

**Ministry of Water Supply**  
Kathmandu Upatyaka Khanepani Limited, (KUKL) Board  
**Project Implementation Directorate (PID)**  
Anamnagar, Kathmandu

***Request for Expression of Interest***  
***for***  
**Design, Supervision and Contract Management Consultant (DSC/WW/03)**  
**(Publication Date: 22 December 2023)**

1. Government of Nepal (GoN) has received a Loan from the Asian Development Bank (ADB) for ***Kathmandu Valley Wastewater Management Project*** and intends to apply part of this ***fund*** to eligible payments under the Contract for which this Expression of Interest is invited for ***International Consulting Services***.
2. The Project Director on behalf of ***Project Implementation Directorate***, now invites Expression of Interest (EOI) from eligible International Consulting firms ("consultant") based on QCBS criteria as set out in the Guidelines on the use of Consultants by ADB and its Borrowers 2013 (as amended from time to time), Standard Document for the selection of Consultants 2013 (as amended from time to time) to provide the following consulting services with tentative input of 44 person month for International and 348 person month for National Key and Non-Key positions having appropriate management technical and geographical competence:
  - I. Construction supervision and contract administration of ongoing works under ADB Loan-3000.
  - II. Project management, performance monitoring and administration support to the PID to successfully implement and monitor the project.
3. The Design Supervision and Contract Management Consultant must furnish list of similar projects executed ***in past seven years with summary of such projects and important financial details***. The EOI is required to be submitted in the standard formats stipulated for this purpose. The EOI document, draft Terms of Reference (TORs), format for submission and other details can be downloaded from ADB website <http://csr.n.a.d.b.o.r.g> (click on "Nepal" find caption on "view" and download "TOR document") or PID website <https://kuklpid.org.np/>.

Interested eligible consultants may obtain further information and EOI document free of cost at the address ***Project Implementation Directorate***, Anamnagar Kathmandu, Nepal during office hours on or before **21 January 2024**.

4. Consultants may associate with other consultants to enhance their qualifications.
5. The Consultant will report to and work under the overall guidance of PID and is expected to commence the services by **June 2024**. QCBS Selection Criteria will be based on the provision of guidelines on the use of Consultants by ADB and its Borrowers, 2013 and as amended from time to time.
6. The EOI, one copy in original and one in copy should be delivered to the following address no later than **21 January 2024**, by 16:00 PM (Nepal Standard Time). The EOI can also be submitted through ADB-CSR.N online on or before **21 January 2024** by 23:59 PM (Manila time).

**EOI delivery address:**

The Project Director  
Project Implementation Directorate  
1235/59 Tankaprasad Ghumti Sadak,  
Anamnagar, Kathmandu, Nepal  
Telephone: +977(1)5705986. Fax: +977(1)5705057  
Web: [www.kuklpid.org.np](http://www.kuklpid.org.np) Email: [pidmail@kuklpid.org.np](mailto:pidmail@kuklpid.org.np)

7. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
8. EOI will be assessed based on ***Management Competence (10%), Technical Competence (80%), and Geographic Competence (10%)*** of consulting firm. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.

## **TERMS OF REFERENCE FOR DESIGN, SUPERVISION AND MANAGEMENT CONSULTANT (DSC/WW/03)**

**for**

### **a. Construction Supervision and contract administration of ongoing wastewater related works under L-3000**

#### **1. Background:**

1. The Kathmandu Valley Wastewater Management Project L-3000 (the project) is supporting the ongoing efforts of the Government of Nepal (the government) towards improving the wastewater services and the environment in the Kathmandu Valley. The project will invest to maximize the efficiency and effectiveness of existing waste water sector infrastructure and service provision provided or planned, to restore, establish and extend wastewater services in order to improve urban rivers and tributaries water quality and eco-system. The project complements the past and ongoing Asian Development Bank (ADB) projects. The resultant synergy is expected to lead to increased efficiencies, greater improvement in waste water service delivery, and higher impact on health outcomes and quality of life for inhabitants of Kathmandu Valley.
2. The major ongoing works under the project L-3000 are construction of Wastewater Treatment Plants, at Sallaghari, Kodku and Dhobighat of capacity, 14.2 MLD, 17.5 MLD and 37 MLD respectively. There are other works such as construction of DEWATS at Hanumanghat and Gokarna including sewer networks in Gokarneshwor Municipality, Ward No 4. At present, a design and supervision consultant (DSC-06) is supervising all the works under the project.
3. The Ministry of Water Supply (MoWS), as the executing agency has established a Project Implementation Directorate (PID), KUKL under the MWSS to provide overall coordination, monitoring and implementation of the various projects under PID.
4. The Project Implementation Directorate (PID) of Kathmandu Upatyaka Khanepani Limited (KUKL) will engage an international consulting firm experienced in design and construction supervision of wastewater projects as the Design and Supervision Consultant (DSC) in accordance with the Quality Cost Based Selection (QCBS) procedure set out in ADB's Guidelines on the Use of Consultants (2013, as amended from time to time) to provide the following services:
  - Construction supervision and contract administration of ongoing wastewater related works under L-3000;
  - Project management, performance monitoring and administration support to the PID to successfully implement and monitor the project.

5. As stated above, the consulting services covers mainly the contract administration and construction supervision of ongoing wastewater related works under loans L-3000.
6. A total of **392** person months of consulting services (**44** person-months international and **348** person-months national) will be required. The DSC will report to and work under the overall guidance of the PID, and is expected to commence its services by June 2024.

## **2. Objective:**

The objective of the consulting services is to provide engineering expert services and advise in construction and post-construction supervision of the contracts by ensuring the suitability/accuracy of design, quality construction, transparent and timely project execution in a cost-effective manner. The service shall also ensure technically sound project implementation.

The specific objectives of the consultancy services are review of existing documents, comprehensive contracts supervision and contract administration during construction and post-construction periods for the remaining contract packages under L-3000. Implementation of the works will have to be executed in accordance to environment and social safeguard compliance with the Government and ADB requirements.

Expected duration of the consulting services will be **24** months for construction supervision of remaining works under different contract packages including any miscellaneous support services. Total duration will be **36** months including 1 year Defects Liability Period of the civil works contracts.

## **3. The scope of services**

The detail scope of services to be provided by the Consultant has been outlined below, however, the defined services are not an exhaustive list but are indicative only. The Consultant is expected to perform professionally and undertake activities necessary to achieve the objectives of the consulting services. The broad outline of the scope of services shall be, but not limited to the followings:

- (i) Construction supervision and contract administration of construction of remaining works under Loan 3000 mainly Wastewater Treatment Plants, at Sallaghari, Kodku and Dhobighat including due diligence review of design and contract documents as necessary;
- (ii) Construction supervision and contract administration of construction of DEWATS at Hanumanghat and Gokarna including Sewer Networks in Ward No 4 of Gokarneshwor Municipality and any other contracts packages under L-3000 including construction supervision of Administrative Office Building;
- (iii) Support PID in supervision and monitoring of operation activities of completed wastewater treatment plants at Guheshwori and Dhobighat;
- (iv) Project management, performance monitoring and administration support to the PID to successfully implement and monitor the project and contribute to achieving the stated outputs;

- (v) Support to PID to implement the social and environment safeguard compliance including Occupational Health and Safety (OHS) compliance as well as gender equality and social inclusion (GESI) action plan and the community awareness and participation plan (CAPP);
- (vi) Support PID in design and procurement process of minor works under upcoming ADB financed Loans;

The scope of services of DSC will include but not necessarily be limited to the following:

## **A. Contract Administration and Construction Supervision:**

### **1. Contract Administration**

The Consultant's responsibilities in contract administration works will include, but not necessarily be limited to the following:

- (i) Work as the Engineer or Employer's Representative within the context of conditions of the construction contracts;
- (ii) Supervision and monitoring of construction works of the project, prepare and check measurements for works completed and in progress, verify and endorse contractor's invoices for payment to the contractor's suppliers, provide certification on the quality of the works accomplished and on their conformity to specifications, drawings and prescribed quality in accordance with specifications, tender documents and quality assurance system;
- (iii) Checking the line level, layout of the construction to ensure conformity with the contract, propose and present for approval any change in the plans that may be deemed necessary indicating any effect the change may have on contract and prepare all change variation orders;
- (iv) Assess and enforce, as per the Standard Construction Management System, the adequacy of contractors' inputs in terms of material, equipment, construction machinery, workers, and construction approach and methodologies;
- (v) Monitor and enforce, as detailed in Safety Manual, the measures taken to ensure safety of the workers, other project personnel, general public and works.
- (vi) Furnish detailed drawings, with revisions as necessary, to the contractor, check contractors' design and drawings;
- (vii) Review, assess and approve Quality Assurance Plan (QAP) for equipment, plants, spare parts or other civil works submitted by the contractor;
- (viii) Attend third party inspections as necessary and provide certification on the quality of the supplies based on such inspections;
- (ix) Check measurement for works completed and in progress, verify and endorse bills for payment to the contractors / suppliers by the PID, provide certification on the quality of the works accomplished and on their conformity to specifications and drawings. Ensure that works are constructed to the prescribed quality in accordance with specifications, tender documents and quality assurance system;
- (x) Approve interim certificates for progress payments and verify the quantities for such certificates and recommend for payment to the PID;

- (xi) Regularly monitor physical and financial progress against the milestones as per the contract, identify critical issues and provide solutions so as to ensure completion of contract in time;
- (xii) Monitor and enforce, as detailed out in Quality Assurance and Quality Control (QA & QC) Plan, the quality of inputs, processes, and outputs during all activities of construction to ensure the highest quality of works conforming to the specifications and drawings;
- (xiii) Carry out timely reporting to PID for any inconsistency in executing the works and suggesting appropriate corrective measures to be applied;
- (xiv) Examine contractors' requests for time extension, variations, additional compensation and claims and recommend appropriate decisions;
- (xv) Review the Contractor's organizational arrangements, key personnel and work plan, materials and their sources;
- (xvi) Monitor progress of works against baseline work plan and advise on measures to be taken to improve progress and quality;
- (xvii) Conduct regular site meetings with the Contractors to discuss issues and problems affecting the progress, keep minutes and brief the PID accordingly;
- (xviii) In the event of variations to the works being required, prepare the necessary documents, negotiate these with contractor, determination of rates of works; advise the PID on alternatives and recommend these to PID for approval;
- (xix) Assist the PID in resolution of various other contractual issues and overall contract management; and
- (xx) Prepare the non-conformity reports and propose the rectification work or solution;
- (xxi) Maintain records, correspondence, detailed diaries, photographs and other documents;
- (xxii) Assess and make recommendations to the PID on the Contractors claims for additional payment, extension of time and any other matters, based on the Engineers interpretation of the contract as per Contractors detailed submissions;
- (xxiii) Assist PID with the maintenance of consolidated project accounts, and with preparation of financial statements and withdrawal applications for submission to the ADB;
- (xxiv) Certify completion of part or all of the works and issue the Taking Over Certificate; Inspect the works at appropriate intervals during the defects liability period;
- (xxv) Check and certify as-built drawings for the works prepared by the contractors;
- (xxvi) Carry out final inspections of the works and issue Performance Certificates;
- (xxvii) Approve the final accounts for contracts and recommend for payments;
- (xxviii) Advise the PID on all matters relating to the execution of the works; and assess and recommend the Representative with processing the contractor's possible claims and disputes;
- (xxix) Ensure compliance with the environmental and social impact mitigation requirements of civil works contracts, including OHS compliance;
- (xxx) At the completion of the works, undertake project monitoring and evaluation in the format acceptable by the PID and assist in preparing a consolidated Project Completion Report in a current format to be provided by the ADB;

- (xxxix) Provide the PID with complete records, and inception, monthly and completion reports;
- (xxxii) Recommend and report to the employer regarding any appeal to Dispute Resolution Board, Arbitration or litigation related to the works;
- (xxxiii) Provide any other specialized services within the scope of works of this project as may be requested by the PID
- (xxxiv) Assist the PID to provide on-site training to the concerned field staff on quality assurance and contract administration;
- (xxxv) Comply with the audit requirements of the Government.
- (xxxvi) Inspect the works at appropriate intervals during the defects liability period;
- (xxxvii) After physical completion of contract, prepare planned maintenance procedures; check installation and commissioning; work as the verifier of the commissioning and operational performance testing for the waste treatment Plants and other packages, and monitor preparation of the “as built” drawings for various project components;

## **2. Construction Supervision**

Major responsibilities of the Consultant in Construction Supervision will include, but not necessarily be limited to the following:

- (i) Supervise all the ongoing works under Waste Water Treatment Plants contracts packages including DEWATS and Sewer Network including any other works under L-3000 and GoN Financing if any;
- (ii) Approve contractor's quality management plan, quality assurance plan, work program, method statements, material sources, manpower and equipment deployment;
- (iii) Ensure at all times the Contractor works in strict compliance with the Contractor's quality management plan, work plan, and contract specification, including instruction issued as per contract and non-compliance notification;
- (iv) Provide all necessary setting out data to the civil work contractors and ensuring correctness of the setting out at field;
- (v) Prepare/update supervision manual for supervision staff;
- (vi) Carry out and recommend necessary adjustments in the design/drawing required during construction as per site requirements;
- (vii) Inspect and supervise the day-to-day operations and activities of the contractor to ensure quality of workmanship and compliance with the contract.
- (viii) Supervise the Contractor in all matters concerning safety and care of civil works including provision of necessary lights, guardrails, fencing and security;
- (ix) Prepare and issue progress reports for the contracts and projects every month and at the end of every four months in the form acceptable to PID. These reports will include details of the physical and financial status of the contract/project, details of delays and consequences if any, comments and solution on the quality of works in accordance with the contract. These reports shall also include updated status of

all imported items in each contract. The report shall include items imported, items used and items remaining;

- (x) Approve and / or issue working drawings and issuing instructions to the contractor as required in accordance with the contract specification and Contractor's quality management plan; Measure the completed works and keep detailed records of the measurement;
- (xi) Measure the completed works and keep detailed records of the measurement;
- (xii) Supervise the tests in field and in laboratory, analyse and justify the results;
- (xiii) Undertake independent field and laboratory testing as may be required to verify;
- (xiv) Any other works that may be necessary to ensure quality of the works performed by the contractors.

### **C. Social, Environmental, Archaeological, Community Participation, Gender Issues and Information Dissemination**

- (i) Monitor compliance of Resettlement Plan or any other social development issue identified during feasibility study/detailed design phase in coordination with PID and other stakeholders;
- (ii) Monitor compliance of environmental management plan and/or environmental mitigation action plan including OHS compliance as well as any other environmental issues in co-ordination with PID and other stakeholders;
- (iii) Provide trainings to contractors' staff and PID personnel for environmental management and monitoring during construction and operation;
- (iv) Orient and train PID staff to implement and monitor the CAPP and GESI action plan under the project;
- (v) Assist in disseminating information on the project to various stakeholders of the project in initial stage and throughout implementation;
- (vi) Monitor, supervise, and advise construction contractors on avoiding impacts to archaeologically sensitive areas in coordination with the Department of Archaeology and take remedial actions, when necessary;
- (vii) Assist PID in addressing community complaints and grievances.

### **D. Project Management and Monitoring Support**

- (i) Prepare a detailed implementation schedule (using MS Project, Primavera or other appropriate scheduling software) and work plan for all activities under the project, covering all stages of the implementation process from field surveys and investigations to acceptance of finished work, to be updated on a monthly basis;
- (ii) Build capacity of the PID on a regular basis in planning and managing the project, and assist the PID on the project management, including risk management, cost control, scheduling, monitoring, auditing, reporting, and compliance monitoring for the project required under both the government and ADB rules and guidelines;

- (iii) Assist PID in conducting regular meetings with all stakeholders, municipalities, KUKL, contractors, MWSS, and other government entities, etc., to discuss progress and issues related to implementation, and prepare minutes for recording and circulation;
- (iv) Provide assistance to PID finance section in conducting financial accounting and preparing project accounting reports;
- (v) Develop and implement procedure for timely payments to the contractors and monitor for compliance;
- (vi) Assist the PID in establishing, as per the project's Design and Monitoring Framework (DMF), and implementing the PPMS for the project as required in accordance with ADB guidelines and loan agreement for the project;
- (vii) Assist the PID in ensuring compliance with all loan covenants during project implementation;
- (viii) Assist the PID in establishing a grievance redress mechanism for the project acceptable to ADB;
- (ix) Plan in advance and assist the PID in obtaining, in a timely manner, the required clearances, permits, approvals, sanctions or any other information from relevant competent authorities so that the project activities are not unduly delayed;  
Assist the PID in carrying out all inter-utility management coordination during the project implementation; and assisting PID in preparing reports for submission to KUKL, MoWS, KVWSMB, ADB and other agencies on a quarterly basis or as required for the project. Prepare Quarterly Progress Reports in ADB prescribed format within 10 days of each quarter-end.

## **E) Document and data handover**

- i. The DSC/WW/03 shall takeover all the documents, designs and the contract documents from the previous consultant.
- ii. After completion of the assignment, all documents and data generated under this assignment shall be well organized and submitted to PID-KUKL as a package. This will include at a minimum all documents including a library key, GIS shape-files and metadata, raw survey data, drawings, and report database. All files should be in editable format (Word, Excel, Autocad, shape-files etc.) in addition to PDF. Contents should be clearly labeled and well-organized. The document package should include, *inter alia*:
  - All deliverables in editable Word/Excel/Autocad and PDF format
  - Contract documents
  - Official letters and instructions issued to contractors
  - Environmental and social management documents
  - Data on resettlement compensation payments
  - Monthly and quarterly progress reports
  - A map atlas with all investments and other relevant information
  - As-built drawings
  - GIS shape files
- iii. The consultant should hand over the approved designs of WWTPs and Fecal Sludge Treatment Plant.



### 3. Approvals by the Employer

The Consultant will be required to obtain the specific approval of the client before taking any of the following actions that will be specified in General Conditions of Contract including:

- a) Approving the subcontracting of any parts of the Works
- b) Certifying additional cost
- c) Suspension of the Contract
- d) Determining an extension of time
- e) Issuing, a variation order in an emergency situation, as reasonably determined by the Engineer;
- f) Fixing rates or prices
- g) Taking any action under a civil works contract designating the Consultant as “Engineer/Employer’s Representative”, for which action, pursuant to such civil works contract, the written approval of the Client as “Employer” is required.”

### 4. Reporting Requirement

Minimum reporting requirements from the DSC is summarized in **Table 1**.

**Table 1: Reporting Schedule**

Reports	Timeline	Description
Inception report	Within 30 days after commencement of the services	<ul style="list-style-type: none"><li>▪ Detailed work plan and manning schedule</li><li>▪ Preliminary assessment of the outputs required and action plan on them, including review of existing situation and information</li></ul>
Monthly Progress Reports	Within 10 days of consecutive month	<ul style="list-style-type: none"><li>▪ Progress of each component</li><li>▪ Progress on delivery of each of the outputs</li><li>▪ Key issues and constraints</li><li>▪ Attempts made to resolve the issues</li></ul>
Quarterly progress reports	10th day after completion of each quarter	<ul style="list-style-type: none"><li>▪ Progress on delivery of each of the outputs</li><li>▪ Key issues and constraints</li><li>▪ Updated project schedule</li><li>▪ Any changes in project design and details</li></ul>

Reports	Timeline	Description
Mid-term review report	Halfway through the contract period	<ul style="list-style-type: none"> <li>▪ Progress and status report on each component of the, update on compliance with ADB loan covenants, etc</li> <li>▪ Issues and constraints</li> </ul>
Annual progress report	Each year	<ul style="list-style-type: none"> <li>▪ Summary of reporting requirements outlined above for all aspects of works and activities under the project</li> </ul>
Draft end of Assignment Report	3 months prior to contract completion date	<ul style="list-style-type: none"> <li>▪ Draft project completion report, and summary of all other reports, progress and issues under the project, summary of annual progress reports and PPMS, including all design and construction works, issues, all deliverables under the contracts</li> </ul>
Final End of Assignment Report	One month prior to contract completion date	<ul style="list-style-type: none"> <li>▪ Final project completion report, and summary of all other reports, progress and issues under the project, summary of annual progress reports including all design and construction works, issues, all deliverables under the contracts; and</li> <li>• Completed PPMS</li> </ul>

ADB = Asian Development Bank, PPMS = project performance management system.

## 5. Professional Inputs of Key Personnel

The required inputs, qualifications and experience requirements of key DSC personnel for construction supervision of ongoing works under L-3000 are given in Table 2.

**Table 2: Indicative Inputs and Professional Requirements of Key Personnel and Non-Key personnel for Design and Supervision Component**

Designation	Indicative Inputs	Indicative Requirements
<b>Key Personnel (International)</b>		
Team Leader cum Wastewater Treatment Specialist	22	Bachelor in Civil Engineering (preferably post graduate in water supply and sanitary/environmental/public health engineering or construction management) with minimum 15 years experience including 10 years' experience in design, construction supervision or project management of large water sector projects preferably large wastewater network/ waste water treatment plants project. Should have specific experience of managing as the team leader of minimum two large water/wastewater sector projects with benefitted population preferably 1 million or two wastewater

		<p>treatment projects costing preferably more than US\$ 10 million.</p> <p>Experience of externally funded projects (ADB or World Bank etc.) in capacity of Team Leader/ Project Manager would be advantageous.</p>
QAQC/Mechanical Engineer	12	Graduate engineer (preferably post graduate in Mechanical Engineering or Plant Engineering or related discipline) with preferably 10 years experience in the field of equipment and plant installation, testing commissioning, inspection etc. Preference will be given with experience in water sector/wastewater sector. Experience in similar ADB or World Bank funded projects would be advantages.
Electrical Engineer	6	Graduate engineer (post graduate preferred) with preferably 7 years experience in the field of electrical/instrumentation engineering, including experience in wastewater treatment plant /water supply and power system projects. Specific experience in design and installation of electro-mechanical equipment in power generation through sludge is required and experience in install operational control systems (SCADA), including monitoring devices, monitoring and database systems. Experience in similar ADB or World Bank funded projects would be advantages.
<b>Total International Key Personnel</b>	<b>40</b>	
<b>Non Key Personnel (International)</b>		
Instrumentation Engineer	4	Graduate engineer (post graduate preferred) with preferably 7 years experience in the field of mechanical /instrumentation engineering, including experience in wastewater treatment plant /water supply and power system projects. Specific experience in design and installation of instrumentation components of plant/ equipment including preparation of specification and experience in install operational control systems (SCADA), including monitoring devices, monitoring and database systems. Experience in similar ADB or World Bank funded projects would be advantages.
<b>Total International Personnel</b>	<b>44</b>	
<b>Key Personnel (National)</b>		
Deputy Team Leader/Contract Management Specialist	24	Graduate Civil Engineer (preferably post graduate) with preferably 15 years experience including 10 years' experience in civil engineering infrastructure sector. Should have specific experience in planning, design and the contract management including construction supervision of civil works contracts. Preferences will be given for experience in the wastewater projects. Desirable to have experience of working as a team leader/ deputy team leader in civil engineering infrastructure project.

		Experience in externally funded projects (ADB or World Bank) would be advantageous.
Quality Control Engineer	12	Graduate engineer (post graduate preferred) with preferably 10 years experience in quality assurance and control of civil engineering projects. The experience in the field of water supply/ sewerage, waste water treatment projects will be preferred.
Mechanical Engineer	12	Bachelor in Mechanical Engineering (post graduate preferred) with preferably 7 years experience in the field of mechanical engineering. Experience in installation of mechanical equipment is desirable.  Experience of Externally funded projects (ADB or World Bank etc.) shall be preferred.
Design Engineer	24	Graduate Engineer (post graduate preferred) with preferably 10 years experience including 4 years experience in planning, design, construction, management, supervision of wastewater sector with experience of wastewater treatment plant design. Specific training and experience in wastewater treatment related works shall be desirable.  Experience of externally funded projects (ADB or World Bank) would be advantageous.
Construction Supervision Engineer x2	48	Graduate (post graduate preferred) with preferably 5 years experience in construction supervision of works and quality assurance program. Preference will be given who have 3 years experience in the field of wastewater and in urban projects.
<b>Total Key National (National)</b>	<b>120</b>	
<b>Non-Key Personnel (National)</b>		
Quantity Surveyor	18	Bachelor degree in relevant discipline and 3 years experience in preparation Quantity Estimates and Cost Estimates of the project components
Contract Management Support Engineer	24	Graduate in civil engineering with 5 years of experience in the related field
Structural Engineer	12	Post graduate structural engineer with preferably 7 years experience in the field of structural engineering, including detailed design, engineering & preparation of detailed project reports for different nature of structures. Familiarity with structural design computer programs and experience in design of water retaining structures, bridges, retaining walls and other civil structures will be preferred.
Electrical Engineer	6	Bachelor in Electrical Engineering (post graduate preferred) with preferably 7 years experience in the field of electrical engineering. Experience of externally funded projects (ADB or World Bank etc.) shall be preferred.
Social Development Specialist	6	Post Graduate in Social Sciences with preferably 7 years experience in social safeguards monitoring and mitigation.

		Should have experience in implementing social safeguard policies (resettlement and environment) and community-based projects. Experience in similar water supply development projects and particularly on Externally funded projects (ADB and World Bank etc.) will be advantageous. Preference will be given for experience in implementing and monitoring gender and social inclusion initiatives.
Environment Expert	6	Post Graduate in Environmental Sciences / Engineering with preferably 7 years experience with knowledge of EIA studies and monitoring of the environmental parameters and mitigating measures. Experience of Externally funded projects (ADB or World Bank etc.) will be preferred.
Junior Engineers (x6)	144	Diploma in civil engineering with 3 years experience or graduate in civil engineering
Architect cum Landscaping Specialist	12	Bachelor in Architecture (preferably post graduate in Architecture or landscaping) with 5 years of experience in the related field
<b>Total Non-Key Personnel (National)</b>	<b>228</b>	
<b>Total Personnel National</b>	<b>348</b>	
<b>Grand Total International and National</b>	<b>392</b>	

## 6. SPECIFIC POSITION BASED TERMS OF REFERENCE

### 1. Team Leader cum Wastewater Treatment Specialist

The Team Leader cum Wastewater Treatment Specialist shall take the overall responsibility for the execution of the work in accordance with the ToR and also for the co-ordination of all professional inputs. The Team Leader shall be responsible for overall management of both the design and construction supervision components for delivery of all services including design review, construction supervision, contract management and environment and social safeguards compliance all as stipulated in the scope of services. The Team Leader is responsible for coordinating the team, delineating personnel for execution of the assignments, managing implementation and ensuring quality of works and overall activities of the consultants. The Team leader should be competent in planning, designing, contractual management, resolving problems, quality maintenance, budgeting and financial control, progress monitoring, international procurement procedures, communication skills and documentation.

The Team Leader will act as Employer's Representative/ Engineer's authorized representative for the entire services and make decisions on behalf of the Engineer/ Employer's Representative on all matters pertaining to the consultancy services. The Team Leader shall have no authority to

relieve the Contractor of any of the duties or obligations under the contract or to impose additional obligations not included in the contract.

Further, the Team Leader will be responsible for workmanship, quality assurance, and certification of the contractor's payments. The principal responsibilities of the Team Leader will include, but not limited to the following:

- (i) Review existing studies/ documents and other resources available and formulate a best implementation approach including programmatic project schedule;
- (ii) Analyse standards and technical specification and ensure availability of all goods, plants, equipment, vehicles etc. as specified by the specification;
- (iii) Assist PID/ KUKL in conducting other studies as necessary for the program;
- (iv) Assist PID and other staff in planning, control and management of the teams' work and day-to-day management of project activities;
- (v) Assist PID in developing implementation schedules and resource requirements;
- (vi) Assist PID in monitoring progress, evaluating results and identification and resolution of constraints;
- (vii) Assess the progress of the ongoing contracts and prepare/agree/implement recovery plans if required;
- (viii) Coordinate activities with various implementing agencies and stakeholders, including communities and NGOs;
- (ix) Prepare and organize orientation programmes for contractors, construction supervision and O&M staff;
- (x) Assist PID in preparing necessary documentation to get approvals/permits from all concerned authorities or any institutions for laying pipes and construction of other structures;
- (xi) Assist PID incorporating IT-based systems, including means and methods to conduct cost accounting and tracking expenditure;
- (xii) Prepare reports including inception and other reports including regular weekly, monthly, quarterly, commissioning and final reports;
- (xiii) Assist PID and the contractors in finalizing Quality Assurance and Quality Control Plan for implementation of various contract packages and ensuring the implementation;
- (xiv) Assist PID and the contractors in finalizing work place safety manuals and ensuring their proper implementation;
- (xv) Assist PID in preparing contract administration manuals and check lists with clear delineation of responsibilities for various levels;
- (xvi) Evaluate various management software packages for use in the project and train the PID staff on their use and ensuring use of agreed management software by the contractor in preparation and monitoring of the project activities;
- (xvii) Prepare operation and maintenance manuals for the use of KUKL for the component being developed under the project;
- (xviii) Review and approve the construction methodology and schedule submitted by the contractor;
- (xix) Develop consistent construction management system for the works and implement it;
- (xx) Support PID in contract management, check, verify and certify the contractor's payments certificates and recommend for payments;
- (xxi) Prepare the grievance redress mechanism and assisting PID in its implementation;
- (xxii) Identify the sites of archaeological importance, heritage sites, national parks and conservation areas, preparing working procedures in such areas in close coordination with respective institutions;

- (xxiii) Identify the road reinstatement requirements and preparing plans for reinstatement in conjunction with respective institutions and ensuring their compliance;
- (xxiv) Prepare project focused occupational health safety plans and ensuring their compliance during implementation of project works;
- (xxv) Identify the needs, assisting CASSC in preparing manuals and providing awareness training to KUKL and PID staff;
- (xxvi) Coordinate with utility agencies for preparing implementing project activities and sharing schedule of implementation;
- (xxvii) Prepare manuals and assisting PID and CASSC to orient stakeholders specifically the contractors on core labour standards;
- (xxviii) Review and recommend for approval, the Contractors' designs/drawings of treatment process of all plants including specification and schedules to ensure optimum performance features;
- (xxix) Supervise, guiding monitoring of all unit operations during testing/commissioning and operation period and certify for Employer's acceptance;
- (xxx) Analyze the laboratory test reports of treatment process;
- (xxxi) Perform any other relevant tasks within the scope of services as requested by the Project Director, PID.

## **2. Quality Assurance Quality Control Expert (QAQC)/Mechanical Engineer (International)**

The key responsibilities will include, but not limited to, the following:

- (i) Review the Contractors designs/drawings of all Electrical and Electronic (E&E) items of the plants and equipment, Mechanical and Instrumentation related items including specification and schedules to ensure optimum performance features;
- (ii) Review and approve the quality assurance plan (QAP) submitted by the contractor for all mechanical/electromechanical equipment and plants including accessories;
- (ii) Supervise and monitor and check the contractors' activity to ensure satisfactorily standards, quality assurance and quality control of the workmanship and progress;
- (iii) Review and make recommendation for approval of all submitted materials, plants and equipment by the contractor including vendor approval;
- (iv) Verify that the Contractor's sources of equipment and plants to be installed, ensure that the proposed equipment and plants fully meet the Specification requirements;
- (v) Assist the Team Leader/Deputy Team Leader in preparation of the monthly/quarterly report with regard to the quantity and quality aspects in accordance with the contract;
- (vi) Review and recommend for approval, the Contractors' designs/drawings of all Mechanical items and plant/ equipment including specification and schedules to ensure optimum performance features;
- (vii) Review and recommend for approval, O&M manuals prepared by contractors for Mechanical component and equipment for future maintenance;
- (viii) Review and recommend for approval, the credentials of vendor/manufacture of Mechanical items;
- (ix) Assist PID inspecting and witness testing of Mechanical equipment and commissioning including submission of pre-inspection reports and accord dispatch clearances;
- (x) Review and recommend for approval, the Materials of Construction of components of Mechanical items;
- (xi) Undertake supervision of all major installations;

- (xii) Assist in approving the submittals for equipment and inspection;
- (xiii) Supervise testing/commissioning of installed works and certify for Employer's acceptance;
- (xiv) Asses the required spare parts of equipment and plants to be provided by the contractor after O&M period;
- (xv) Provide necessary trainings to O&M staff;
- (xvi) Assist PID in bid evaluation by providing advices, if necessary;
- (xvii) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ Deputy Team Leader.

### **3. Electrical (International)**

The key responsibilities will include, but not limited to, the following:

- (i) Review and design Electro-Mechanical components of plant/ equipment including specification and schedules;
- (ii) Review and recommend for approval, the Contractors designs/drawings of all Electrical and Electronic (E&E) items and plant/ equipment including specification and schedules to ensure optimum performance features;
- (iii) Review and recommend for approval, O&M manuals prepared by contractors for Electro-Mechanical component and equipment for future maintenance;
- (iv) Review and recommend for approval, Quality Assurance Plan (QAP) submitted by the contractor for all electrical/electro-mechanical equipment and plants including accessories;
- (v) Review and recommend for approval, the credentials of vendor/manufacturer of Electrical items;
- (vi) Assist PID in inspecting and witness testing of Electro-Mechanical equipment and commissioning including submission of pre-inspection reports and accord dispatch clearances;
- (vii) Review and recommend for approval, the Materials of Construction of components of E&M items;
- (viii) Undertake supervision of all major installations;
- (ix) Review the contractor's assessment of the power requirements and establish power availability systems;
- (x) Assist in approving the submittals for electrical items;
- (xi) Supervise testing/commissioning of installed works and certify for Employer's acceptance ;
- (xii) Asses the required electrical spare parts of equipment and plants to be provided by the contractor after O&M period;
- (xiii) Provide necessary trainings to O&M staff;
- (xiv) Perform any other relevant tasks within the scope of services as requested by the Team Leader.

### **4. Instrumentation Engineer (International)**

The key responsibilities will include, but not limited to, the following:

- (i) Review and design instrumentation components of plant/ equipment including specification and schedules;



- (ii) Review and recommend for approval, the Contractors designs/drawings of all Instrumentation items of all plant/ equipment including specification and schedules to ensure optimum performance features;
- (iii) Recommend for approval and installation of instrumentation components of plant/ equipment including preparation of specification and installation of operational control systems (SCADA), including monitoring devices, monitoring and database systems.
- (iv) Review and recommend for approval, O&M manuals prepared by contractors for Instrumentation component and equipment for future maintenance;
- (v) Review and recommend for approval, Quality Assurance Plan (QAP) submitted by the contractor for all instrumental/electrical/electro-mechanical equipment and plants including accessories;
- (vi) Review and recommend for approval, the credentials of vendor/manufacturer of Instrumentation items;
- (vii) Assist PID inspecting and witness testing of Instrumentation part and commissioning including submission of pre-inspection reports and accord dispatch clearances;
- (viii) Review and recommend for approval, the Materials of Construction of components of Instrumentation items;
- (ix) Undertake supervision of all major installations;
- (x) Assist in approving the submittals for equipment and inspection;
- (xi) Supervise testing/commissioning of installed works and certify for Employer's acceptance;
- (xii) Provide necessary trainings to O&M staff;
- (xiii) Perform any other relevant tasks within the scope of services as requested by the Team Leader/PID.

## **5. Deputy Team Leader/Contract Management Specialist (National)**

The key responsibilities will include, but not limited to, the following:

- (i) Assist the Team Leader in carrying out all the services under the TOR and work as the Team Leader during his/her absence;
- (ii) Guide and coordinate the team, delineate personnel for execution of the assignments, manage implementation and ensure quality of works and overall activities of the consultants;
- (iii) Support PID with contract management, verify bills and recommend for payments;
- (iv) Establish contract tracking systems, including implementation schedules and milestones;
- (v) Arrange orientation program for construction supervision, O&M staff and conduct the orientation for contractors in respect of ADB's procedures and guidelines;
- (vi) Check the contractors' proposals for compliance with all environmental and social safeguards requirements;
- (vii) Review methodology, designs and organization proposals of the contractors;
- (viii) Assist PID staff supervising the site activities of the contractors;
- (ix) Coordinate with local authorities and other institutions as required for the Project delivery;
- (x) Ensure that co-ordination and public awareness is maintained at all times;
- (xi) Assist the PID staff to supervise construction of all Wastewater Treatment Plants, Sewer networks, neighborhood sewer networks and sewerage structures ;
- (xii) Conduct training program for O&M staff during commissioning of the schemes;
- (xiii) Assist PID in assessing claims with regard to extension of time (EOT) and cost including participation in the negotiation with contractors;
- (xiv) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ PID.

## 6. Quality Control Engineer (National)

The Quality Control Engineer will work out on the requirement of materials to be used in the infrastructure and provide input during construction period. The Quality Control Engineer will be responsible for quality control of construction works. He or she will be responsible for supervising all the tests to be done in different stages of construction including testing to be conducted for different types of pipes, ensuring that specified tests are done as per codal stipulations and as per the specifications laid down in the contract for all the different stages of construction. He or she shall provide all necessary assistance to the construction team with respect to all materials submittals, approvals, testing, sampling, etc. and participate in the quality control of materials including all the laboratory and field testing, acceptance of used materials, checking and accepting all remedial and corrective measures. He / she shall report to the CS Engineer and to the Team Leader/ Deputy Team Leader and Employer's representative as and when required on any problems associated with the quality of works and materials and suggest appropriate solutions by deciding on the needs and urgency of the problem.

The key responsibilities will include, but not limited to, the following:

- (iii) Review and approve the quality assurance plan (QAP) submitted by the contractor.
- (xviii) Develop consistent construction management system for the works and implement it.
- (xix) Monitor and check the day-to-day quality control of the works carried out under the Contract; and countersign the progress payment certificates when the quality of the works is satisfactory.
- (xx) Review and make recommendation for approval of all submitted materials by the contractor;
- (xxi) Immediately inform the Team Leader/Deputy Team Leader about the problems related to the quality and quantity of materials and works and to any instances of non-conformance of the "Contractor's works with the technical specifications" and / or the safeguard requirements;
- (xxii) Supervise, participate and direct sampling and testing of all materials according to the contract and the specifications;
- (xxiii) Maintain records of test results and all taken corrective actions;
- (xxiv) Track and review the site testing and certificates of compliance;
- (xxv) Verifying adequacy of the Contractor's procedures for material testing and the setting up of the materials testing laboratory, in order that all testing carried out by the Contractor is in accordance with the testing procedures specified in the Specification;
- (xxvi) Verify that the Contractor's sources of construction materials, proposed materials to ensure that all materials used in the execution of the Project fully meet the Specification requirements, and verify the specification of the proposed material;
- (xxvii) Verify the Contractor's proposed material, specification, drawings, and ensuring the compliance with the specification in every respect;
- (xxviii) Verify the Contractor's trial works (e.g. cube tests, asphalt mix design and trial tests) to ensure that all works, proposed material and method are correct and fully meet the specifications;
- (xxix) Ensure that the test certificates (all test certificates including type test certificate) of proposed plants, equipment like water meters and other construction meet the specification requirements;

- (xxx) Verify implementation of corrective actions and propose any modifications to the Contractor's activities relating to the inappropriate material or method that may be used throughout the period of construction works;
- (xxxii) Assist the Team Leader/Deputy Team Leader in preparation of the monthly/quarterly report with regard to the quantity and quality aspects in accordance with the contract;
- (xxxiii) Monitor the materials sources (quarries and borrow areas) to ensure that all environmental and social requirements are met; and
- (xxxiiii) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ Deputy Team Leader.

## **7. Mechanical Engineer (National)**

The key responsibilities will include, but not limited to, the following:

- (i) To perform the duties of a Mechanical Engineer as directed by Mechanical Engineer (International);
- (ii) Review the design of the mechanical components of plant/ equipment including specification and schedules submitted by the contractors;
- (iii) Support in preparation of O&M manuals for mechanical component and equipment for future maintenance;
- (iv) Prepare documentation for supervision of the refurbishment of the mechanical systems in the existing water treatment plant;
- (v) Support DSC and PID to all relevant mechanical jobs ensuring the performance and quality of the facilities;
- (vi) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ Deputy Team Leader.

## **8. Design Engineer (National)**

The key responsibilities will include, but not limited to, the following:

- (i) Designing and reviewing topographical, geotechnical and other surveys as per the site requirement;
- (ii) Carry out the hydraulic modeling and detailed design of Sewerage Neighborhood networks, Interceptor sewerage as per the project needs;
- (iii) Support Team Leader/Deputy Team Leader and the entire team in relation to review and design of treatment plant and sewerage systems;
- (iv) Check, verify and recommend the designs/drawings of treatment plants, sewer networks prepared by the contractors;
- (v) Perform any other relevant tasks within the scope of services as requested by the Team Leader/Deputy Team Leader

## **9. Construction Supervision Engineer (National)**

The key responsibilities will include, but not limited to, the following:

- (i) Review and approve the construction methodology and schedule submitted by the contractors;
- (ii) Develop consistent construction management system for the works and implement it;
- (iii) Supervise and monitor the contractors' activity to ensure satisfactorily standards, quality assurance, control of workmanship and progress;
- (iv) Check and approve contractors' setting out;

- (v) Taking measurements of the works carried out for the purpose of certifying payments and claims;
- (vi) Check IPCs including measurement of work and certify payment;
- (vii) Quality and quantity control of the materials and works;
- (viii) Coordination with the relevant authorities on site during construction and acquire permissions, if needed;
- (ix) Keep daily records of all aspects of their supervision works including material, manpower and equipment;
- (x) Recommend for approval of the materials and equipment brought by the contractors;
- (xi) Prepare and implement any minor adjustment required to the drawings and plans;
- (xii) Monitor the environmental impact during construction including OHS compliance in coordination with the environmental specialist;
- (xiii) Coordinate with other specialists for ensuring environment safeguard, proper implementation of resettlement action plan (RAP), community development, public awareness and training;
- (xiv) Ensure that complaints from the public and other stakeholders are attended to expeditiously and take the necessary action to resolve any conflicts arising;
- (xv) Ensure that any dispute arising with day-to-day work is resolved at site level and if failed at site report it to Team Leader/PID at the earliest;
- (xvi) Advise Team Leader/PID on claims, disputes and completions and defect corrections certification;
- (xvii) Report progress, trends which are likely out-come of contracts and other information;
- (xviii) Ensure that comprehensive records of the construction works and testing are maintained;
- (xix) Supervise commissioning on completion and compile as built drawings;
- (xx) Any other duties assigned by The Team Leader /Deputy Team Leader.

#### **10. Quantity Surveyor (National)**

The key responsibilities will include, but not limited to, the following:

- (i) Prepare inventory of the materials required to be used in the project and their unit price;
- (ii) Prepare Quantity Estimates and Cost Estimates of the project components if necessary and update them for already prepared in the past;
- (iii) Review Bill of Quantities/Schedules for different project components/ contract packages;
- (iv) Prepare detail quantity estimate and rates for new items if any under the contracts;
- (v) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ Deputy Team Leader.

#### **11. Contract Management Support Engineer (National)**

The key responsibilities will include, but not limited to, the following:

- (i) Support Team Leader/Deputy Team Leader (Contract Management Specialist) in all contract management related matters including drafting letters to Contractors and Employer;
- (ii) Collect all the information required and prepare Monthly/ Quarterly/ Annual Progress reports under the Loan;
- (iii) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ Deputy Team Leader.

#### **12. Structural Engineer (National)**

The key responsibilities will include, but not limited to, the following:

- (i) Review soil investigation reports;
- (ii) Review all structural designs and necessary structural drawings and specifications, including components relating to construction/rehabilitation of wastewater treatment plants, sewer network improvement and interceptors, building construction and other structures done by the earlier consultant in the PID wherever necessary;
- (iii) Prepare structural design of different components of the project under the scope of services with specific focus on compliance on seismic resistant requirements;
- (iv) Ensure compliance with applicable building rules of the country, with specific focus on compliance on seismic resistant requirements;
- (v) Prepare or get prepared all the detailed structural drawings, required for construction/rehabilitation of wastewater treatment plants, sewer network improvement and interceptors in line with national codes and international best practices;
- (vi) Supervise and monitoring of structural works carried out by contractors under L-3000;
- (vii) Review and approval of working drawings and design of structures submitted by the contractors;
- (viii) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ Deputy Team Leader;

### **13. Electrical Engineer (National)**

The key responsibilities will include, but not limited to, the following:

- (i) To perform the duties of Electrical Engineer as directed by Electrical Engineer (International);
- (ii) Review the design of the electrical components of plant/ equipment including specification and schedules prepared by the contractors;
- (iii) Support in reviewing O&M manuals for electrical component and equipment for future maintenance prepared by the contractors;
- (iv) Prepare documentation for supervision of the refurbishment of the power supply systems in the existing water treatment plant;
- (v) Prepare contractor's requirements of the power and propose power availability system and design adequate power supply systems;
- (vi) Support DSC and PID to all relevant electrical jobs ensuring the performance and quality of the facilities;
- (vii) Assist PID inspecting and witness testing of electrical equipment and commissioning;
- (viii) Assist PID in the approval of specification of electromechanical goods to be supplied by the contractor;
- (ix) Review the contractor's assessment of the power requirements and establish power availability and designing adequate systems;
- (x) Assist in approving the submittals for electrical elements of equipment and plant;
- (xi) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ Deputy Team Leader.

### **14. Social Safeguard Specialist (National)**

Social Safeguard Specialist will be responsible for execution of all social works in accordance with TOR. The job responsibilities will include, but not be limited to the following:

- (i) Assist PID in preparation/updating of RAP/GESI under different packages;
- (ii) Prepare the grievance redress mechanism and assist PID in its implementation;
- (iii) Assist PID in collaboration with CASSC in design, preparation, planning and management of the community participation and awareness program;
- (iv) Prepare an inventory and review recent and current community-based initiatives in urban areas of Kathmandu; organizations involved, mechanisms used, successes achieved;
- (v) Plan and deliver initial briefing, training and orientation to PID in community participation and awareness programs in collaboration with CASSC;
- (vi) Assist and advise PID on how to manage and co-ordinate the implementation of the environmental public health and water optimization awareness programs;
- (vii) Provide continuous guidance to CASSC in developing suitable mechanisms for participatory interaction with and training of local government and CBOs;
- (viii) Develop and implement specific measures to ensure participation of vulnerable groups, including women and the poor;
- (ix) Monitor performance and impact of the community participation in the field carried out by CASSC and if needed advise adjustments to the program; review field reports and advise PID on actions required; prepare annual reports on performance and impact of community participation and development activities;
- (x) Prepare Information, Education and Communication (IEC) materials and media campaigns, advertisement clippings, Web pages, etc of the Investment Program;
- (xi) Prepare for documents in collaboration with CASSC for awareness campaign on (a) the need for and application of user charges for improved urban services, (b) water optimization and conservation program, (c) environmental and social issues, such as, and (d) resettlement entitlements through various media means;
- (xii) Support PID in strengthening its GESI related strategies and activities;
- (xiii) Use the communications and education material already prepared or being prepared by CASSC and focus on implementation in project areas;
- (xiv) Perform any other relevant tasks within the scope of services as requested by the Team Leader/ Deputy Team Leader.

## 15. Environmental Expert (National)

The key responsibilities will include, but not limited to, the following:

- (i) Assist PID in reviewing, preparing and updating initial environmental examinations and environmental management plan (EMP) for the project;
- (ii) Ensure the implementation of IEEs and EIAs are consistent with Government and ADB policies, and the EARF agreed upon by the Government and ADB;
- (iii) Provide necessary guidance support in the classification, and development of all environmental safeguard's documents to IPIUs, including the provision of training for PID and KUKL staff and the contractors in the development and implementation of IEEs and EIAs;
- (iv) Provide advice on environmental impacts and review the contractor's mitigation measures for all proposed construction works for wastewater treatment plants, DEWATS and sewer networks;
- (v) Ensure that OHS compliance are fully implemented at all construction sites;
- (vi) Assist the PID in consolidating periodic reports and submit quarterly reports to ADB for review;
- (vii) Prepare consolidated monthly environmental monitoring reports and monthly reports on the implementation of mitigation measures by contractors;

- (viii) Provide advice to PID on regulatory requirements and standards;
- (ix) Assist PID in obtaining other related permits;
- (x) Train contractors' staff in the implementation of environmental mitigation measures during construction including OHS compliance and prepare environmental monitoring checklists during construction period;
- (xi) Perform any other relevant tasks within the scope of services as requested by the Team Leader/Deputy Team Leader.

#### **16. Junior Engineers (National)**

The key responsibilities will include, but not limited to, the following:

- (i) Supervision of daily works performed by the contractors at site;
- (ii) Support CSE in keeping daily records of all aspects of their supervision works including material, manpower and equipment;
- (iii) Perform the duties as directed by the Team Leader/ Deputy Team Leader/ CSE.

#### **17. Architect cum Landscaping Specialist (National)**

The key responsibilities will include, but not limited to, the following:

- (i) Review and recommend architectural design and planning of the buildings to be constructed at wastewater treatment plants sites;
- (ii) Prepare appropriate landscape design in the WWTP sites compatible to make it aesthetically beautiful;
- (iii) Supervise and monitor the landscaping developed during implementation period;
- (iv) Perform any other relevant tasks within the scope of services as requested by the Team Leader/Deputy Team Leader.

## **7. PROJECT TIME SCHEDULE**

The total duration of consulting service will be about 36 months. The services are expected to start from June 2024. The planning and deployment of manpower shall be arranged such that the person-months allocations among design review, contract management and construction supervision parts shall be optimum. It must also be ensured that the mobilization of consultants' resources, including manpower, during the supervision of works will fully match with the implementation schedule of the construction contractor so that there will be no unnecessary cost overruns during the supervision phase.

## **8. PAYMENT MODALITY**

Payments will be made on submission of monthly time-based invoices.

Evidence of payments to the experts/staffs for the previous months shall be submitted along with invoice.

## **9. WORKING HOURS AND DAYS**

Working hours and days shall be as per the local government working system. No overtime payment shall be paid to the Key/Non-Key Personnel for additional working hours if any.

## **10. FACILITIES, INPUTS AND COUNTERPART PERSONNEL**

### **A. Facilities to be provided by the Client**

1. The client will provide appropriate office space for the office of the consultant near the PID office during the entire project period. However, the consultant shall be responsible for the flooring and furnishing of the office, the associated cost for which shall be included in the financial proposal. The consultant shall also be responsible for necessary maintenance of the office. To manage electricity, water and internet facilities etc. will be the responsibility of the consultant.
2. The PID will provide the Consultant all available studies, reports and maps which are relevant to the services.
3. The PID will assist the Consultant to get any other studies or reports required at the expense of the Consultants themselves.

### **B. Facilities to be provided through the Civil Works Contracts**

1. During the supervision of construction works, the Consultant shall be provided with office space with necessary furniture and office equipment near each of the project sites for site supervision staff.
2. One supervision vehicle will be provided for each contract for the construction supervision purpose.

### **C. Facilities to be provided by consultant**



1. The required number of vehicles including operation and maintenance (2 cross country vehicles) for both the construction supervision period under the consultancy services shall be managed by consultants and include associated costs in the financial proposal.
2. The Consultant will provide all the office logistics and consumables such as computers, laptops, photocopiers, printers and other equipment and accessories for the entire contract period shall be provided by the consultant. Required supporting staff for the proper functioning of the consulting services and communication will be carefully worked out and associated costs to be included in the financial proposal. The Consultant will set out these requirements in the technical proposal and include the associated costs in the financial proposal.



### Expression of Interest (EOI) Consulting Firms

<b>Project Number</b>	
<b>Project Name</b>	
<b>Project Country</b>	

#### I. Consulting Firm Information

CMS No. <sup>1</sup> / date:	Country of Incorporation: <sup>2</sup>
Consultant Name:	Acronym:
EOI Submission Authorized by:	Position

#### Associations (Joint Venture or Sub-consultancy)

CMS No. <sup>1</sup>	Consultant	Acronym	Country of Incorporation <sup>2</sup>	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached.
- Documentation regarding our Board of Directors has been attached.
- A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

<sup>1</sup> If already registered on ADB’s Consultant Management System (CMS). CMS registration is not mandated under EA-administered selection.

<sup>2</sup> The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.<sup>3</sup>

## **II. Assignment Specific Qualifications and Experience**

For online submission: Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI.

For offline submission: Please provide relevant project information in Section E below.

### **A. Technical Competence**

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Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

### **B. Geographical Experience**

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Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

<sup>3</sup> Paras. 3 and 7, Section 1 of the Standard Request for Proposal (SRFP), ADB website.

**C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)**

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1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

**D. Other Information (maximum of 500 words)**

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## E. Project References

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Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 10 projects). The consultant must submit the experience certificate issued by the client completed within last 7 years. Proposal without experience certificates will not be considered for EOI evaluation.

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Cost of Completed Project	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Cost of Completed Project	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

**III. Comments on Terms of Reference**

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**IV. Comments on Budget Adequacy**

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**V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)**

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**VI. EOI Attachments**

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association

(Please insert more rows as necessary)

### VIII. Eligibility Declaration<sup>4</sup>

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and -administered activities.
- The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.

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<sup>4</sup> Eligibility refers to ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers 2013 (as amended from time to time).