



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 65300

Assignment Title: *Monitoring, Analysis and Reporting of Multi-Hazard Risk Assessment of Public Buildings*

Reference No. (as per Procurement Plan): *NP-NDRRMA-313540-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 Rapid Visual Screening of Public Facilities (Package-I) as mentioned in Terms of Reference. Overall duration of the project will be six (6) 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



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 **Monitoring, Analysis and Reporting of Multi-Hazard Risk Assessment of Public Buildings**". 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
Experience		
General Experience of consulting firm	<i>Each consulting firm of sole or Lead Partner (JV) application should have at least five (5) years of general experience and 3 (three) years of general experience for other partners in case of JV General Experience list (3A) should be filled.</i>	20
Specific Experience and Similar Nature Experience of consulting firm within last 7 years.	<i>The firm has successfully completed at least one consulting service contract amounting NPR 7 million (including VAT) in past seven years. In case of JV, at least one partner must meet this requirement.</i> <i>Experience with multilateral donor agencies (ADB/WB/UN agencies) funded projects: Experience with successfully completion of at least one consulting service in the sector of DRR/DRRM/reconstruction within the last five years.</i> <i>Submit all the experiences with evidences regarding monitoring, analysis and reporting of civil engineering works/projects if available.</i>	60
Capacity		
Financial Capacity	<i>Average Annual Turnover should be NRs. 13 million (average of best 3 years among last 7 years) where lead partner should have at least 40% of it.</i>	20

Minimum score to pass: 60 marks



1. 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) ² :
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: 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.	

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/Organizati on)</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**

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



Government of Nepal
National Disaster Risk Reduction and Management Authority
Earthquake Housing Reconstruction Project Second Additional Financing
(EHRPAF2)
Project Implementation Unit (PIU)
Singh Durbar, Kathmandu, Nepal

Terms of Reference

For

Monitoring, analysis and reporting of multi-hazard risk assessment of public buildings

November, 2022



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1. INTRODUCTION

Nepal is one of the most disasters prone countries affected by multiple recurrent hazards. Every year, the country suffers from substantial loss of human lives and property damage due to natural and non-natural disasters. In the last 45 years (1971 to 2015), more than 40,000 people have lost their life due to disasters. This number is more than two persons losing lives every day. In addition to the high rate of casualties in the period mentioned above, more than 75,000 people have been injured, and about 3,000,000 have been affected. These disasters have become a severe burden to the people and the community all over Nepal. In the majority of the districts of Nepal, disasters occur recurrently, where more than 90 % of the population are at high risk of death due to two or more two types of disasters

A 7.8 Mw earthquake struck the country on 25 April 2015 affecting over 40 out of 75 districts in the Western, Eastern, and Central regions. A maximum intensity level of IX (MMI) was estimated in areas near the epicenter. Hundreds of aftershocks occurred, including a 7.3 Mw earthquake on 12 May 2015 which have caused further damage to the infrastructure and casualties.

As per the Educational Management Information System (EMIS) managed by the Department of Education, there are 34,950 Educational buildings all over the country at the end of December 2021. Similarly, the data of the University Grant Commission shows that 1447 numbers of colleges and universities exist in Nepal till December, 2021. Nepal Health Facility Registry 2021/22 (<https://nhfr.mohp.gov.np/>), reflects that there are 9,981 health facilities registered in Nepal. To collect information regarding the public Government Building, communication with concerned District Administrative Offices (DAO) was carried out. The information collected from the DAOs reflects that there are 4,470 public Government buildings in total. So, combining educational facilities, health facilities and public Government Facilities, there are 50,848 numbers of facilities in total till the December of 2021. The number of facilities may slightly increase over the period of this year. The following table summarizes the number of facilities in all 77 districts of Nepal:

No. of Districts	No. of College Facilities	No. of School Facilities	No. of Health Facilities	No. of Government Facilities	Total No. of Facilities
77	1447	34950	9981	4470	50848

A technical assistance supported by the World Bank carried out structural integrity and damage assessment for the earthquake affected district. A web-based platform was prepared to view surveyed data, analyze and suggest appropriate interventions for each school building based on the analyzed data, along with the cost for each proposed intervention type. SIDA's findings reveal that casualties at schools would have been massive had the classes been in session on that unfortunate day of 25 April 2015. Out of 5,768 public schools, 153 Higher Education facilities with 17,618 buildings

surveyed, only around 21% of buildings were unaffected, and 26% suffered minor damage, whereas, about 23% of buildings collapsed, and about 30% buildings suffered significant damage. The number of rooms in the completely collapsed school buildings was 12,568, out of which 9,313 were classrooms. The number of students enrolled in the collapsed classrooms was 184,778. This prompts the urgent need for the country to assess the educational infrastructure nationwide and take timely corrective actions to avoid human casualties from the disaster.

The National Disaster Risk Reduction and Management Authority (NDRRMA) was established on 16 December 2019 under the Ministry of Home Affairs, along with the appointment of its Chief Executive. NDRRMA functions under direct oversight and control of and as secretariat to Council headed by Prime minister and Executive Committee headed by the Home Minister. NDRRMA performs the functions and duties relating to disaster risk reduction and management in coordination with the Council, Executive Committee, concerned ministries, and other agencies of the Government of Nepal.

Critical findings of SIDA leads to realized that the vulnerability and risk assessment of the education facilities along with the critical health facilities as well as public Government facilities is the key task of the National Disaster Risk Reduction and Management Authority (NDRRMA), whose primary responsibility is to effectively operate and manage disaster management activities. NDRRMA has received credit from the International Development Association (IDA), World Bank to implement EHRP (P155969, 6530-NP) with an objective to enhance Nepal's ability to improve long-term disaster resilience. Using the IDA credit, piloting of the assessment work is planned by NDRRMA. The piloting work includes two major tasks. The first task is to carry out the Rapid Visual Screening of all critical facilities of selected Palikas and Districts and the second work is to carry out the Detailed Multi-Hazard Risk Assessment of selected Critical facilities. So, this Terms of Reference has been prepared to carry out the Rapid Visual Screening (RVS) of different districts.

Ministry of Home Affairs declares recently that 49 Palikas are the most disaster-prone municipalities which are suffering from different disasters. Considering the risk and vulnerability of the critical public facilities, it is necessary to carry out the assessment of these Palikas is vital. The selection of the palikas and districts to carry out the RVS on the following assumptions:

- RVS will cover the districts of most disaster-prone palikas;
- RVS will also reflect area with multi-hazards such as Earthquake, Landslides, floods, etc;
- RVS will cover all the provinces;
- RVS will cover all three ecological regions (Himal, Pahad and Tarai),
- RVS will try to capture areas with large population density

Considering the resource and time limitation, 145 palikas (including all disaster-prone palikas) from 13 districts are selected for the Rapid Visual Screening (RVS) work for public building via Mobile Survey Application. Data validation and analysis is necessary for the data quality and authenticity. So, this TOR is prepared for the hiring of a consultancy service for Monitoring and reporting firm for the Rapid Visual Screening (RVS) data validation and quality control.

2. OBJECTIVE OF THE CONSULTANCY SERVICES

The main objective of the consultancy service is to continuously monitor RVS data and report survey progress work, including a critical review of the collected data and their interpretation, to minimize any deviation of the project from actual plan.

Specific objectives:

- i) To create monitoring evaluation and analysis methodology.
- ii) To develop a plan and design reporting templates.
- iii) To assure the surveyor are well trained for the field level RVS in the mobile.
- iv) To undertake quality assurance and quality control of field-survey data.
- v) To define level of data verification, a) desktop verification (All), b) remote , and c) field verification.
- vi) To analyze the surveyed data in terms of Risk and Vulnerability for all facilities surveyed.

3. SCOPE OF WORK

The selected firm will carry out the following activities under this consultancy:

- A. Training: Design a three-day training module for about 150 participants (surveyor and experts hired by survey firms and, client) regarding RVS mobile survey.
 - i) Training includes a) Mobile Survey Application training b) Technical (Engineering and multi-disaster) training in coordination with mobile app firm , georeferenced platform and the client.
 - ii) Organize trainings, including delivery of all related training materials. Additional training to new survey teams should be provided if required;
- B. Data analysis and verification for monitoring
 - i) prepare and implement a quality assurance plan to monitor the quality and uniformity of the data;
 - ii) carryout desktop verification of all surveyed data;
 - iii) carryout remote verification of data as, when necessary, by phone or online meetings;
 - iv) carryout field verification of 5% caseload in the field level;
 - v) check if all data format inputs (text, numbers, images, and GPS coordinates) is correctly entered into mobile application and received into the web-reporting system;
 - vi) quality control of data collected by survey firms through data verification and validation (Random generation of building units to be validated and verified)

- vii) consolidate data gathered during the field assessment in coordination with survey firms;
 - viii) provide necessary technical support to survey teams to collect and correct the survey data as required;
supervision of mobile survey; communicate necessary improvements in the survey work to mobile survey firms and survey firms, if and when required;
- C. Risk and Vulnerability Analysis
- i) carry out the analysis of the surveyed data in terms of Risk and Vulnerability of each facility;
 - ii) categorization of the building in terms of vulnerability, risk and occupancy;
 - iii) prioritization of the buildings (or facilities) for the level of further assessment.

4. Deliverables:

A. Training:

- i) Submit a three-day training module for about 150 participants (surveyor and experts hired by survey firms). Organize trainings, including delivery of all related training materials. Additional training to new survey teams should be provided if required;

B. Data analysis and verification for monitoring

- i) prepare and implement a quality assurance plan to monitor the quality and uniformity of the data;
- ii) provide weekly progress report that includes a) Status of survey. b) Quality of survey data demographically. c) issue and corrective measures provided;
- iii) reports: inception report, phases progress reports, draft report and final report;

5. TIMEFRAME AND WORK PLAN

The client needs the services of the selected firm for a period of approximately six months. The consulting firm shall start the work as soon as possible. The consultant should prepare their own time line and work plan based on the scope enlisted in the TOR during the submission of EOI.

SNO	Activity	Month 1	Month2	Month3	Month4	Month5	Month6
1	Prepare and submit Inception report including activity plan, resource plan, training module and project execution methodology.						
2	Training: Design a three-day training module for about 150 participants (surveyor and experts hired by survey firms and, client) regarding RVS mobile survey.						
3	Data analysis and verification for monitoring Submit weekly progress reports and different phase reports.						
4	Draft Report and project completion report						



6. CONTRACT TYPE.

The consulting service shall be lump-sum contract.

7. ADMINISTRATION OF THE SERVICES

The consultant will work under the supervision of the EHRP-PIU and primarily report to EHRP-PIU (the client). The consultant also needs to coordinate with focal persons from MOE, MoHP, MOUD and provincial and local governments as required.

8. QUALIFICATIONS AND EXPERIENCE OF THE CONSULTING FIRM AND KEY PERSONNEL

The tasks will be implemented by a consulting firm with proven track record (35%), technical expertise (35%), and human resources and operational capacity (30%) to undertake assignments described in this TOR. Experience in developing web-based portals in such sectors as buildings, infrastructure in Nepal will be an advantage.

General Qualifications:

- The Consulting firm must be a legally registered/recognized/competent organization. It must have registered in VAT and timely cleared taxes. International firms must submit attested credentials from authorized notary. In the case of a Joint Venture (JV) all partners must meet the requirement. (Not Applicable for International firms)
- The consulting firm should have general experience of at least five years (In case of JV, at least lead partners must meet the requirement).
- The firm has successfully completed at least one consulting service contract amounting NPR 7 million (including VAT) in past seven years. In case of JV, at least one partner must meet this requirement.
- Experience with multilateral donor agencies (ADB/WB/UN agencies) funded projects: Experience with successful completion of at least one consulting service in the sector of DRR/DRRM/reconstruction within the last five years.

Financial: The total average annual turnover of the firm shall be at least NPR 13 million in best three years out of last seven years. (In case of JV, at least lead partner must meet the requirement).

Health & Safety Requirements: The consulting firm should provide the evidence of implementation of projects considering health and safety protocol defined by Ministry of Health and Population including personal health and safety, COVID – 19 and other communicable diseases protocols.



Specific Qualifications

Civil Engineering Aspects: The consulting firm shall have prior experience in monitoring and evaluation of field-based assessment of at least 40 buildings within last seven years. (In case of JV, all partners combined must meet this requirement).

IT Aspects: The firm shall have prior experience in data analysis and training.

The evaluation will be carried out for the key personnel only. The consultant shall specify the availability of the key experts (summary table of name of the expert, academic qualification, and experience) during expression of interest and submission of the technical proposal.

The staffing requirements of key personnel and non-key personnel for this assignment shall include a minimum of the following positions:

Qualification and Responsibilities of Key-experts

SN	Personnel	Indicative		Educational Qualification	Experience	Indicative responsibilities
		No	Total Inputs (MM)			
1	Team Leader	1	4	Masters' degree in any management or engineering discipline with a bachelors' degree in civil engineering or architecture.	<p>Minimum 10 years' experience after Masters' degree. And Specific experience of 7 years in relevant field.</p> <p>Experience in at least one DP funded project.</p> <p>Experience in preparing field level survey assessment and evaluation shall be preferable.</p>	<p>Management of the overall project;</p> <p>Liaison with a client;</p> <p>Preparation of quality assurance plan</p> <p>Preparation of prioritized investment plan</p>
2	Structural Engineer	3	6	Master's degree in Civil Engineering, specialized in Earthquake / Structure engineering	<p>Minimum 7 years' experience after Master's degree and specific experience of 5 years on relevant field</p> <p>Experience in field of building assessment and data monitoring and analysis added advantages.</p>	<p>Training to enumerator surveyors;</p> <p>Review and validation of data;</p> <p>Analysis of survey data for meaningful interpretation;</p> <p>Field review of survey;</p> <p>Support the implementation and operation of mobile and web reporting platform in data visualization and reporting.</p>
4	DRM Expert	1	6	Masters' degree, with specialization in DRM	<p>Minimum 7 years' experience after Master's degree. And specific experience of 3 years on relevant field</p>	<p>Training to enumerator surveyors;</p> <p>Review and validation of data;</p> <p>Analysis of survey data for meaningful interpretation;</p>

				related subjects.	Experience of working in disaster management activities.	Field review of survey; Support the implementation and operation of mobile and web reporting platform in data visualization and reporting.
4	System Analyst Data Analyst (IT-Lead)	1	6	Bachelor in IT/ICT/Computer engineering/Computer Application	S/he should have relevant skills and exposure in managing Information Technology Projects with the general experience of 3 years and 2 years of specific experience in managing large scale Enterprise Applications Technology/Project Management Certification, Training, or Specialization will be preferred	Is responsible for communication, planning, and management of the Mobile Survey App Training and Web data reporting from web reporting firm. He/She is responsible for survey data analysis, verification and monitoring input and result data. Evaluate and ensure that the mobile app meets the requirements and objectives of the work. Review IT-related reports in coordination with other IT Teams. Take a lead role in IT-related trainings and workshops.

Qualification and Responsibilities of Non-Key-experts

1	Civil Engineer	3	6	Bachelor's Degree in civil engineering	3 years of general experience and 2 years 'experience in building related field for Bachelor's degree	Assist in training; Assist in data validation; Conduction of field-review survey; Perform necessary test; Assist in other works.
2	Office Support Staff (Non-IT)	3	6	Minimum +2 pass	Experience in office management	Supports in the administrative works in the consulting office.

9. SELECTION CRITERIA

A Consultant will be selected following 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, Consultant Qualification Selection Method with lump-sum based contract.

10. Payment Schedule:

The payment shall be made as follows:

S.N.	Items	%
1.	On submission of Inception Report	20
2.	On approval of progress report-1 report	10
3.	On approval of Phase-I report	20
4.	On approval of Draft Final report	30
5.	On approval of Final report	20
	Total	100%

Submission of hard copy as well as soft copy shall be made in all phases.

11. Taxation

The consulting firm shall be fully responsible for all taxes imposed by the Government of Nepal.