

**Pokhara Metropolitan city
Office of Municipal Executive**

Newroad, Kaski
Gandaki, Province, Nepal

Terms of Reference (TOR)

For

Road Engineer(RE)

Contract ID: 91/PMC/S/075-76

1.0 INTRODUCTION

- 1.1 Pokhara Metropolitan city (PMC) has approved Special road projects i.e. upgrading of major city roads and connecting roads). A Part of this financial assistance is to be used for consultancy services for hiring individual consultant(s) in the capacity of **Road Engineer (RE)**
- 1.2 The concept of upgrading of major city roads connecting road is to enhance the availability and reliability of transport connectivity for both urban and rural communities in participating wards.
- 1.3 Pokhara Metropolitan city (PMC) now intends to hire individual consultant(s) as Road Engineer (RE) to be based at metropolitan city in supervision of construction works and assuring the works of quality. Pokhara Metropolitan city (PMC) is the implementing body of roads within metropolitan area.

2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

2.1 General

The main objective of the consultancy services is to enhance the institutional capacity of Pokhara metropolitan city in urban transport sector, particularly in the implementation and construction supervision of the road projects and river crossing structures.

2.2 Specific

The specific objectives of the consultancy services are as follows:

Part A: Project planning, design and cost estimation

- (i) To assist the PMC in review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for upgrading/rehabilitation of the roads and river crossing structures with reference to the Nepal Road Standard , Roads' norms and specifications and surfacing criteria.

- (ii) To prepare the bid documents based on Model bid document agreed by the PPMO.
- (iii) To coordinate with sectorial consultants and users associated with the PMC during review of the DPR of the projects.
- (iv) To provide other technical and managerial support so as to enhance PMC's capability to plan, implement and maintain the rural roads efficiently & successfully.

Part B: Supervision of works

- (v) To ensure quality of the works implemented under the project with adequate field supervision;
- (vi) To ensure sound social and environmental practices in the works implemented under the project.
- (vii) To ensure timely completion of the works implemented under the project;
- (viii) To assist in preparation of quality assurance plan to carry out the works according to the plan;
- (ix) To assist the PMC in contract management as per the contract agreement;
- (x) To verify and certify the works done through the contractors;
- (xi) To facilitate the other works as required by the PMC in connection with the project works;
- (xii) To support and guide the PMC Engineers in all the activities;

Part C: Post Construction

- (xiii) To assist in the preparation of “As-Built Drawings”; and**
- (xiv) To prepare completion reports of the subprojects.**

3. SCOPE OF THE CONSULTANCY SERVICE:

3.1 General

The Consultant shall work under the management of the urban infrastructure section of (PMC). He/She shall work under the guidance of Senior Divisional Engineer, or his/her authorized representative. The Consultant shall ensure that the services carried out are fully adequate to attain the objectives set out in section 2.0 of this Term of reference (ToR). The Consultant's duties shall include but not necessarily be limited to:

- Study of Nepal road Standards, Roads norms and Specification
- Assist the PMC in all technical matters and procurement processing for the project.
- Assist the PMC to conduct baseline surveys on socioeconomic and transport related indicators.
- Assist the PMC to implement the project in conflict situation and apply the communication strategy.
- Assist in preparation of Procurement Plan (PP)
- Assist the PMC for Bid invitation, Bid evaluation and awarding the contracts for the proposed contracts, if needed.
- Ensure that all the works are carried out in accordance with the designs, drawings and specification.

- Prepare Quality Assurance Plan (QAP) of the work activities.
- Maintain a permanent record of all measurements of works completed and results of test carried out for monitoring the quality of civil works.
- 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.
- Checking the bill of the works submitted by the contractors and recommends them for payments by the PMC with the certification that quality of works executed by the contractor are satisfactory.
- Certify the completion of the works.
- Preparing the variation orders and assists the PMC in negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the PMC.
- Maintain all the records and reports according to the PMC's requirements.
- Assists PMC to prepare M & E reports as per the prescribed formats.
- Assist in the preparation of "As-Built" drawings.
- Prepare completion reports of concerned project.
- Others as and when required by PMC in connection with the project works

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following three eligible criteria.

- The applicant must have Master Degree in Highway/Transportation engineering and equivalent.
- Minimum five (5) years of specific experience in roads construction works supervision and contract management.
- The applicant must be registered in Nepal Engineering Council(NEC)

5.0 SELECTION METHOD

The Consultant shall be selected on the basis of technical and financial proposal. Consultant shall submit their technical and financial proposal separately on two envelopes enclosed within a single envelope. Envelopes shall be clearly written outside about the type of proposal it contains inside. i.e. "Technical Proposal" or "Financial Proposal" with the details of the person submitting the proposal.

A. Technical Proposal:

The weightage of technical proposal will be 70% of the total marks. The major criteria for technical proposal evaluations are:

- Academic qualification
- General and Specific experience
- Relevant trainings

B. Interview:

The weightage of interview will be 10% of the total marks. Only short listed candidate will be called for interview.

C. Financial Proposal:

The weightage of financial proposal will be 20% of the total marks. The method of evaluation for financial proposal will be as specified in the Public Procurement Act 2063 and Public Procurement Regulation 2064.

6.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

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

- The maximum ceiling of Consultant's remuneration per month shall be 1, 25,000.00 inclusive of the VAT.
- If the appointment of successive candidate is failure the consultants in waiting list in order of merit will be called on for appointment.
- The price escalation is not applicable to this consulting service.
- The Consultant shall be paid by PMC every month on the submission of his/her invoice and time-sheet with the obligatory reports; certified by the respective PMC Senior Divisional Engineer or his/her authorized representative. The invoice must be associated by the Consultant's VAT bill having readable PAN No.
- The office space and working furniture (table & chair) shall be provided to the Consultant within premises of office of Pokhara Metropolitan city (PMC). The PMC may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
- The PMC shall avail the electricity and internet facility to the consultant during working hour.
- The Consultant shall have his/her own laptop for working.
- If needed, the Consultant shall be stationed at the work site(s).
- The PMC shall avail the transportation facility at least with a motorcycle for travel to the field.

7.0 CONSULTANT'S REPORTING OBLIGATIONS

The Consultant shall deliver the following reports every month to the PMC in the agreed standard format as required:

- Project's DPR review report
- Procurement Management report
- Financial report comprising of all the project expenditure
- Construction supervision report
- Material Testing Report
- Other reports as asked by PMC in connection with the project work.

Note: Electronic copy of each report shall also have to be submitted.

8.0 DURATION OF CONSULTANT'S SERVICE

- The duration of the Consultant's services shall be for approximately 15 (fifteen) months (extendable if need). The services shall start tentatively from March; 2019. The contract shall be terminated if the PMC does not need the consultant's service due to the PMC's internal management or unsatisfactory performance of the consultants as evaluated by the respective PMC.
- In case of the termination of the contract on part of the project (client) ; the latter will inform in writing one (1) month before to the consultant
- If the Consultant wishes to leave the project; he/she shall mandatorily inform in writing two (2) months before to the PMC.

9.0 TAXATION

The Consultant shall be fully responsible for all taxes imposed by 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 Pokhara Metropolitan city (PMC) on time based contract.