



Government of Nepal  
**National Disaster Risk Reduction and Management Authority**  
**Earthquake Housing Reconstruction Project (EHRP)**  
Project Implementation Unit (PIU)  
Singhadurbar, Kathmandu

## **REQUEST FOR EXPRESSIONS OF INTEREST**

**Nepal**

**Earthquake Housing Reconstruction Project (EHRP)**

**Loan No./Credit No./ Grant No.:** IDA 653000

**Assignment Title:** *Developing DRM training curriculum and DRR manual/resource materials*

**Reference No.** (as per Procurement Plan): *NP-NDRRMA-311396-CS-CQS*

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu has received financing from the World Bank toward the cost of the Earthquake Housing Reconstruction Project (EHRP) and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include Developing of DRM training curriculum and DRR manual/resource materials as mentioned in Terms of Reference. Overall duration of the project will be five (5) months. Commencement of the work will be approximately January, 2023 and will be ensuring full consistency with the TOR attached to in this REOI.

The Terms of Reference (TOR) for the primary procurement stage for the assignment are attached to this request for expressions of interest.

The National Disaster Risk Reduction and Management Authority, Singhadurbar, Kathmandu, 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: attached with this request for expression of interest.

Key Experts will not be evaluated at the shortlisting stage.

The consulting firm securing highest marks after evaluation will be shortlisted for submission of technical and financial proposal. Furthermore, all procedures of selection of consultant shall be carried out under Consultant's Qualification Based Selection (CQS) method of World Bank.



The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016 (Revised in November, 2017 and August 2018) ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment:

Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interests of the Borrower. Without limitation on the generality of the foregoing, Consultants shall not be hired under the circumstances set forth below:

- a. a firm that has been engaged by the Borrower to provide Goods, Works, or Non-consulting Services for a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm), shall be disqualified from providing Consulting Services resulting from, or directly related to, those Goods, Works, or Non-consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- b. a firm that has been engaged by the Borrower to provide Consulting Services for the preparation or implementation of a project (or an affiliate that directly or indirectly controls, is controlled by, or is under common control with that Consulting firm), shall be disqualified from subsequently providing Goods, Works, or Non-consulting Services resulting from, or directly related to those Consulting Services. This provision does not apply to the various firms (Consultants, contractors, or suppliers), which together are performing the contractor's obligations under a turnkey or design and build contract;
- c. neither a Consultant (including personnel and sub-consultants), nor an affiliate (that directly or indirectly controls, is controlled by, or is under common control with that Consultant), shall be hired for any assignment that, by its nature, creates a conflict of interest with another assignment of the Consultant;
- d. Consultants (including their experts and other personnel, and sub-consultants), that have a close business or family relationship with a professional staff of the Borrower, or of the project implementing agency, or of a recipient of a part of the Bank's financing, or any other party representing or acting on behalf of the Borrower, that is directly or indirectly involved in any part of:
  - i. the preparation of the TOR for the assignment;
  - ii. the selection process for the contract; or
  - iii. the supervision of the contract, may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.



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 **Consultant's Qualification based method** described in the Procurement Regulations and to be specifically set out in the Request for Proposals.

Further information can be obtained at the address below during office hours:

National Disaster Risk Reduction and Management Authority,  
Singhadurbar, Kathmandu

Expressions of interest must be delivered in a written form with sealed hardcopy by hand to the address below by 27 November, 2022.

National Disaster Risk Reduction and Management Authority  
Attn: Project Director  
Singhadurbar, Kathmandu, Nepal  
Tel: +977-01-4211202  
E-mail: [ehrp.piu@gmail.com](mailto:ehrp.piu@gmail.com)



## 2. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions and general qualifications and related all financial documents with required evidences).
3. This expression of interest is open to all eligible consulting firms.
4. A Consultant will be selected in accordance with the Consultant's Qualification based Selection Method as specified in World Bank Procurement Regulations, July, 2016 (revised in November, 2017 and August 2018)
5. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - EOI Form: Letter of Application (Form 1)
    - EOI Form: Applicant's Information (Form 2)
    - EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))
    - EOI Form: Capacity Details (Form 4)
6. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
7. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the *Developing DRM Training Curriculum and DRR Manual/Resource Materials*". The Envelope should also clearly indicate the name and address of the Applicant. No electronic proposal will be received.
8. The completed EOI document must be submitted on or before the date and address mentioned in the "Request for Expression of Interest". In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



### 3. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

Eligibility & Completeness Test	Compliance
Copy of registration of the consulting firm	
VAT/PAN registration certificate	
Tax clearance certificate for FY 2078/79 or evidence of tax return extension for FY 2078/79	
Letter of Declaration that no de-barred from Government of Nepal as well as World Bank	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Consulting Firm Experience	
EOI Form 4: Capacity	

EOI Evaluation Criteria	Minimum Requirements	Score
<b>Experience</b>		
General Experience of consulting firm	<ol style="list-style-type: none"> <li>1. each consulting firm of sole or Lead Partner (JV) application should have at least seven (7) years of general experience and 4 (four) years of general experience for other partners in case of JV</li> <li>2. Having experience on conducting at least two disaster risk reduction and management related training programs where at least one should be organized by Government of Nepal.</li> <li>3. Having experience on preparing at least one any kind of engineering/geological training manual.</li> </ol> General Experience list (3A) should be filled.	20
Specific Experience and Similar Nature Experience of consulting firm within last 7 years.	Submit all the experiences with evidences regarding development of DRM curriculum and DRR manual/resource materials	60
<b>Capacity</b>		
Financial Capacity	Average Annual Turnover should be NRs. 40,00,000/- (average of best 3 years among last 7 years) where lead partner should have at least 40% of it.	20

Minimum score to pass: 60 marks



## **4. EOI Forms & Formats**

Form 1: Letter of Application

Form 2: Applicant's information

Form 3: Experience (*General, Specific and Geographical*)

Form 4: Capacity



## Letter of Application

*(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,

Full Name of Client: \_\_\_\_\_

Full Address of Client: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by [Insert name of Client] as Consultant for {Insert brief description of Work/Services}.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. [Insert name of Client] and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. [Insert name of Client] and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.1
5. All further communication concerning this Application should be addressed to the following person,

[Person]

\_\_\_\_\_



[Company]

[Address]

[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
7. 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.
8. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true and correct in every detail.

Signed :

Name :

For and on behalf of (name of Applicant or partner of a joint venture):





## **Applicant's Information Form**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:

***(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)***



## Experience

### 3(A). General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

**Note: Supportive experience letter of organization should be mandatorily attached with this.**

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						



### 3(B). Specific Experience

#### Details of similar assignments undertaken in the previous seven years

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>2</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment. Supportive experience letter of organization should be mandatorily attached with this.</b>	

Firm's Name: \_\_\_\_\_  
\_\_\_\_\_



### 3(C). Geographic Experience

#### Experience of working in similar geographic region or country

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/Organization)</i>	<i>Execution Year and Duration</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			



## 1. CAPACITY

### 4(A). Financial Capacity

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Annual Turnover	
Year	Amount Currency

- Average Annual Turnover of Best of 3 Fiscal Year  
Of Last 7 Fiscal Years

*(Note: Supporting documents for Average Turnover should be submitted for the above.)*



**National Disaster Risk Reduction and Management Authority (NDRRMA)**  
**Earthquake Housing Reconstruction Project (EHRP)**  
**Project Implementation Unit (PIU)**  
Singhadurbar, Kathmandu

**Terms of Reference (ToR)**  
**For Developing DRM Training curriculum and DRR Manual or Resource material**

November, 2022



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## 1. BACKGROUND

Nepal is exposed to multiple hazards, which creates a multitude of disasters throughout the country. Due to the young and fragile mountain topography, concentrated rainfall, steep slopes, climatic condition, has made Nepal one of the high risk zone from different disasters. Every year, on average more than 500 various disastrous incidents occur resulting loss of physical infrastructures, human life, damage to properties and affecting livelihoods due to natural and non-natural disasters. In majority of the districts of Nepal, disasters occur recurrently, where more than 90% of the populations are in at high-risk of death due to two or more than two types of disasters.

The Government of Nepal has developed various legal and institutional arrangements to plan and manage the Disaster Risk Reduction and Management activities. In this context, Natural Calamity (relief) Act 1982; Local Self Governance Act 1998; Building Act 1998; National Building Code 2004; National Strategy for Disaster Risk Management 2009, Climate Change Policy 2011, Land Use Policy 2012, Water Induced Disaster Management Policy 2015; National Reconstruction and Rehabilitation Policy 2015; National Disaster Response Framework 2013, Basic Guideline related to Settlement Development, Urban Planning and Building Construction 2016; National Urban Development Strategy 2016 are important legal and Policy framework. Similarly, Constitution of Nepal 2015, Disaster Risk Reduction National Strategic Plan of Action 2018 – 2030, National Policy for Disaster Risk Reduction 2018, Local Government Operation Act 2017 and Disaster Risk Reduction and Management Act 2017, are the latest major legal and institutional arrangements. The National Council, Executive Committee, National Disaster Risk Reduction and Management Authority (NDRRMA) and Disaster Management Committees at Province, District and Local levels are new institutional arrangements as per the Disaster Risk Reduction and Management Act 2017.

The Act (first amendment 2075) further clarified the roles and responsibilities of Federal, Provincial and the Local Government. Similarly four tier of disaster governance federal, provincial, district and local level to effectively deliver the services. Local Government Operation Act, 2074 have also identified comprehensive role, duty and rights of the local government pertaining to disaster risk reduction and management from preparing its own policy, law, standards, implementation to monitoring and evaluation.

NDRRMA is mandated to prepare programs, plans and implement the decisions approved from the DRR National Council and DRR Executive Committee, work as resource centre for disaster risk reduction and management including research and development on various dimensions of disaster and climate change risks reduction and management. One the key roles is to hold concerned government authorities responsible and accountable to operationalize the DRRM activities through coordinated efforts including capacity development (CD) of these stakeholders – three level of Government and four level of Disaster Governance.

Hence as part of improving disaster resilience capacity, NDRRMA is hiring a consulting firm to prepare a comprehensive Disaster and Climate Change Risk Reduction and Management Capacity Development Training Curriculum with Resource Manual. This is primarily targeting to key stakeholders; three level of government, four level disaster governance, I/NGOs, UN agencies and bilateral development partner organizations





## **Need of Comprehensive Training Manual on Disaster and Climate Change Risk Reduction and Management**

There are numbers of training curriculum and manual prepared on DRRM sector, some of them are specific to project objectives, some of them are for specific target beneficiaries, hazards specific, or theme specific. All of them are useful in terms of their specific objectives however these training curriculum, resource materials and the capacity development efforts are generally in silos and failed to cover a comprehensive picture of DRRM in Nepal, institutions, policy regimes, governance, structures response mechanism etc. Therefore, a comprehensive and integrated capacity development training manual for wider level of stakeholders is an urgent need. In this context capacity development (CD) is a process by which individuals and institutions obtain, improve, and retain the skills, knowledge, tools, equipment, and other resources needed to do the jobs competently. It allows individuals and organizations to perform at a greater capacity (larger scale, larger audience, larger impact, etc.). "Capacity Building" and "Capacity Development" are often used interchangeably; however capacity development (CD) represents a more dynamic and continuous process.

Preparing capacity development training manual and conducting orientation training to the targeted audiences through mobilizing qualified resource persons to enhance knowledge, skills and equipping with tools are one of the important departures for capacity development initiatives. However it is not enough, capacity development is continues process. However these CD initiatives are not fully aligned in line with the Nepal Government key policies documents; such as Disaster Risk Reduction National Strategic Plan of Action (2018 – 2030), Disaster Risk Reduction and Management Act 2074 and Rules 2076, Disaster Risk Reduction and Management National Policy 2075, and Local Government Operation Act 2074.

In terms of training curriculum, modules, sessions and resource materials varies widely. The uniformity as to diverse target groups may not be possible or necessary but it is very essential and important to have minimum standard content to be maintained for consistency to deliver the DRRM messages to different levels of participants. Supporting organizations might have different priorities as well as agendas within broader disaster risk reduction and climate change sector however as implementation / facilitating organization they should be responsible to make sure the consistency and not to make interventions in silos especially at local level intervention.

Being an apex body on DRRM, as specialized institution and authorized to coordinate, maintain the quality assurance of the all types of capacity development initiatives, It is NDRRMA responsibility to guide training curriculum to ensure the minimum conditions are met in all types of training and capacity development efforts on DRRM.

## **2. OBJECTIVE OF THE CONSULTANCY SERVICES**

The overall objective of the consultancy service is to strengthen institutional capacity of NDRRMA to guide DRRM capacity development intervention by preparing a comprehensive training curriculum and resource materials to be used in all four level of disaster governance, three level of government and stakeholders at large.

The specific objectives of this consultancy service are:

1. Carryout stock taking of ongoing DRRM training manuals, guidelines, content to different target groups, duration related to capacity development initiatives on disaster and climate change risk reduction and management- to capture a comprehensive snap of ongoing capacity



development initiatives by various organizations both Government, I/NGO, UN agency and bilateral development partners.

2. Based on comprehensive review, prepare an integrated, comprehensive training curriculum with adequate resource materials targeting to three level of government, four level of disaster governance, DRRM stakeholders at large (DRRM professional, I/NGOs, UN agency, development partners etc.)

### 3. SCOPE OF THE CONSULTANCY SERVICES

The Consultant shall but not limited to perform the tasks as stated below:

1. Desk review of on-going training curriculum of different institutions
2. Prepare a checklists/questionnaire for stock taking exercise targeting to different agencies
3. Gather information through different means, bilateral/group in person meetings, virtual meeting, filled up checklist/questionnaire etc.
4. Critically analyze the information and data with regards to the latest DRRM sectoral understanding, challenges and opportunities connecting with local, regional, national and international context.
5. Ensure all four priority areas of DRRNSPA (2018-2030), proposed National Disaster Resilience Framework priority area (2021-2030) including the elements of climate change adaptation in designing the content and modules.
6. Ensure an all-of-society engagement and partnership in disaster and climate change risk reduction and management.
7. Prepare comprehensive and integrated training curriculum, resource materials, customized version of training delivery materials (PPT, audio video materials, photos, cases etc)
8. The final product should be in both English and in Nepali.
9. Regularly consult with the NDRRMA PIU team and experts for their inputs.

### 4. DELIVERABLES AND REPORTING

- **Draft and final versions of Training Manual (curriculum, resource materials and customized training delivery materials- PPT, audio video materials, photos, cases both** in English and Nepali Languages
- In addition, the deliverables will also include (i) Inception report, (ii) Phase-I Report (iii) Draft Report and (iv) Final report summarizing the overall work completed through the consulting assignment.

SN	Deliverables	Submission Date
1	Inception report	Within two weeks after contract agreement
2	Phase-I report	Within two months after contract agreement
3	Draft report	Within three and half months after contract agreement
3	Final report (Along with above mentioned documents)	Within Five months after contract agreement



- The inception report shall clearly reflect a general desk review, checklist/questionnaire for different stakeholders, methodology to accomplish the tasks, work schedule, team composition etc.
- All deliverables shall be submitted with full and up to date hard copies and digital versions.

## 5. DURATION OF THE CONSULTANCY SERVICE

Total duration of the consultancy services shall be five (5) months after the date of contract agreement. The contract may be terminated if the employer does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultant as evaluated by the NDRRMA and or its authorized agency. The consultant will be given 15 days prior notice if the contract is to be terminated.

## 6. TEAM COMPOSITION

The following key personnel will be required to complete the assignment.

S.N	Position	No	Minimum Qualification	Preferable Experience (Years)
<b>Experts for developing training content, resource materials</b>				
1	Team Leader, DRRM Expert	1 (3 months)	Minimum Masters in DRRM or Natural Resource Management or related field; highly preferable for PhD in related field; knowledge of DRRM Capacity Development, Prior experience of relevant research, development of training manual, well versed with DRRM policy regimes and institutions and structure, challenges and micro and macro response	General experience of 15 years and specific experience of 10 years
2	DRRM research Expert	2 (5 months)	At least Master's Degree in DRRM or Natural Resource Management knowledge of DRRM Capacity Development and dynamics of DRRM, relevant research, development of training manual, excellent writing both English and in Nepali	General experience of 10 years and specific experience of 7 years
3	DRRM training and CD expert	1(4 months)	At least Bachelor's Degree in DRM/or Social Science/or Development Study, Demonstrated knowledge of DRRM training and capacity development and documentation	General experience of 5 years and specific experience of 3 years

4	Documentation and office assistant	1 (4 months)	At least completion of +2 level and general knowledge regarding documentation of manuals and handouts	-
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## 7. MAJOR TASKS FOR THE EXPERT

The tasks of individual consultants will include, but will not necessarily be limited to, the following:

S.N.	Position	Detail task
1	Team Leader, DRRM Expert	<ul style="list-style-type: none"> <li>• Lead the overall team, provide guidance in overall planning to accomplish the tasks, ensure quality of work and timely accomplishing of the deliverables.</li> <li>• Design stock taking exercise modality</li> <li>• Prepare checklist/questionnaires for stock taking exercise, consultations with relevant experts and officials</li> <li>• Review literature related to the assignment</li> <li>• Key communication with the client</li> <li>• Take lead role in design and drafting of training curricula and resource materials (core content, modules and sessions)</li> <li>• Take lead role in consultation process to finalize training and resource materials</li> <li>• Preparation and submission of the deliverables</li> </ul>
2	DRRM research Expert	<ul style="list-style-type: none"> <li>• Review literature related to the assignment</li> <li>• Prepare checklist/questionnaires for stock taking exercise, consultations with relevant experts and officials</li> <li>• Analyze data and information gather from the checklist/questionnaire</li> <li>• Take lead role in the design the training manual based on informed analysis from the stock taking work (core content, modules and sessions)</li> <li>• Design and develop the training material and handouts required to deliver training, collect locally available materials (cases, audio, video clips, photos etc.)</li> <li>• Assist the Team Leader in the design, development and compilation of training content, resource materials and training delivery materials both in Nepali and in English</li> </ul>



		<ul style="list-style-type: none"> <li>• Support the team leader as per need</li> </ul>
3	DRRM/Climate Change training and CD expert	<ul style="list-style-type: none"> <li>• Review of literature on different theme of DRRM</li> <li>• Support and coordinate with stakeholders to carry out stock taking work</li> <li>• Design and develop the training material and handouts for the above training</li> <li>• Support to organize meetings/ workshops</li> <li>• Prepare separate detail reports from the meetings and bilateral conversation participating in the consultation process</li> <li>• Assist the Team Leader in the design, development and compilation of training content, resource materials and training delivery materials both in Nepali and in English</li> <li>• Support the team leader as per need</li> </ul>

## 8. TERMS OF PAYMENT

The payment shall be made in three installments in the following manner:

S.N.	Payment Condition	Payment of Contracted Amount (%)
1	Upon Submission and acceptance of Inception Report	20
2	Upon submission and acceptance of Phase-I Report	10
2	Upon Submission and acceptance of Draft Report	40
3	After Submission and approval of Final Report	30

## 9. QUALIFICATION AND EXPERIENCE OF THE CONSULTING FIRM

### 9.1 GENERAL EXPERIENCE

- More than 7 years of professional experience in related field.

### 9.2 SPECIFIC EXPERIENCE

- Having experience on conducting at least two disaster risk reduction and management related training programs where at least one should be organized by Government of Nepal.
- Having experience on preparing at least one any kind of engineering/geological training manual.

## 10. SELECTION PROCEDURE OF THE CONSULTANT

The selection is based on approved evaluation criteria based on public procurement act 2063 and regulation 2064 and its amendments.

## 11. TAXATION AND OTHER LIABILITIES



The consulting firm shall be fully responsible for all taxes imposed by Government of Nepal. The consultant should have registered in the Value Added Tax (VAT). The consulting firm will be responsible for insurances and costs of the premium of insurances it takes up.

## **12. CONTRACT AGREEMENT**

The Consultant shall be required to enter into an agreement with the NDRRMA on a lump-sum contract.

## **13. INTELLECTUAL PROPERTY**

Any intellectual property such as deliverables, ideas and information developed in whole or in part by or on behalf of contractor or its employees or agents in connection with the "Work Product" shall be the exclusive property of NDRRMA.

## **14. DEFECTS LIABILITY**

The consulting firm shall be responsible for authenticity of the information. Any error in assignment shall be corrected by the consulting firm with its own cost and time.

## **15. SELECTION PROCEDURE OF THE CONSULTANT:**

The consulting firm will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018, Section VII: Approved Selection Methods Consulting Services: Consultants' Qualification Based Selection (CQS) method.