



Government of Nepal
Ministry of Infrastructure Development
Department of Local Infrastructure Development
Provincial and Local Roads Improvement Program
Central Project Coordination Unit
Pulchowk, Lalitpur

Terms of Reference (ToR)

for

Road Safety Consultant

Contract ID:PLRIP-RCS-IC-05-082/83

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 consultants(s) in the capacity of **Road Safety Consultant**.
- 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 at federal, provincial and local levels. Following are 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 DoLID,
- 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 is being implemented through province government and local levels in close coordination with federal government. Central Program Coordination Unit (CPCU), established under Department of Local Infrastructure Development (DoLID), plays a coordination role from the federal government while Infrastructure Development Offices (IDOs) and Technical Units of participating local governments are the main implementing bodies of this program. Provincial Program Management Unit (PPMU) has been established under Transport Infrastructure Directorate (TID) in each province to manage the program at province level. PLRIP is being implemented in three provinces: Madhesh, Karnali and Sudurpashchim.

1.4 CPCU/DoLID now intends to hire an individual consultant as Road Safety Consultant to assist CPCU/PPMUs/IDOs in implementation of road safety measures and assessment of management capacity, including engineering, enforcement, education/awareness and emergency response on provincial and local roads and implementation of findings.

2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

2.1 General

The main objective of the consultancy services is to assist CPCU and PPMU in assessing existing road safety measures and management capacity, including engineering, enforcement, education/awareness and emergency response on DoLID roads, and on provincial and local roads, and implementation of road safety measures based on the findings of such assessments/study.

2.2 Specific

- (a) Support CPCU and PPMU assessment of existing road safety measures and management capacity,
- (b) Support CPCU/PPMU/IDOs on engineering, enforcement, education/awareness and emergency response related to road safety on DoLID roads, and on provincial and local roads ,
- (c) Support CPCU/PPMU/IDOs on implementation of road safety measures
- (d) Monitoring, evaluation, coordination, ensuring compliance, and provide guidance with issues regarding road safety measures and management,
- (e) Provide orientation/training to the personnel at CPCU/PPMU/IDOs on road safety measures and management,
- (f) Provide inputs for strengthening road safety management systems and institutional capacity.

3.0 SCOPE OF THE CONSULTANCY SERVICES

The consultant shall work under the management of Central Program Coordination Unit (CPCU) in close coordination with Provincial Program Management Unit (PPMU) for the overall program road safety measures and management. He/She shall work under the guidance of Program Coordinator/Deputy Program Coordinator of CPCU 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, responsibilities and tasks shall include but not limited to:

- (a) Familiarize themselves with the Program Documents including the Project Appraisal Document, Operations Manual and environment and social related documents of the Project;
- (b) Assist CPCU/PPMU in preparing and adopting province level road safety action plans including adopting measures that address safety risk due to climate related hazards,
- (c) Assist CPCU/PPMU in updating road design standards/manual for integrating road safety engineering measures driven by predictive approach to climate and disaster resilience for low volume roads,
- (d) Assist CPCU/PPMU/IDOs in adopting community and work zone safety guidelines,
- (e) Assist CPCU/PPMU to conduct training of trainers and road safety auditors,
- (f) Assist CPCU/PPMU in strengthening road safety enforcement capacity and post crashes care through equipment and training support
- (g) Review the road safety provisions in civil works contract and modify where necessary
- (h) Supervise/oversee/assist the supervision team and contractors in implementation of safety provisions
- (i) Conduct road safety audit during and after the construction

- (j) Undertake onsite verifications i.e. physically evaluate that road safety measures are accurately implemented by the contractor'/ IDO staff,
- (k) Review and design public awareness campaign on road safety
- (l) Assist the PIUs in conducting awareness programs to the public
- (m) Develop plans and manuals to conduct awareness in coordination with the Client
- (n) Comply with Client's Traffic Safety Manuals during construction supervision
- (o) Undertake any other work assigned by the CPCU in line with the provisions/objectives laid out in the Operations Manual of the Program.

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligibility criteria:

Area	Qualifications
Education	Minimum: ▪ Bachelor's degree in <i>civil engineering or other relevant fields</i> Preferable: ▪ Master's degree in Highway Engineering/Transportation Engineering/Civil Engineering/Construction Management ▪ Training on Road Safety
Experience	A. Total Professional Experience: Minimum 10 years, Preferable 15 years B. Specific (Project-related Experience): Minimum: • Road safety audit or design of road safety measures- 5 numbers of roads. • Minimum 3 years' experience in Road Projects as Road Safety Specialist/Traffic Engineer. Preferable: • Experience as a Road Safety/Traffic Engineer on road projects for externally aided projects such as WB/ADB, etc.
Language and Computer Skill	▪ The consultant shall be capable in reading, writing and speaking English and Nepali Language. ▪ Shall have sound knowledge of IT applications such as MS Office, Excel and other basic computer skills. ▪ Shall have strong presentation, interpersonal and communication skill.

5.0 SELECTION METHOD

The consultant selection shall be based on the World Bank's Procurement Regulations for IPF Borrowers Seventh Edition September 2025 ("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 support as below:

- (a) 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.
- (b) The reimbursable expenses such as travel cost, DSA and others will be paid as per actual expenditure up on submission of proof of payment; this also will be decided through negotiation.
- (c) Transportation shall have to be arranged by consultant himself/herself within Kathmandu valley.
- (d) In case of failure of negotiation, the consultants in waiting list in order of merit will be called on for negotiation.
- (e) Price escalation is not applicable to this consulting service.
- (f) The Consultant shall be paid by CPCU every month on the submission of his/her invoice and timesheet with the obligatory reports as mentioned in subsequent **Para"7"**. The invoice must be associated with the consultant's VAT bill having readable PAN.
- (g) The office space and working furniture (Table & chair) will be provided to the consultant within the CPCU premises of CPCU office.
- (h) The CPCU shall avail the electricity, internet and printing facility to the consultant during working hours in CPCU office.
- (i) The consultant shall have his/her own laptop for delivering the services.

7.0 CONSULTANT'S RESPONSIBILITIES

The Consultants shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client. The Consultant shall keep full records relating to all aspects of the work covered by his service contract. All original drawings, work sheets, field notes, computer programs, reports and other documents relating to the study shall become the property of the Government.

In addition to the above, the Consultant shall submit the reports not limited to following during the course of services:

- Inception report within 10 days of the start of the assignment.
- Periodic progress reports of the project related to road safety- monthly, quarterly, semi-annual and annual,
- Monthly work plan event reports and field reports as appropriate,
- Proceedings of conferences, seminars/workshops and trainings,
- Final assignment report, and
- Any other report as required by CPCU.

Note: Electronic / Editable copy of each report shall also have to be submitted along with hard / printed copy of the respective report.

8.0 DURATION OF CONSULTANCY SERVICES

The duration of the Contract shall be from the Commencement Date and shall not extend beyond June 15, 2029, with intermittent services not exceeding eighteen (18) person-months. The CPCU shall evaluate the Consultant's performance on a monthly basis. The CPCU reserves the right to terminate this Contract for default if the Consultant's performance is unsatisfactory or fails to meet the obligations set forth in the Terms of Reference. Prior to termination for default, the CPCU shall issue a written notice specifying the performance deficiencies and grant the Consultant a cure period of fifteen (15) days to rectify the issues. If the Consultant fails to remedy the deficiencies within the specified cure period, the CPCU may terminate the Contract immediately upon written notice.

9.0 TAXATION

The Consultant shall be fully responsible for paying all taxes as per prevailing rules of 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 and no separate payment will be made for this.

10.0 AGREEMENT

The Consultant shall be required to enter into an agreement with PLRIP-CPCU/DoLID on time-based contract.

