

**TERMS OF REFERENCE
FOR
PROJECT MANAGEMENT SPECIALIST
(National Individual Consultant)**

1. Background:

For the construction of Melamchi Water supply project, Asian Development Bank has been supporting the ongoing efforts of the Government of Nepal (the government) towards diverting Melamchi Water to the Kathmandu Valley to provide reliable, equitable and sustainable water supply system in Kathmandu Valley.

Phase I of the Melamchi Water Supply project (MWSP) is ongoing since the year 2000 in order to meet the water requirement of Kathmandu Valley. Initially the project included diverting 170 MLD of water from Melamchi River for phase I of Melamchi Water Supply project through the funds commitment of several funding agencies. In 2008, the project was restructured. The amended and restated ADB loan no 1820-NEP(SF) was provided for two subprojects: a) Melamchi River Diversion Subproject 1 implemented by MWSP, Melamchi Water Supply Development Board (MWSDB), b) Kathmandu Valley Water Supply and Sanitation subproject 2 implemented by Project Directorate (PID) under Kathmandu Upatyaka Khanepani Limited. Additional funding from ADB Loan 3255(AF) of an amount USD 135 million is arranged for the construction of BDS and DNI works under PID and construction of an 85 MLD water treatment plant at Sundarijal.

To expedite completion of remaining works of Phase I of the Melamchi Water Supply project (MWSP), MWSDB is currently executing many contracts. Most of the contracts are on the stage of completion while some contracts are likely to continue for some time due to devastating flooding incident in June 2021 which has buried the headworks, clogged adit tunnel at Ambathan and alternate diversion tunnel. This will require extensive restoration works of debris removal at headworks, cleaning of adit and diversion tunnel, strengthening of damaged structures etc.

As the Melamchi project is about to finish its first phase, with final works and restoration of structures damaged in recent flood incident remaining the Melamchi Water Supply Development Board is also finalizing the preparation of next project as Second Kathmandu Valley Water Supply Improvement Project (SKVWSIP) which will include WTP of capacity to treat 255 MLD water and preparation of second phase of Melamchi project which is expected to add 340 million litres of water supply to Kathmandu Valley.

In the next phase, Melamchi Water Supply Project will construct 15 km access road, 11 km tunnel and an upgradation of the treatment plant. Before the construction work begins, Environmental Impact Assessment, construction of two dam headwork, social uplift programme, land acquisition, among others, will have to be accomplished. Currently, access road to Yangri-Larke is under construction. The project has experienced many social issues in the first phase, experiencing many in the construction of access road and supposed to face same social issues in the second phase of Melamchi Water Supply Project as well.

In this context, The Melamchi Water Supply Development Board (MWSDB) intends to hire a Project Management Specialist (National) as individual Specialist under the loan L-3255 in order to support the MWSDB in project management of entire Melamchi Water Supply Project.

2. Objective and Purpose of the Assignment:

The objectives of the consulting assignment is to provide project management support to MWSDDB in supervision and administration of last remaining packages of Melamchi River Diversion Sub project 1, Melamchi Water Supply Project – Additional financing (ADB Loan - 3255) for the construction of 85 MLD capacity water treatment plant at Sundarijal and detail engineering design for Second Kathmandu Valley Water Supply Project. The major focus of the Project Management Specialist (PMS) services will be to assist the MWSDDB and its staff to manage and monitor the projects effectively and support MWSDDB authority to take timely decisions on technical and project management issues based on international and national good practices, ADB procurement guidelines and sound engineering principles and standards. The PMS will also ensure that the MWSDDB achieves the highest standards of compliance in environmental, social, resettlement, occupational health and safety aspects and other similar activities, as defined in the project documents. The consultant will be responsible in identifying and undertaking all required analyses and studies in order to provide recommendations to the MWSDDB management to assist with timely and quality decision making.

3. Scope of Services:

The scope of the consulting services will be to (i) provide project implementation, administration, monitoring and quality assurance support to the MWSDDB for efficient and timely implementation of the projects, (ii) support and strengthen the management and implementation capability of the MWSDDB (iii) guide MWSDDB in monitoring of the projects, identify issues and provide necessary support for early resolution of those (iv) provide guidance for improving project performance and successful commissioning of the schemes, (v) handhold MWSDDB ensuring compliance with quality standards and safeguard requirements including reporting and (iv) provide timely advice and assistance to the MWSDDB staff in project implementation, including training them in ADB's procurement, consulting and disbursement procedures, conduct of bidding, bid evaluation, standard contracts, benefit monitoring, quality control and project reporting.

4. Specific Scope of work:

A. Overall project Management

Provide project management, technical, implementation and monitoring assistance and advice to the MWSDDB in the following areas

- (i) Effective and efficient implementation of projects components in accordance with GON and ADB's policies, procedures and requirements on project implementation, procurement, consulting services, disbursement, and social and environmental safeguards;
- (ii) Procurement of equipment, goods and services (review of draft bidding documents; bid evaluation methodology and procedures, bid evaluation reports, draft contracts etc);

- (iii) Monitoring the social and environmental performance and safeguard compliance of the Project; oversee implementation, supervision and monitoring of the resettlement and environmental mitigation plans, in accordance with the agreed Project frameworks;
- (iv) Monitoring of a quality control program, training and capacity building of contactors with the support of design and supervision consultants on quality control program; Planning, supervision and monitoring of construction schedules, construction progress, site supervision and quality control of the works;
- (v) Monitoring of project performance and implementation progress; updated, and maintenance of Project Performance Management System (PPMS) and reporting
- (vi) Early identification of critical issues affecting project implementation and suggest solutions for early resolution of those
- (vii) Preparation and implementation of accounting, audit, disbursement and financial control systems and procedures
- (viii) Resolution of technical, institutional and other implementation issues and compliance of Project assurances and covenants
- (ix) Coordination with line agencies,

To assist the Executive Director with the day-to-day coordination and, monitoring covering the following areas;

- (x) To liaise between ADB, MWSDB, DSC's and Community on various matters related to the sub-Executives;
- (xi) Follow up with MWSDB on the overall Program Performance against targets in terms of physical progress, expenditure, corrective steps required, etc.;
- (xii) Assist/ advise ED/MWSDB in planning, need assessment of resources, coordinating with other agencies and execution of plan for immediate recovery at headworks damaged in the recent flood incident to medium- and long-term disaster resilience strategy. Assist/advice the MWSDB in conducting procurement activities in compliance with ADB and GON requirements and assist them in resolving matters pertaining to disagreement/arbitration with contractors;
- (xiii) Assist the Executive Director (ED) in preparing various reports and updates on the Executive progress as required by the ADB, Planning Commission, MOWS, Parliamentary Committee, etc.;
- (xiv) Assist the MWSDB in all coordination matters with ADB, including (a) submission of monthly and quarterly reports and (b) accounting and disbursement matters;
- (xv) Assist the Executive Director (ED) during ADB missions;
- (xvi) Carry out field visits for assessment of progress on ground and to understand the constraints/difficulties of MWSDB and to suggest possible solutions;
- (xvii) To assist the Executive Director (ED) in matters related to the work plan of DSC's to achieve the overall Executive objectives.

- (xviii) Participation in meetings, seminars, conferences, and other events organized by multilateral financial institutions and programs of economic development with respect to the questions that come within MWSDB competence;
- (xix) Constant communication with ADB with regard to preparation and implementation of administered investment projects;
- (xx) Review and endorse all reports to be submitted to ADB to ensure quality submissions;
- (xxi) Assist MWSDB director in chairing and hosting development partner coordination meetings;
- (xxii) Ensure that all Projects under MWSDB comply with ADB's Safeguard Policy Statement (2009) and Nepal Government Safeguard Requirements.
- (xxiii) Ensure the project progress by necessary problems solving and coordination.

1. Procurement and Contract Management

- (i) Support the MWSDB in reviewing and updating its overall procurement plan and preparing/finalizing annual procurement and implementation plans;
- (ii) Advise and assist the MWSDB in effective contract management and claim control;
- (iii) Monitor and evaluate performance of the contractors, and assist the MWSDB to maintain implementation scheduling with bar charts summarizing the overall project progress. Advise the MWSDB, funding agencies and the relevant consultants if there is slippage in the progress of critical path activities;
- (iv) Advise and assist the MWSDB in preparing, inviting, evaluating and negotiating all bids for various consultancy and construction bids;
- (v) Monitor contract variations and extensions of time, and support MWSDB to keep an up-to-date record of contract prices and completion dates; and
- (vi) Assist and build the capacity of the MWSDB to ensure that funding agency's guidelines and requirements stipulated in the loan/grant agreements are followed during construction supervision
- (vii) The consultant will also assist MWSDB in preparing necessary documents and reports to support the Employer's during the dispute resolution process including preparation of claims/ counterclaims and other documents including respondents' Statement of defense in close association with legal expert as required basis.
- (viii) Support MWSDB to prepare bidding document for various contracting methods i.e. items rate contract, Design and Build Contract, Engineering Procurement Contract etc. as required.

2. Interfaces and Coordination

- (i) Facilitate a close communication and coordination among consultant and contractors of the projects;
- (ii) Facilitate maintaining an environment of coordination between the Government and the donor communities; between Executing Agency and MWSDB; and between the Sub-Executive and the public;
- (iii) Facilitate and support coordination among functional units of MWSDB and the staffs there belong in such a way to enhance their capacity and efficiency; and
- (iv) Advise MWSDB as and when required on various Sub-projects and contractors related issues.

A. Indicative PMS Inputs

It is envisaged that the PMS inputs will be required between **1 December 2021 and 31 December, 2022.**

Position of Individual Consultant

Total Input

Project Management Specialist-1(one)

13 Person months

B. Reporting

The PMS shall report to the Executive Director (ED) in MWSDB

- (i) PMS shall assist MWSDB in reviewing monthly, quarterly, biannual and yearly reports prepared by various consultants (DSCs) as well as assist in assessing contractors claim
- (ii) Monthly Report of the activities done as per TOR
- (iii) Any other reports as required by the MWSDB

E. FACILITIES TO BE PROVIDED BY THE EMPLOYER

The Employer will provide the following inputs:

- Reasonably furnished office space in MWSDB including office assistant;
- MWSDB will provide one car/Jeep with fuel and driver for transportation;
- All necessary office consumables, internet, computer etc.

F. Minimum Qualification Requirements

Graduate Civil/Electrical/Mechanical Engineer (preferably post graduate) with preferably 15 years' experience including preferably 10 years' experience in design, construction supervision and project management of large infrastructure (preferably water sector) project(s). Should have specific experience of managing as team leader of minimum two large infrastructure projects (preferably water resources i.e. water supply, hydropower) costing more than US\$ 10 million. Experience of externally funded projects (ADB or World Bank) in capacity of Team Leader/ Project Management Specialist would be advantageous.