



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE: Engineering Consultant for YCWSS of ADRA Japan “Health Reform Project”	
Hiring Office:	ADRA Nepal Country Office, Kathmandu
Purpose of consultancy:	<p>Background: ADRA Japan collaborates with ADRA Nepal, for “Health Reform Project” funded by MoFA Japan in Bardiya district of Nepal. One of the main goals of the project is ‘Improve the quality service provision leading to increased availability of nutrition care as well as WASH services which contributes to sustainable and equitable access to nutrition care and WASH facilities through collaboration among government and private sector (Yamaha Motor Co., Ltd., Japan).</p> <p>Furthermore, the project has designed a major intervention to increase the accessibility to safe drinking water in targeted communities (marginalized, Dalit, indigenous, minority, and disabled)</p> <p>The overall objective of the assignment is to provide technical support on design and construction for the installation of YCWSS (Yamaha Clean Water Supply System) along with supervision of all tasks related to construction.</p>
Scope of work: (Description of services, activities, or outputs)	<p>In coordination with the Project coordinator, the consultant will be required to complete the following assignments:</p> <ul style="list-style-type: none"> • Review Designs, drawings, and construction plans for all foundation infrastructure (as given below) of YCWSS provided by the project coordinator; <ul style="list-style-type: none"> ✓ YCW concrete foundation ✓ Pump Room ✓ Parts Storage shed ✓ Water faucet ✓ Fence ✓ Piping ✓ Overhead water tank • Prepare the infrastructure design (as per need) in accordance with the YAMAHA’s construction standard (this should be also aligned with) GoN’s building standard. • Provide professional and technical assistance to the project staff and contractor • Assist the YAMAHA/ADRA team for technical assistance and monitoring for all tasks related to YCWSS. • Oversee labor and conduct monitoring during construction, and check whether the construction quality is maintained, identified and deviations are addressed. • Support local government and locally formed construction committee (contractor) for the construction of a parts storage shed. • In collaboration with the Project Coordinator, timely complete all the assignments and documentation. • Prepare all technical documents required for YCWSS construction works. • Verify the construction materials as required by YCWSS; • Verify and ensure the specification of construction materials and works; • Ensure that detailed estimates and design of civil, electrical, and sanitary works are followed properly by contractor; • Conduct the after-construction tests of infrastructures as prescribed by ADRA Nepal
Duration of work	The duration of the assignment will be 50 days (September 15- December 15, 2023)
Place where services are to be delivered	Field Office, Gulariya, Bardiya
Delivery dates and how	<ul style="list-style-type: none"> • Submit periodic and final construction report Project Coordinator



work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> All the assignment reports (electronic copies) shall be submitted to the Project Coordinator within the agreed timeline. Submit a timesheet as per the schedule
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The individual consultant will work in close coordination and collaboration with ADRA Project Coordinator. The consultant will report progress updates to the Project Manager and Project Coordinator.
Supervisory arrangements:	The individual consultant /consultant firm will be responsible for the entire assignment and will report to the Project Coordinator
Expected travel:	In ADRA Nepal office and Bardiya office, as required
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> A bachelor's degree in civil engineering/Architecture. Minimum 3 years of working experience in construction and schemes relating to community infrastructures. Working experience from I/NGOs or MoFA Japan-funded projects or multi-donor agencies preferred Having all legal documents Good written and spoken English and Nepali language
Required Skills and Attitudes	<ul style="list-style-type: none"> Good communication skills. Strong interpersonal skills, ability to work in teams and self-management skills. High level of integrity Ability to perform unsupervised Organized and systematic approach to work
Inputs / services to be provided by ADRA	If any relevant and justifiable need for the completion of task
Equipment for the Assignment	No equipment will be purchased or provided by ADRA Nepal. Any equipment needed to complete this assignment must be arranged by the consultant.
Remuneration	<p>The individual consultant or consultant Firms shall submit a total budget with a detailed breakdown including applicable taxes at the time of proposal submission. The budget covers consultancy fees, accommodation plus travel costs. The consultant shall bear all tariffs, duties, and applicable taxes or charges, insurance, and medical claims levied at any stage during the execution of the work.</p> <p>Payment shall be made in three installments of;</p> <ul style="list-style-type: none"> 40% down payment upon submission of an inception report with details of both the construction progress report and upon technical supervisory report (after the first field visit at the site) acceptable to the project team. 40% upon completion of all construction works on the site. 20% final payment upon submission of the final outputs (all assignments), incorporating suggestions and recommendations from ADRA Nepal Team as mentioned in ToR.
Evaluation Criteria	The procurement committee will evaluate the CVs (including experiences) and financial proposals submitted by candidate applicants to ADRA.
Other relevant information or special conditions, if any:	<p>Applicants are required to submit the following:</p> <ul style="list-style-type: none"> A Technical Proposal: Letter of Interest, stating why you consider your service suitable for the assignment and a brief methodology on the approach and implementation of the assignment. Personal CVs of technical personnel proposed for this project highlighting qualifications and experience in similar projects. Work references - contact details (e-mail addresses) of referees (firms for whom you've produced similar assignments). Financial proposal indicating consultancy fee with all costs related to the assignment or overall consultancy cost of 50 days.
Safeguarding	<ul style="list-style-type: none"> Consultant will be responsible for obtaining consent before taking photos, interviews, and recordings for all the beneficiaries selected for



	<p>the process.</p> <ul style="list-style-type: none">• Ensure the Do No Harm and safeguarding policy of ADRA Nepal.• Directly report any safeguarding concern to the Safeguarding focal person.
Other relevant information or special conditions, if any:	