assist the IDO in monitoring the Pre-treatment Works as a part of Periodic Maintenance activities;
- Assist the IDO in taking material samples from source and from the site;
- Represent the IDO in Quality Assurance tests and assist in Quality Control tests;
- Monitor Periodic and Emergency Maintenance activities;
- Assist the IDO in taking measurements of completed works;
- Assist IDO for preparing cost estimate, contract document for routine, periodic maintenance works;
- Coordinate with PSE and safeguard consultants;
- Surveying and setting out;
- Inspection of various items of maintenance works and ensure the works are according to specification and guideline;
- Assist IDO for preparation of monthly work plan and annual road maintenance plan (ARMP).
- RMSE is a field based job so S/He shall engage in the field for construction supervision of road maintenance works.
- Others as and when required by IDO in connection with the project works.

#### **4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY**

The applicants must satisfy the following eligible criteria.

- The applicant must have Diploma in Civil Engineering or equivalent from a recognized University/Institution.
- Minimum Five (5) year of general experience after Diploma in Civil Engineering.
- Relevant trainings will be an advantage,



## 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 CONSULTANT’S REPORTING OBLIGATIONS

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

- Financial report comprising of all the project expenditure
- Maintenance supervision 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.*

## 7.0 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 remuneration includes travel cost and DSA.
- 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/IDO every month on the submission of his/her invoice and time-sheet with the obligatory reports as mentioned in subsequent **Para "6"**. 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.
- 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.

## 8.0 DURATION OF CONSULTANT'S SERVICES

- The duration of the Consultant's services shall be not more than three (3) years in fulltime basis. The services shall start tentatively from June 2026. 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 two (2) months before leaving the program.

## **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 on time- based contract.

## **11.0 MISCELLANEOUS**

- PPMU Sudurpashchim shall prepare the ranking of standing list from this REOI for financial negotiation to mobilize the consultant as and when required. If the position of selected consultant becomes vacant, Their replacement will be done from the standing list within 1 (One) year from the date of shortlisting.