

Government of Nepal
Ministry of Commerce and Supplies
Nepal-India Regional Trade and Transport Project (NIRTTP)

Terms of Reference
of
Technical Adviser for NITDB (Components C.2 and C.3)
(National)

September 23, 2015

NIRTTP- Project Coordination Office (PCO)
Bhadkali, Kathmandu
Tel: 977-1-4267534 / 4248261
Fax: 977-1-4254816
Email: nirttp@mocs.gov.np

TERMS OF REFERENCE (ToR) FOR TECHNICAL ADVISOR (NATIONAL) to NITDB

A. Background and Context:

1. Nepal is a geographically small, landlocked country surrounded by India in the south, east and west and the Tibet Autonomous Region of the People's Republic of China in the north. Nepal's access to international trade markets depends on efficient and reliable transport infrastructure and logistics services and transit facilities in neighboring countries, particularly India. There are 26 official trade routes between Nepal and India. About 60 percent of third country trade passes through the Birgunj border post, hence the Kathmandu-Birgunj-Raxaul-Kolkata/Haldia route is the main transit corridor for Nepal's foreign trade. The Treaty of Transit between India and Nepal allows Nepali goods to transit through designated routes in India, with the ports of Kolkata/Haldia serving as gateway ports for the movement of third country trade cargo by road or by rail to the only railhead serving Nepal at Raxaul (Indian border with Nepal), whereas the Rail Service agreement between Nepal and India allows movement of transit traffic from Kolkata/Haldia to Birgunj ICD in Nepal via Raxaul in India on Indian Railways and Birgunj via Raxaul for bilateral traffic.
2. Nepal's Trade Integration Strategy (NTIS)-2010 and National Development Plan (2013-16) prioritize the need to facilitate trade and improve the country's export competitiveness. Key objectives of NTIS include; strengthening the capacity of the country's trade-related institutions on trade negotiations, strengthening export industries that promote economic inclusion, and strengthening the Government's capacity to implement the NTIS, improve coordination between trade-related institutions and enhance the delivery of technical assistance. Nepal is also participating at ongoing discussions in trade facilitation in the World Trade Organization, South Asian Free Trade Agreement, and bilateral agreements with India. As a landlocked country, Nepal's interest lies in facilitating freedom of transit and eliminating non-tariff barriers including those related to technical and sanitary and phyto-sanitary inspections, and simplification of cumbersome clearance procedures.
3. In support of the NTIS, the World Bank is financing the Nepal India Regional Trade and Transport project (NIRTTP), designed to decrease transport time and logistics costs for bilateral trade between Nepal and India and transit trade along the Kathmandu-Kolkata corridor for the benefit of trade by reducing key infrastructure bottlenecks in Nepal and by supporting the adoption of modern approaches to border management. The project has three components, namely:
 - i. Modernize transport and transit arrangements between Nepal and India
 - ii. Strengthen trade-related institutional capacity in Nepal
 - iii. Improve selected trade-related infrastructure

The project will help in implementation of number of measures, particularly the development of physical infrastructures, and improvement in trade and transport processes and capacity building of the related institutions, under those three components. The World Bank will provide the financing support of 99 million USD for these activities, of which 32 million USD will be in

grant. This is a multi-sectoral project that takes on different government and public sector institutions in implementation of various activities, envisaged under the project. Ministry of Commerce and Supplies (MOCS) has the overall responsibility to coordinate the implementation of the project.

4. A Project Coordination Office (PCO) has been established under the administrative jurisdiction of Ministry of Commerce and Supplies (MOCS), with the overall responsibility for supervision, monitoring and evaluation of the activities and coordination between various sub-components of the NIRTTP. It also works as bridge between implementing agencies and the National Trade and Transport Facilitation Committee (NTTFC), a high level coordinating committee which includes representation from the trade-related government ministries, departments, para-statal and private sector organizations. Department of Roads (DoR), will independently implement the road component of the project. The PCO at MoCS is responsible for coordinating the program and activities of four different Implementing Agencies; viz. Department of Transport Management (DoTM), Department of Customs (DoC), Nepal Intermodal Transport Development Board (NITDB) and Trade and Export Promotion Centre (TEPC).
5. Government of Nepal has established the "Nepal Intermodal Transport Development Board" (NITDB) in 2054 BS in accordance with the provisions of the Development Board Act 2013 BS. NITDB is chaired by the Secretary in the Ministry of Industry, Commerce and Supplies and consisted of members from public and private sector entities. The main objective of NITDB is to oversee the economical and efficient management of Inland Clearance Depots (ICDs) for facilitation of Nepal's foreign trade.
6. As an Implementing Agency of NIRTTP, Nepal Intermodal Transport Development Board (NITDB) is responsible for implementation of activities related to ICDs for the Project. The components under this category are: Restoration of Pavement inside Bhairahawa ICD; Goods Shed extension inside Birgunj ICD; Modification of Railway Line in Birgunj ICD; planning, design and Construction of CFS in Kathmandu; Border crossing and Kolkota- Kathmandu corridor monitoring.
7. Under the first component, Total yard area of about 18,500 Square meters inside Bhairahawa ICD is to be paved with proper drainage, among which two-thirds of area is rigid and remaining is flexible. Rigid pavement is proposed to be at the place where heavily laden commercial vehicles are expected to ply on it. Flexible pavement been proposed to be at the place where lighter vehicles are expected to ply. Similarly drain cover are also proposed to be cast iron and precast RCC slabs. Former type is proposed to be for the rigid pavement and the later type for the flexible pavement.
8. In case of the Goods Shed work in Birgunj ICD, the current goods shed is approximately 400 meters in length and needs to be extended to reduce the damage of goods in open platform during adverse weather. Activities include finalization of design, specifications, preparing bidding documents, procurement, and implementation supervision.

9. Modification of Railway Line in Birgunj ICD includes activities like selection of consultant, finalize the design, prepare bidding documents, procure contracts, and implementation.
10. Planning, design and Construction of CFS in Kathmandu includes procurement of consulting services, reviewing and finalizing design, preparation of bidding documents, procurement of contract, and implementation.
11. Border crossing and Kolkota- Kathmandu corridor monitoring includes selection of consultants, identify, develop, and implement the corridor monitoring system.

B. Objectives:

12. This services of a Technical Advisor (TA) is sought as follows:
 - i. To provide overall engineering/managerial support to NITDB for planning, preparation, and implementation of works and services related to the ICD components.
 - ii. To support the Sub-Project Coordinator/engineer of the component in all engineering and project implementation responsibilities.
 - iii. Ensure technically sound project implementation including quality assurance and control.

C. Scope of Services:

13. The services of Technical Advisor (National) are basically aimed to provide overall Engineering/management support to NITDB in planning, designing, implementing, managing and monitoring all the tasks as stated in 6 to 11 above and the project objectives are achieved. The specific responsibilities of the TA shall be, but not necessarily limited to following:
 - i. Assist NITDB in introducing internationally accepted standards and good practices for overall project management within the phases of the project and ensure that their delivery meets timelines and quality requirements for the projects;
 - ii. Assist in monitoring the contract terms and ensure that conditions of contract are fully met by all consultants / contractors and other project vendors. Help in settling the disputes, should they arise, according to the agreed procedures;
 - iii. Assist in procurement of consulting services and construction works required during project execution. This includes planning, preparation/updating of TOR, EOI, RFP and other bidding documents for these procurements. Likewise, TA will assist NITDB in short listing and evaluation of technical and financial proposals of the consultants, if necessary;
 - iv. Check, amend and/or prepare Quantity Estimates, Component Costing, Feasibility Analysis, Drafting, Quantity survey and other related engineering jobs as required.
 - v. Undertake visits of project sites as necessary, supervise the works, check quality assurance and control, and provide guidance to the consultants and the contractors on the project activities and also provide suggestions to the employer for enhancing project efficiency when required;
 - vi. Maintain coordination with PCO at MoCS, World Bank and other government and non-government agencies in course of project implementation;
 - vii. Prepare and submit the project status report, progress report and other reporting requirements in the World Bank format in a periodic manner and as assigned by the Sub-Project Coordinator (SPC);

- viii. Other technical and managerial activities as instructed by the SPC or Project Manager of the components.

D. Qualification Requirement:

14. An individual to be eligible for the service should meet following requirements:
 - i. Minimum Bachelor's Degree in Civil Engineering with at least 10 years of experience in the planning, design, and implementation of infrastructure (roads, buildings, bridges, dry ports etc) Projects; or Master's Degree in Civil/Structural Engineering/Construction Management or relevant subject with at least Five years of experience in the planning, design, and implementation of infrastructure (roads, buildings, bridges, dry ports etc) Projects
 - ii. Registered in Nepal Engineering Council as "General Registered Engineer (Category-A)" as per Nepal Engineering Council Act, 2055 (1999);
 - iii. Good knowledge of BOQ interpretation, Detailing, Specifications, Public Procurement, Project/Contract management, Quality Control and Structural and geotechnical tests;
 - iv. Good command in IT application such as AutoCAD, MS-Excel and other basic computer skills;
 - v. Experience in World Bank or other donor-funded projects is preferable;
 - vi. Good presentation, interpersonal and communication skills;
 - vii. Excellent knowledge of English, Nepali/local languages.

E. Duration of Services:

15. The Technical Adviser will be hired for a whole period of Sub-Project at NITDB. Though contracted for a whole Project period, the Contract may be renewed in each new Nepali Fiscal Year upon business need and availability of budget, and satisfactory performance of the Consultant. The TA is expected to work full-time at NITDB office in Kathmandu, and may require frequent visits to construction/works sites.

F. Supervisor:

16. The TA shall be under the immediate supervision of and will report to the Sub-Project Coordinator of NITDB ie: Executive Director of NITDB. S/he shall work closely with the NITDB staff/ engineers of NITDB as required.

G. Reporting Requirements:

17. The TA shall prepare all necessary reports (monthly, quarterly and other reports) as prescribed by the PCO, NITDB and the World Bank.

H. Remuneration and Compensation:

18. The followings shall apply:
 - (a) The Technical Adviser will be provided with a monthly remuneration as agreed on the contract. Such remuneration will include monthly lump sum amount that includes all overhead, social charges, taxes and VAT, and other associated costs including the local transportation within Kathmandu valley.
 - (b) The Technical Adviser will be entitled to get all public holidays.

- (c) The Technical Adviser shall be responsible to settle all taxes and duties including the applicable VAT and income taxes per the GON rules and regulations. However, the Project Office will deduct the Advance Income Tax (AIT) as per the prevailing rules and regulations.
- (d) In case of travel outside Kathmandu or outside Nepal, for the project related assignment, the Technical Adviser shall be paid the actual travel and lodging expenses and/or a subsistence allowances equivalent to Class I Officer of the Government of Nepal.

I. Facilities to be provided by the implementing agency-PCO/ NITDB:

19. Following facilities shall be provided to the TA by the Sub-Project Office (SPO) during the period of service:
- i. Office space with furniture
 - ii. Internet access
 - iii. Required office stationery
 - iv. Photocopying facilities

J. Contact for Additional Information and Application:

20. Further information related to selection and recruitment of the TA may be obtained from the Project Office (PCO) of Nepal India Regional Trade and Transport Project (NIRTTTP) or from NITDB. Interested candidates to work in the position of TA under the contractual service arrangements and complying with the above requirements are requested to submit their application and detailed CV in a sealed envelope and the expected remuneration in a separate sealed envelope and handover to any of the following addresses.

The Project Director

Nepal-India Regional Trade and Transport Project

Ministry of Commerce and Supplies

**Bhadrakali (at the Third Floor of Nepal Food Corporation Building),
Kathmandu**

Nepal

Tel: +977-1-4267534/4248269

Fax: +977-1-4254816

E-mail: nirttp@mocs.gov.np

Website: www.mocs.gov.np, www.nitdb.gov.np