

Government of Nepal
Ministry of Water Supply
Department of Water Supply and Sewerage Management
Water Sector Governance and Infrastructure Support Project (WaSGISP)

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)

Country: NEPAL

Name of the Project: WATER SECTOR GOVERNANCE AND INFRASTRUCTURE SUPPORT PROJECT

Credit No.: 7132-NP

Assignment Title: Consulting Services for Urban Water Supply, Technical Design Supervision and Governance Support in Birendranagar Municipality in Surkhet and Dipayal- Silgadhi Municipality in Doti, with one team in each municipality

Reference No.: NP-DWSSM-290178-CS-QCBS

The Government of Nepal has received financing from the World Bank towards the cost of the Water Sector Governance and Infrastructure Support Project (WaSGISP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Support to Technical Design Supervision and Governance Support urban water supply in Birendranagar Municipality in Surkhet and Dipayal-Silgadhi Municipality in Doti, with one team in each municipality. The Services shall provide dedicated and focused technical assistance to the Project Implementation Unit (PIU) at each municipal level for implementation of governance and institutional support. The Services also comprise of facilitating PIU in planning, design, construction, and supervision of infrastructure projects and supporting MWASH unit to execute its core functions. A total of 609 person months of the Services is estimated and the Service is expected to commence from January 2023, with the implementation period of MST for approximately five years.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: (dwssm.gov.np).

The Department of Water Supply and Sewerage Management now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria are: qualifications and experience of the firm, such as:

- (a) *General experience of the firm*
- (b) *Specific experience (Within last 7 years)*
- (c) *Technical and managerial capability of the firm*

Key Experts will not be evaluated at the shortlisting stage.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of The World Bank Procurement Regulations for IPF Borrower, November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method as set out in the World Bank’s “Procurement Regulations for IPF Borrowers”, July 2016, revised November 2020.

Further information and clarification can be obtained at the address below during office hours between 10:00 to 17:00 hours.

Expressions of interest must be delivered in a written form to the address below (in person or by mail or by e-mail) by 7 September 2022, 14:00 hrs.

In case, the last date of submission of the EOI documents happens to be a declared public holiday, the next working day will be deemed as the due date, but the time will be same as stipulated.

Water Sector Governance and Infrastructure Support Project
Department of Water Supply and Sewerage Management
DWSSM Building, Panipokhari, Kathmandu
Tel: 01-4421395
E-mail: wasgispnepal@gmail.com

Government of Nepal
Ministry of Water Supply
Department of Water Supply and Sewerage Management
Water Sector Governance and Infrastructure Support Project
Municipal Support Team
For Birendranagar Municipality in Surkhet District and Dipayal Silgadhi Municipality
in Doti District
Terms of Reference

1 Context

The Ministry of Water Supply (MoWS), Department of Water Supply and Sewerage Management (DWSSM) and the International Development Association (IDA) are in advance stages of preparing a six-year Water Sector Governance and Infrastructure Support Project (Project).

The Project Development Objective (PDO) is to strengthen sector institutional capacity for service delivery under federalism and increase access to improved water supply and sanitation services in selected Municipalities. The proposed Project has four interconnected components:

Component 1: Strengthening Sector Governance and Institutional Capacity, Project Management

Component 2: Increasing Access to Climate-resilient, Improved and Safe Water Supply and Sanitation (WSS)

Component 3: Reducing Climate Hazards impacting WSS infrastructure through Integrated Water Resources Management (IWRM) and Watershed Management

Component 4: Contingency Emergency Response (CER) component is about climate-related events and pandemics

Considering the Project's objective to support the federalization of the water and sanitation, three Municipalities and three Rural Municipalities (RM)¹ will be responsible for the implementation of Component 2 through Project Implementation Unit (PIU), which has over 75 percent of the Project's investments, while the Project Management Unit (PMU) at the Department of Water Supply and Sewerage Management (DWSSM) will be responsible for the implementation of Components 1, 3 and

¹ (1) Birendranagar Municipality in Surkhet District; (2) Dipayal Silgadhi Municipality in Doti district; (3) Sharada Municipality in Salyan District; and (4) Joshipur, (5) Janaki, and (6) Bardagoriya RM (Gaonpalikas) in Kailali District.

4 including support to PIU and MSTs for overall project management, financial management providing technical support to the Participating Municipalities².

2 Implementation Arrangement

2.1 Project Management Unit, DWSSM

Under the DWSSM, a Project Management Unit (PMU) will be headed by a full-time Project Director (PD) and staffed with key project management and technical staff. The PMU, which will be supported by a Project Support Team (PST) engaged by the Project, will be responsible for overall project management, financial management, providing governance, institutional, technical, and associated handholding support to the Municipalities as well as and submitting progress reports in compliance with the policies and procedures (technical, institutional, fiduciary and E&S safeguards) agreed between GoN and the Bank. The PMU/PST will both supervise and guide the Municipality Support Team (MST) to assist and empower the Participating Municipalities for infrastructure design, construction supervision, and reporting.

The PMU will also be responsible for implementing federal and provincial aspects of improving sector governance and institutional capacity and building resilience of water supply and sanitation infrastructure through integrated watershed management, working closely with the Participating Municipalities.

A dedicated section to be established within DWSSM will be responsible for regulation and water business support to provinces and Participating Municipalities to implement sector policy reforms, regulation, planning technical backstopping to local governments.

2.2 Municipal Water, Sanitation and Hygiene Unit (M-WASH Unit)

Participating Municipalities will formally establish a dedicated Municipal Water, Sanitation and Hygiene Unit (M-WASH Unit), as part of their approved organizational structure, and equip the Unit with adequate human resources, operating tools, and logistics. The key functions of M-WASH Unit include developing WASH governance, policy and institutional arrangements, programming and regulation of Municipality-wide water and sanitation services, as well as planning, managing, and monitoring the implementation of local water supply and sanitation services as provided for by the Constitutional provision and Local Governance Operations Act, 2017.

² This ToR is for MST in (1) Birendranagar Municipality in Surkhet District; (2) Dipayal Silgadhi Municipality in Doti district. So, the term "Participating Municipalities" or "Municipalities" used in this document refers to the two municipalities mentioned unless specified otherwise.

3 Municipal Support Team (MST)

Due to the limited capacity at the Municipality level, a Project Implementation Unit (PIU) will be established in each Participating Municipality, for the Project period, with appropriate skills, authority, and autonomy to deliver the Project objectives. DWSSM will depute an experienced Project Manager and related technical professionals to executive PIU's executive functions. Municipality will depute representative from M-WASH Unit in PIU. In selected Participating Municipalities, representatives from selected WSUCs may be deputed into the PIU.

A dedicated Municipal Support Team (MST), engaged by the Project for each Participating Municipality, will provide focused technical assistance to the PIU for the implementation of governance and institutional support, and planning, design and construction supervision of infrastructure projects primarily aimed at empowering, facilitating, and supporting M-WASH Unit in executing its core functions for developing, preparing WASH plans, and managing safe water and sanitation services.

The MST will work as an integral and extended arm of PIU. A special note should be taken of the fact that the MST is a key interface between the Project and the Municipality towards meeting the objective of providing an efficient, equitable, safe, and reliable water supply and sanitation delivery under the municipality wide approach. In this regard, the MST must be guided by the overall objective of building safe, sustainable, and efficient water & sanitation systems within the municipality with the aim of an equitable reach, leaving no one behind, and creating a benchmark for standard of services to be adopted in the Project and future investments.

The first step begins with establishing institutional set ups at the PIU, and M- WASH Unit. The MST will ensure that institutional and technical support provided is fully institutionalized in municipal structure and internal capacity adequately to plan, implement, deliver, self-regulate as well as sustain these functions into the mainstream municipality organization through the introduction and application of necessary governance and policies, directives and guidelines, and operationalization of safe water and sanitation services.

Due to the challenging nature of the work, MST will be a high-performance team of professionals with adequate experience, who can manage multi-tasking work requirements. The MST bears the overall responsibility for the successful rollout and sustainable operation of project functions by the Participating Municipalities through PIUs.

The Project promotes a mix of federal and local knowledge and experiences by MST, as far as practical, so that at the end of the project period, experiences and skills gained are internalized by the Municipality and are interwoven in its working culture. In addition to local level staff embraced by the MST, it is likely that the Municipalities will provide several staff, from their side as a counterpart support, towards

supporting project implementation, and building capacity at the local level. The MST will treat such staff as an integral part of the team and provide them with necessary capacity support as well as suitable workspace in the project.

4 Scope of Services

The scope of the MST consulting services, will include, but not necessarily be limited, to the following:

4.1 Governance and Institutional Support

- Support the Municipality in establishment of the M-WASH Unit and its formal integration into the approved Municipality organizational structure. Facilitate its effective operationalization through preparation of necessary Standard Operating Procedures (SOPs), guidelines, work plan, etc. as agreed in the Participating Agreement.
- Prepare annual project budget and workplan for the municipality.
- Document qualification, experience, and skills of M- WASH Unit staff deployed by the Municipality. Provide start up training and management improvement skills.
- Facilitate preparation of Project work plan and reviews of the work plan implementation, and prepare minutes of the meeting.
- Provide technical assistance in the establishment and effective functioning of Project Implementation Unit (PIU).
- Facilitate M- WASH Unit to undertake an institutional and performance review of service providers - Water and Sanitation Users Committees (WSUCs) and others - identifying what has worked and what has not.
- Facilitate registration of WSUCs, and signing of performance agreements between M- WASH Units and WSUCs with Key Performance Indicators (KPI) for enhanced monitoring and formalized accountability.
- Provide technical assistance to the Municipality to prepare local WASH policy, WASH law, WASH Governance and Operations Directives, specific strategies and guidelines as agreed. Identify if there are barriers for development of these policy instruments and recommend policy measures to resolving them.
- Support the operationalization of municipality-wide costed WASH plan (based on N-WASH Management Information System developed by DWSSM), equitable resource allocation in the municipal plan and budgeting all while ensuring the reach to unreached and marginalized communities.
- Develop and support M- WASH Unit in applying service regulation on quality standards, service levels, tariffs, and compliance monitoring.

- Support in the commissioning and effective operationalization of a corporatized water and sanitation where establishment of such an entity has been agreed upon. Facilitate regulation and compliance of service standards with built-in KPIs. This will also provide support for behavior change campaigns (BCC) through information education and communication (IEC) campaigns to promote rational water use, payment of tariffs, social accountability on the services' quality.
- Based on identification of structured gap assessment, facilitate the provision of capacity building to the M- WASH Unit, and service providers as appropriate.
- Develop a citizen feedback system including preparation of report cards, and help in its public dissemination for a structured feedback & dissemination.
- Work with the M- WASH Unit to develop and operationalize a robust mechanism for grievance registration and redress to improve Municipality accountability towards citizens.
- Facilitate the effective operation of M- WASH Unit functions by regularly tracking progress being made by the municipality all while also identifying constraints and recommending solutions.

4.2 WASH Plan Preparation

- Collect and assess existing baseline information on water supply and sanitation of the participating Municipalities and analyze the existing situation. Consult with M- WASH Unit, WSUCs and other related sector stakeholders to identify and prioritize deficiencies in these sectors and finalize the area to be covered by the system to ensure Municipal wide water and sanitation services.
- Study existing and new sources of water taking into consideration factors such as an integrated system either at source or at reservoir level, water quality, safe yields, financial viability, sustainability, environmental impact, climate, disaster risk, and other uses, and suggest the best feasible option. Also, prepare a feasibility study report for discussion with the municipality.
- Facilitate to meet the legal requirements and obtain permit to use water by Municipality, raising awareness among source communities on the need to share water and benefit sharing mechanism agreed for water use. Conduct a topographical survey and a socio-economic survey for the system. The socio-economic survey should include time spent on water and sanitation activities, and cover a representative sample of the service area to generate a gender, caste, ethnic-disaggregated socio-economic profile.
- Prepare sanitation situation analysis based on the existing literature and on-going research in the municipality or undertake feasibility analysis if no information is available.
- The MST should note that there are many operational and under implementation water and sanitation schemes/systems being implemented by several different agencies. In preparing the

WASH plans, an inventory of the features, status, and the remaining works with required resources under such systems should be made and clearly recorded. The level of project interventions/support, agency support, and institutional linkages for a successful roll out of such systems must be identified and form a part of the WASH plan.

- Prepare a WASH plan with costing for the entire municipality based on the situation analysis, N-WASH MIS, operation and maintenance cost based on guidance from the PMU/PST and municipality. It should include water supply, sanitation, and hygiene components of the entire municipality. Water supply plan should include an analysis of (i) coverage of existing water supply systems, its functionality status, service level – quantity and quality; (ii) municipality wide plan for improving, and providing safe and reliable water & sanitation services, and serving uncovered areas, (iii) inventory of water sources (specify altitude and capacity, existing and future use).
- Support the integration of water safety in WASH Plan for water quality improvement and monitoring. Also, support the WSUCs and utilities in the preparation of scheme level water safety plans (WSPs) and technical verification of these WSPs.
- Sanitation plan will include an analysis and improvement of both sewerage and non-sewerage sanitation solutions as appropriate.
- Water supply and sanitation system should be planned to maximize climate benefits. Conduct energy efficiency audit and plan to make it energy efficient.
- Update N-WASH MIS data regularly.

4.3 Detailed Design and Bidding Document Preparation

- For high priority areas, based on guidance received from PMU/PST, prepare feasibility reports, and undertake site survey, prepare detailed designs for disaster and climate resilient water supply and sanitation infrastructure in sufficient detail with adequate quality assurance to ensure clarity and understanding by the Municipality and other relevant stakeholders. All designs should conform to DWSSM/Municipality design guidelines and/or other national engineering standards, and reflect safeguard requirements. Where no national engineering standards exist, MST will seek advice of the PMU/PST in appropriate design standards to be adopted.
- The Consultant supports the PIU/PMU to ensure that all identified subprojects undergo screening for potential Environmental and Social (E&S) risks and impacts – in line with the ESMF to determine if excluded as per the list of non-eligible projects in the ESMF, and to understand the level of potential E&S risks/impacts & the kind of assessment required. As defined in the ESMF and ESCP, every subproject (a) will be screened for E&S risks and impacts; (b) complies with the exclusion list; (c) follows E&S guidance for site selection,

planning, and engineering design; and (d) completes preparation of specific E&S instruments, including, Environmental and Social Impact Assessment (ESIA)/ESMP, simultaneously with engineering plan and design.

- Carry out geotechnical surveys as necessary for structural design of infrastructure components particularly intakes, water containing structures, water treatment plants, and wastewater treatment components.
- Prepare detailed cost estimates, using the latest schedule of rates from the Municipalities/district rates/markets, based on bill of quantities (BoQ) taken off from detailed technical design drawings that show all design aspects.
- Estimate the operation and maintenance needs for at least first year of operation of the water supply system including staff, material, and power costs, and prepare key performance indicators for the operation to be included in the bidding documents.
- The detailed design and costs estimate for sanitation infrastructure should be conducted.
- Prepare bidding documents using standard WB cleared model bidding documents including detailed technical specifications, BoQ, detailed construction drawings that permit contractors to carry out construction; including special conditions of contract; evaluation criteria etc.

4.4 Procurement Management

- Assist the PIU in preparing the procurement plans, with attention to appropriate market approach, procurement method, slicing and packaging etc., for approval by the World Bank.
- Prepare detailed cost estimates, bid invitations, Expression of Interests (EOIs), bid evaluation criteria, bidding documents /Request for proposal documents, etc. Participate in pre-bid meeting, prepare any addenda, corrigenda, and clarifications to bidders' queries for PIU response for the procurement of works, goods, and other services under the project.
- The Consultant provides guidance and support in integrating and incorporating E&S requirements and specifications into the subproject's DPR, bidding documents, and contract clauses.
- Support PIU in bid evaluation process including facilitate signing of the contract, and management of contract.
- Ensure compliance of agreed procurement procedures and timely completion of procurement activities undertaken by PIUs.
- Periodically, prepare project procurement reports of activities undertaken by the PIUs for the Bank's review.
- Extract and list roles & responsibilities of the contractor, municipality, service providers from their respective agreements.

- Assist PIU in construction supervision works, to ensure compliance with the designs, drawings & specifications, and quality of works.
- Provide orientation and training to technical & fiduciary staff of the municipalities on basic procurement, contract management, physical and financial reporting etc.
- Regularly analyze risks to procurement management and recommend solutions.
- Maintain records of procurement.

4.5 Construction Supervision and Contract Management

- Supervise the contract implementation and quality control.
- Facilitate the employer's representative in contract administration, monitor physical and financial progress against the milestones as per the contract to ensure completion of contract on time and quality.
- Support PIU in monitoring and enforcing the quality of inputs, processes, and outputs during all activities of construction to ensure that the quality of works conforms to the specifications and drawings.
- Support PIU in checking Contractors' interim payment statements and recommend to the PIU for the payment as provisioned in the contract after receiving such statements with sufficient supporting documents.
- Facilitate PIU in checking all construction works to ensure conformity to the contract, and propose any change in the plans, if required.
- Assess and facilitate PIU to enforce, as per standard Construction Management System, the adequacy of contractors' inputs in terms of material, equipment, construction machinery, labor, construction approach and methodologies.
- Customize the Safety Manual prepared by the PST and enforce its implementation to ensure safety of construction workers, engineers, and citizens.
- Provide line and levels to the contractor, undertake day to day supervision of the works including contractor's compliance to contract requirements, prepare and monitor construction schedules, keep track of the work progress, maintain daily site records, etc.
- Analyze and prepare variations, EOTs as applicable, take due diligent initiatives to prevent claims under the contract, keep records, and negotiate contractors' claims for the PIU.
- Support PIU to examine contractors' claims for time extension, variations, additional compensation etc. and recommend appropriate decisions. Also, support PIU for timely availing of permits from other agencies, land, and other clearances including environmental/tree cutting clearances. Prepare necessary documents for such purpose.

- Support PIU to ensure compliance with the E&S management instruments & plans, in carrying out regular supervision and compliance checks, and reporting any significant incident and accident to the PMU/PIU and the World Bank as well as in hiring external monitoring.
- Furnish detailed drawings, with revisions as necessary, to the contractor, check contractors' design and drawings for Design and Build contracts, and recommend for PIU's approval.
- Facilitate PIU to attend third party inspections as necessary and provide certification on the quality of the supplies based on such inspections. Assist the PIU in resolving contractual issues, and after physical completion of the works, check installation & commissioning. Also, monitor preparation of the "as built" drawings by the contractor including verifications and recommendation to PIU for approval.
- Prepare the Operations Manual in a user-friendly language and format usable by the service operators for carrying out Operations and Maintenance (O&M) of various systems developed during the town project.
- Assist the PIU and service provider in monitoring the performance of the contractor during its operation and maintenance period.

4.6 Water Safety Operationalization

- Prepare water quality improvement and monitoring framework.
- Prepare Standard Operating Procedures (SOPs) for lab equipment/kits.
- Prepare and conduct trimester-wise reviews to evaluate CRWSP implementation & the water quality situation, and update strategies for improvement.
- Undertake analysis of water quality data & health data (on water-borne diseases such as diarrhea), and develop strategy for public awareness.
- Identify and implement measures for water treatment including chlorination and household water treatment as required.
- Recommend municipalities to be declared "Safe Water Zones" based on criteria defined by the national guidelines.

4.7 Social and Environment Safeguards Implementation and Compliance Monitoring

- Following the guidelines, requirements and procedures required as per the WaSGISP Environment and Social Management Framework (ESMF) including the Stakeholder Management Plan (SEP), Resettlement Policy Framework (RPF), Indigenous Peoples Planning Framework (IPPF) and Labor Management Procedures (LMP), the consultants shall support the PIUs in screening, assessing, and managing environmental & social risks and impacts during sub-project construction and operation.

- Support and provide guidance to PIU to ensure that the relevant E&S instruments (ESIA/ESMP/RAP/IPP etc.) for the sub-projects are prepared in line with the ESMF in a timely manner simultaneously with subproject planning and design works (including preparation of DPRs).
- Ensure that the recommendations and mitigation measures provided in sub-project E&S management Plans (ESMP, RAP, IPP etc.) are reflected in the design and costing (initial as well as recurring expenditure) of the DPR and bidding documents, as applicable.
- Provide oversight on environmental and social management aspects of sub-projects, and ensure that the ESMPs are implemented during construction.
- Conduct regular supervision, monitoring, and compliance checks during subproject implementation, and report any significant incident and accident to the PIU, PMU and the Bank.
- Establish a system to monitor environmental & social risk management measures including COVID-19 measures of the sub-project regularly via site visits etc., including monitoring of the indicators set out in the monitoring plan of the ESMPs.
- Monitor the effectiveness with which the ESMP and other management plans such as RAP are implemented, and recommend necessary corrective actions to be taken by PMU/PIU/Municipalities.
- Prepare monthly E&S progress reports on implementation of E&S plans and environmental monitoring reports on sub-projects as specified in ESMF, PIM etc.
- Support in hiring external monitoring consultant as required by the ESMF, and participate in/facilitate external monitoring.
- Participate in, and act as a resource person in capacity building & training activities organized by the PMU, and use the knowledge learned for improving existing practices.

4.8 Financial Management

- Support drafting of the ToR for a qualified accountant in municipality for the financial management of Bank-financed project. Provide training to the accountant to effectively manage Bank-financed project.
- Assist municipality to access conditional grants while ensuring compliance requirements are met every year.
- Support for preparing Annual Work Plan and Budget (AWPB) and for budget release on a timely basis.
- Ensure that all transactions made by the PIU/Municipality under the project comply to the fiduciary requirements. Also, maintain a ledger of transactions in the form and format provided by PIU.
- Support PIU to prepare financial records and financial reports.

- Support municipality/PIU in disbursements, and prepare documents for reimbursement of expenditures by preparing & submitting the Statement of Expenditure (SoE) and other required documents to the PMU timely and reliably.
- Suggest improvements to the recording systems including ensuring operationalization of applicable budget management information system, SuTRA, CGAS etc.
- Support and prepare documents for internal & external audits, writing responses to arrears etc. Maintain records of internal audit & external audit issues, and prepare audit issues resolving action plan (AIRAP) on an updated basis.
- Report non-compliance or shortcomings of the fiduciary requirements to PMU. Ensure that the fiduciary risks are continuously addressed, and any non-compliance is reported to the PIU and PMU.

4.9 Progress and Financial Reporting

- Make the required financial management related information available to the PIU, PMU, and the Bank.
- Prepare and report on the progress & financial progress being implemented under the project as per the template and timelines elaborated in the Project Implementation Manual (PIM).
- Based on the feedback received, improve subsequent reports.

5 Reporting Requirements

- The MST will report to the PIU and PMU with certified report to meet contractual obligations between PMU and MST.
- Minimum reporting requirements from the MST is summarized in the table below, and the reporting schedule & templates will be proposed in the Consultant's Inception Report and set forth for an agreement with the PMU.
- All reports should be submitted in 2 hard copies along with an electronic copy in editable and non-editable versions (e.g., Word, Excel, PowerPoint, Auto CAD, etc.) and .pdf format. All data and documents must be handed over to the PIU before the assignment will be considered as completed.

Table 1: Major Reporting requirements

Report	Timeline	Description
Inception report	Within 30 days after the commencement of the services	<ul style="list-style-type: none"> • Detailed work plan and staffing schedule (synchronization of experts' input schedule and output delivery) • Methodology • Preliminary assessment of the outputs required, and an action plan to achieve them, including review of existing situation and information
Customized WASH Plan	Within 90 days after the commencement of the services	<ul style="list-style-type: none"> • N-WASH generated WASH plan shall be customized as per the municipality context and re-uploaded in the N-WASH System
Feasibility and Detailed design reports, safeguards documents, and bidding documents of the packages	Progressively (Package-I should be finalized within 4 months after obtaining PIU's formal go-ahead)	<ul style="list-style-type: none"> • Feasibility and Detailed design reports • Environment and Social Safeguard reports • Resettlement Plans • Bidding documents
Different Manuals as prescribed in the Scope of Services	As agreed with the PIU/PMU	<p>Operation & Maintenance (O & M) documents</p> <ul style="list-style-type: none"> • Operations and Maintenance (O & M) Manuals • Other Manuals as per the Scope of the Service
Monthly Progress Reports (Physical Progress, Financial Progress, Environmental and Social Safeguards)	Within 10 days of the consecutive month	<ul style="list-style-type: none"> • Progress on delivery of each of the outputs • Environmental and social safeguards monitoring • OHS monitoring • Key issues and constraints • Attempts made to resolve the issues
Quarterly and/or Semi-annual Progress Reports (Physical Progress, Financial Progress, Environmental, and Social Safeguard)	10th day after completion of each quarter or semester as applicable	<ul style="list-style-type: none"> • Progress on delivery of each of the outputs (Summary of monthly progress for 3 and/or 6 months) • Environmental and social safeguards monitoring • OHS monitoring • Key issues and constraints. • Updated project schedule • Any changes in project design and details
Annual progress report	Each 12 months following commencement of services	<ul style="list-style-type: none"> • Summary of reporting requirements outlined above (monthly/quarterly progress reports) for all aspects of works and activities under the project
Final Report	One month prior to the Contract Completion Date	<ul style="list-style-type: none"> • Project completion report, and summary of all other reports, progress, and issues under the project, • Summary of annual progress reports.

Report	Timeline	Description
		<ul style="list-style-type: none"> • Certification of as-built drawings • Compilation of all the completed GIS maps
Any other specific report as required from time to time.		

6 Indicative Input, Qualification, and Experience of the firm and MST Personnel, Outline of Team Composition, and Input Requirements

The consulting services for the technical assistance will be recruited from a Consulting Firm for the time period of about 60 months, and the consultant shall have following minimum experience:

- The Consultant shall have minimum five (5) years of general experience.
- The Consultant shall have experience in project management/ construction supervision in at least one (1) multi-year water supply or sanitation project, funded by international development partners with a consulting cost of at least NPR 50 million.
- The Consultant shall have experience in detail design/design review in at least one (1) water supply or sanitation project with project cost of each project being at least NPR 1 billion.
- It is desirable that the Consultant is experienced in project management/ construction supervision of minimum one number of a (1) multiyear development project with consulting cost of at least NPR 50 million.
- The Consultant should be familiar with multilateral or bilateral donor-funded project implementation procedures, including technical, fiduciary, and safeguard requirements.

The Consultant shall provide an expert team of professionals for the said assignment. Indicative requirements are presented in the Table 2.

Table 2: Indicative Inputs of Municipal Support Team (MST) in Birendranagar Municipality, Surkhet District; and Dipayal Silgadhi Municipality, Doti District

(Package 1 – 2 Teams)

	Position (National)	Birendranagar		Dipayal Silgadhi	
		No.	Pm	No.	Pm
	Key Experts				
1.	Team Leader–Project Implementation Specialist	1	60		
2.	Deputy Team Leader–Project Implementation Specialist			1	50
3.	Water and Sanitation Design Engineer	2	2*30	1	34
4.	Water Treatment Engineer	1	15	1	12
5.	Governance and Institutional Specialist	1	18	1	12
	Non-Key Experts				
6.	Quality Control Engineer	1	18	1	18

7.	Electrical Engineer	1	10	1	6
8.	Mechanical Engineer	1	10	1	6
9.	Financial Management Specialist	1	18	1	12
10.	Procurement and Contract Management Specialist	1	12	1	12
11.	Construction Supervision Engineer	2	2*32	2	2*36
12.	Environment Management Specialist	1	24	1	24
13.	Social Development Specialist	1	18	1	24
	Support Staff				
14.	Data and Documentation Manager	2	2*26	2	2*24
15.	Social Mobilizer*	2	2*28	2	2*23

Note: Pm is person-month

* Additional staff may be provided by the Municipality, and s/he shall be integrated into the MST

7 Qualifications and Scope of Services

The listed experts in the Table 3 are the best estimates of the Client and only indicative in nature. The Consultant should do its own assessment on the expert and supporting staff requirement, and their corresponding input should be indicated in the proposal. However, all the positions listed under the “key experts” is mandatory and the Consultant should ensure that it provides suitable candidates for each position. Any failure to meet this requirement will impact its technical score. The experts described below are expected to have excellent networking and communication skills (written and verbal – in both English and Nepali), and dedication towards the assignment.

Table 3: Scope of Services and Qualification/Experience Requirements of Personnel

Position (National)	Key Scope of Services	Qualification and Experience for the Personnel in Birendranagar Municipality	Qualification and Experience for the Personnel in Dipayal Silgadhi Municipality
Team Leader– Project Implementation Specialist	<p><i>Overall responsibility for the execution of the work in accordance with the ToR.</i></p> <p>The Team Leader is responsible for proactively planning and leading the achievement of project implementation, delivery of all services including detailed design, supervision, procurement, environment, and social safeguards compliance, governance, and financial management. The Team Leader will coordinate the team, delineating personnel for execution of the assignments, managing implementation, networking, and ensure quality documentation, and on time reporting to the client. The Team Leader will provide support in the commissioning phase and effective operationalization of a corporatized water and sanitation where establishment of such an entity is agreed. S/he will facilitate regulation and compliance of service standards with built-in KPIs.</p>	<p>Bachelor’s degree in civil engineering or relevant discipline (Preferably Master’s degree in water supply /sanitary / environmental/ public health engineering).</p> <p>S/he should have minimum 10 years of experience of water supply or sanitation infrastructure implementation with minimum 1 number of water supply or sanitation project as a team leader or deputy team leader with duration of each project not less than 1 year, preferably 2 years of experience in water supply sanitation design, implementation under donor-funded projects.</p>	

Deputy Team Leader–Project Implementation Specialist	<p><i>Overall responsibility for the execution of the work in accordance with the ToR.</i></p> <p>The Deputy Team Leader is responsible for the delivery of all services including detailed design, supervision, procurement, environment, and social safeguards compliance, governance, and financial management. The Deputy Team Leader will coordinate the team, delineating personnel for execution of the assignments, managing implementation, networking, quality documentation, and on time reporting to the Team Leader who, in turn, will report to the client.</p>		<p>Bachelor’s degree in civil engineering or relevant discipline (Preferably Master’s degree in water supply/ sanitary/ environmental/ public health engineering).</p> <p>S/he should have minimum 10 years of experience of water supply or sanitation infrastructure implementation with minimum 1 number of water supply or sanitation project as a team leader or deputy team leader with duration of each project not less than 1 year, preferably 1 year of experience in water supply sanitation design, implementation under donor-funded projects.</p>
Water and Sanitation design Engineer (National)	<p>Prepare municipality-wide WASH plan and cost based on situation analysis, detailed designs and bidding documents, and estimate operation & maintenance costs of water and sanitation systems.</p>	<p>Bachelor’s degree in civil engineering or relevant discipline (Preferably Master’s degree in water supply/ sanitary/ environmental/ public health engineering).</p> <p>S/he should have minimum 7 years of experience of water supply or sanitation infrastructure design with minimum 2 number of water supply or sanitation project as a Water Supply or Sanitation Design Engineer.</p>	<p>Bachelor’s degree in civil engineering or relevant discipline (Preferably Master’s degree in water supply/ sanitary/ environmental/ public health engineering).</p> <p>S/he should have minimum 5 years of experience of water supply or sanitation infrastructure design with minimum 2 number of water supply or sanitation project as a Water Supply or Sanitation Design Engineer.</p>
Water Treatment Engineer	<p>Prepare water safety plan, and strategy for water quality improvement and monitoring. Conduct review of safety plans, and update strategies for improvement. Recommend municipalities to declare “Safe Water Zones” based on the criteria defined by the national guidelines.</p>	<p>Bachelor’s degree in civil engineering or relevant discipline (Preferably Master’s degree in water supply/ sanitary/ environmental/ public health engineering).</p> <p>S/he should have minimum 7 years of experience of water supply treatment infrastructure design with minimum 2 number of water supply project as a Water Supply Treatment Engineer.</p>	<p>Bachelor’s degree in civil engineering or relevant discipline (Preferably Master’s degree in water supply/ sanitary/ environmental/ public health engineering).</p> <p>S/he should have minimum 5 years of experience of water supply treatment infrastructure design with minimum 2 number of water supply project as a Water Supply Treatment Engineer.</p>

Governance and Institutional Specialist	Support the municipality to set up M- WASH Unit and its integration into municipality structure. Facilitate M-WASH Unit to undertake an institutional and performance review of service providers. Provide technical assistance to municipality to prepare local WASH policy, WASH law, WASH Governance and Operations Directives. Develop and support M-WASH Unit in applying service regulation and compliance monitoring. Develop citizen feedback/grievance system including preparation of report cards, and help in its public dissemination.	Master's degree in public policy/ development studies/ urban planning/ civil engineering/ business management/ other relevant discipline. S/he should have at least 10 years of experience in governance project.	Master's degree in public policy/ development studies/ urban planning/ civil engineering/ business management/ other relevant discipline. S/he should have at least 10 years of experience in governance project.
Quality Control Engineer	Prepare quality assurance and implementation plans. Regularly undertake visits to subproject sites, assure construction quality, and review progress of the activities. Conduct quality assurance audits and submit concrete suggestions for improvement. Train local officials on quality control.	Bachelor's degree in civil engineering or relevant discipline (Preferably Master's degree in civil engineering or related degree). S/he should have minimum 7 years of experience in infrastructure quality control.	Bachelor's degree in civil engineering or relevant discipline (Preferably Master's degree in civil engineering or related degree). S/he should have minimum 5 years of experience in infrastructure quality control.
Electrical Engineer	Review data and design all electrical components, and feed into the project designs & bidding documents. Train the local operators for the effective operationalization of designed systems, and support in carrying out technical audits.	Bachelor's degree in electrical engineering or relevant discipline (Preferably Master's degree in electrical engineering). S/he should have minimum 7 years of experience in design of electrical components, lines with minimum 2 number of water-based pumping project as an Electrical Engineer.	Bachelor's degree in electrical engineering or relevant discipline (Preferably Master's degree in electrical engineering). S/he should have minimum 5 years of experience in design of electrical components, lines with minimum 2 number of water-based pumping project as an Electrical Engineer.
Mechanical Engineer	Review data and design all mechanical components, and feed into the project designs & bidding documents. Train the local operators for the effective operationalization of designed systems, and support in carrying out technical audits.	Bachelor's degree in mechanical engineering or relevant discipline (Preferably Master's degree in mechanical engineering). S/he should have minimum 7 years of experience in design of mechanical components, with minimum 2 number of water-based pumping project as a Mechanical Engineer.	Bachelor's degree in mechanical engineering or relevant discipline (Preferably Master's degree in mechanical engineering). S/he should have minimum 5 years of experience in design of mechanical components, with minimum 2 number of water-based pumping project as a Mechanical Engineer.

<p>Financial Management Specialist</p>	<p>Assist municipality to access conditional grants while ensuring compliance requirements are met. Ensure that the fiduciary risks are continuously addressed. Ensure that the transactions made by the municipality comply to the fiduciary requirements. Support municipality in budget planning, disbursements, and prepare documents for reimbursement of expenditures. Support and prepare documents for internal and external audits. Report non-compliance or shortcomings of fiduciary requirements, if any. Prepare financial records and financial progress reports. Details are in sub-sections 4.8 and 4.9 above.</p>	<p>Bachelor's degree in financial management/ accounting or relevant discipline (Preferably Master's degree in financial management/ accounting/ business administration/ or related field).</p> <p>S/he should have at least 10 years of overall experience in public financial management, preferably with 1 year of experience in financial management under World Bank funded projects.</p>	<p>Bachelor's degree in financial management/ accounting or relevant discipline (Preferably Master's degree in financial management/ accounting/ business administration/ or related field).</p> <p>S/he should have at least 7 years of overall experience in public financial management, preferably with 1 year of experience in financial management under World Bank funded projects.</p>
<p>Procurement and Contract Management Specialist</p>	<p>Prepare detailed bid estimates, bid documents, and bid invitations. Participate in the pre-bid meeting and record meeting outcomes. Facilitate contract signing and management of contract. Prepare roles and responsibilities of the contractor, municipality, service providers during the construction phase. Provide training to the technical and fiduciary staff of the municipalities on basic procurement, contract management, physical and financial reporting. Regularly analyze the risks to procurement management and recommend solutions. Maintain the records of procurement work activities.</p>	<p>Bachelor's degree in civil engineering/ procurement and supply chain management/ business law or relevant discipline (Preferably Master's degree in business management/ procurement and supply chain management/ business law/ construction management/ civil engineering/ finance).</p> <p>S/he should have at least 10 years of experience in working in procurement or contract management, preferably with 1 year of experience as a Procurement or Contract Management Specialist in World Bank funded projects.</p>	<p>Bachelor's degree in civil engineering/ procurement and supply chain management/ business law or relevant discipline (Preferably Master's degree in business management/ procurement and supply chain management/ business law/ construction management/ civil engineering/ finance).</p> <p>S/he should have at least 10 years of experience in working in procurement or contract management, preferably with 1 year of experience as a Procurement or Contract Management Specialist in World Bank funded projects.</p>

Construction Supervision Engineer	Supervise the implementation of contract. Support PIU in monitoring works and enforcing the quality of inputs, processes, and outputs during all activities of construction to ensure that the quality of works conforms to the specifications and drawings. Support PIU in checking Contractors' interim payment statements and recommend it for the payment as provisioned in the contract.	Bachelor's degree in civil engineering or relevant discipline (Preferably Master's degree in civil engineering or related degree). S/he should have minimum 7 years of experience in infrastructure supervision with minimum 1 number of water supply or sanitation project as a Construction Supervision Engineer.	Bachelor's degree in civil engineering or relevant discipline (Preferably Master's degree in civil engineering or related degree). S/he should have minimum 5 years of experience in infrastructure supervision with minimum 1 number of water supply or sanitation project as a Construction Supervision Engineer.
Environment Management Specialist	Prepare and ensure that the environment requirements and specifications are incorporated into the project's detailed project reports, documents, bidding documents. Conduct regular supervision, monitoring, and compliance checks during project implementation, and report any significant incident & accident. Participate in the external monitoring as defined. Participate in and engage as a resource person in the capacity building scheme. Prepare safeguards compliance reports as specified in the ESMF/Project Implementation Manual (PIM).	Master's degree in environmental management or equivalent field. S/he should have at least 7 years of experience in the environmental risk assessment and management, preferably with at least 1 year of working experience with World Bank funded project.	Master's degree in environmental management or equivalent field. S/he should have at least 5 years of experience in the environmental risk assessment and management, preferably with at least 1 year of working experience with World Bank funded project.
Social Development Specialist	Prepare and ensure that the social requirements and specifications are incorporated into the project's detailed project reports, documents, and contract clauses. Conduct regular supervision, monitoring, and compliance checks during project implementation, and report any significant incident & accident. Participate in external monitoring as defined. Participate in and engage as a resource person in capacity building. Prepare the safeguards compliance reports as specified in the Project Implementation Manual (PIM).	Master's degree in social sciences or any other relevant discipline. S/he should have at least 7 years of experience working in social safeguards in the development projects, preferably with at least 1 year of working experience with World Bank funded project.	Master's degree in social sciences or any other relevant discipline. S/he should have at least 5 years of experience working in social safeguards in the development projects, preferably with at least 1 year of working experience with World Bank funded project.
Unallocated (energy efficiency, private sector participation)		Minimum Bachelor's degree in the relevant Field (Preferably Master's degree in the relevant discipline). S/he should have at least 7 years of experience working in the related field.	

8 Project Duration

The total duration of the consulting service will be about 60 months. The consulting service is expected to begin from January, 2023.

9 Payment Modality

- Payments will be based on the submission of monthly time-based invoices.
- Evidence of payments made to the experts / staffs for the previous month shall be submitted along with the invoice.

10 Working Hours and Days

The working hours and days shall be in accordance with the government working system of Nepal. No overtime payment shall be made for the key personnel for additional working hours, if any.

11 Facilities, Inputs, And Counterpart Personnel

11.1 Facilities To Be Provided by The Client

- The geo-technical or other investigations, survey, wastewater and water supply sample testing as required (not covered by this ToR) will be managed through the provisional sum allocated in the contract.
- PMU will provide the Consultant with all relevant studies, reports, data, and maps that are in its possession.
- PMU will assist the Consultant to acquire any other relevant studies, reports, data, and maps from other sources at the expense of the Consultant itself.
- PIU will support MST by deputing counterpart personnel as per the need.

11.2 Facilities To Be Managed by The Consultant

- The Consultant shall manage the office space including its maintenance required for the smooth functioning of the services, and the associated cost shall be reflected in the financial proposal.
- The Consultant shall carefully work out the number and position of the administrative and support staff (draft persons, office managers, office secretaries, messengers etc.) required for the proper delivery of the consulting services, and will include the associated costs in its financial proposal. The Consultant shall ensure the adequacy of the support staff proposed in its proposals. Any additional staff or inputs shall be the responsibility of the Consultant at its own costs.
- The Consultant will provide all the office logistics and consumables such as the computers, laptops, photocopiers, printers, and other equipment and accessories including other facilities for the entire contract period. Needed supporting staff and communication expenses are also to be included. The Consultant will set out these requirements in the technical proposal and include the associated costs in the financial proposal.
- The vehicles required for consulting services for the entire contract period shall be included in the proposals, and shall be well maintained during the contract period. The cost for the hire, repair/maintenance, and operation of these vehicles & equipment including fuel, lubricant, drivers, vehicle registration renewal, and insurance etc. shall be included in the financial proposal.