



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE: Engineering Consultant for the Construction of Overhead Tank and Water Distribution System as part of “Health Reform Project 2”	
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 to ‘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 local communities.</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, estimation and construction of ‘Overhead Tank and Water Distribution System’ along with supervision of all tasks related to construction.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<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, BoQ and construction plans for all infrastructure (as given below) of Overhead Tank and Water Distribution System provided by the project coordinator. <ul style="list-style-type: none"> ✓ Overhead Water Tank Base ✓ Overhead Water Tank Elevation Structure ✓ Pump Room ✓ Water faucet ✓ Sanitary Pipeline ✓ Overhead water tank • Prepare the infrastructure design (as per need) in accordance with the basic requirement of WASH facilities and GoN’s building standard; • Provide professional and technical assistance to the project staff and contractor; • Assist ADRA team for technical assistance and monitoring for all tasks related to Overhead Tank; • Oversee labor and conducts monitoring during construction, and checks whether the construction quality is maintained, identified and deviations are addressed; • Support local government and locally formed construction committee (contractor) for construction of parts storage shed; • In collaboration with the Project Coordinator, timely complete all the assignments and documentation; • Prepare all technical documents required for Overhead Tank construction works; • Verify the construction materials as required; • 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 the contractor; • Conduct the after-construction tests of infrastructures as prescribed by ADRA Nepal
Duration of work	Estimated duration of the assignment will be 90 days (May 15- Aug 15, 2024)
Place where services are to be delivered	Field Office, Gulariya, Bardiya
Delivery dates and how work will be delivered (e.g.	<ul style="list-style-type: none"> • Submit periodic and final construction report to the Project Coordinator • All the assignment reports (electronic copies) shall be submitted to the



electronic, hard copy, etc.):	<p>Project Coordinator within the agreed timeline.</p> <ul style="list-style-type: none"> • 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 completion of task
Equipment for the Assignment	No equipment will be purchased or provided by the 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 local travel costs, the amount of which will be agreed upon between ADRA Nepal and the consultant. The consultant shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work.</p> <p>Payment shall be made in three installments.</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 Technical 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 and a breakdown of expenses (unit price together with any other expenses) related to the assignment or overall consultancy cost of 90 days.
Safeguarding	<ul style="list-style-type: none"> • Consultant will be responsible for obtaining consent before taking



	<p>photos, interviews, and recordings for all the beneficiaries selected for 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.
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