



**Office of Municipality Executive
Bigu Rural Municipality**



Terms of Reference (TOR)

Of

Consulting Service

For


**“Consulting Assignment for Procurement, Evaluation,
Documentation , Monitoring , Quality Control , Project
managements and Re-evaluation of Projects Mentioned for
2081/82”**

**Project Location: Bigu Rural Municipality,
Ladhuk, Dolakha**

Address:

**Bigu Rural Municipality,
Dolakha, Bagmati Province, Nepal**

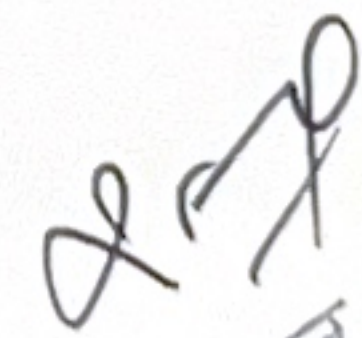
2081/82


रत्न बहादुर थामी
नि.प्रमुख प्रशासकीय अधिकृत



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BACKGROUND

Bigu is a rural municipality out of seven rural municipality located in Dolakha District of Bagmati Province of Nepal. There are a total of 9 municipalities in Okhaldhunga in which 2 is urban and 7 are rural.

It is situated in the north-eastern part of the district and covers an area of 355.5 square kilometers. The rural municipality is divided into 9 wards and has a total population of 12,289 people, as of the 2011 Nepal census.

The rural municipality is named after the Bigu Monastery, which is one of the most important Buddhist monasteries in the region. The monastery is believed to have been founded in the 17th century and is an important center for the Nyingma sect of Tibetan Buddhism.

Agriculture is the main occupation of the people in Bigu Rural Municipality. The rural municipality is known for its production of maize, wheat, millet, and other crops. The rural municipality also has a large number of livestock, including goats, cows, and buffaloes.

OBJECTIVE


The primary objective of this consulting service is to engage a qualified consulting firm to provide technical assistance to Bigu Rural Municipality in the preparation, evaluation, and management of various infrastructure development projects. This includes developing Terms of Reference (ToR) and evaluation criteria for upcoming projects, overseeing construction quality and process evaluations, preparing detailed design and contract documentation, and ensuring compliance with prevailing tender procedures and standards.

SCOPE OF WORK

The consultant shall carry out the following key tasks:

1. Preparation of ToRs and Evaluation Criteria

- Prepare detailed Terms of Reference and project-specific evaluation criteria for 5 to 7 infrastructure development projects
(Identified as Projects A, B, C, D, E, F, and G).
- Ensure that the ToRs are aligned with government procurement policies and project objectives i.e public procurement acts.
- Coordinate with the Municipality to gather project requirements, existing data, and resource availability.
- Should evaluate the documents and should include in evaluation committee of Bigu Rural Municipality until the project is awarded to the consultancy.


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2. Construction Supervision and Verification – Administrative Building

- Conduct a comprehensive evaluation of the construction process for the ongoing Bigu Rural Municipality Administrative Building.
- Assess compliance with design standards and quality control measures.
- Verify work progress and materials used as per specifications.
- Review and recommend approval for the final bill, ensuring it aligns with the tender documents and contracts issued at the project's initiation approximately four years ago.

3. Design and Documentation – Water Supply Distribution System

- Design a comprehensive water supply distribution system for the designated service area.
- Prepare complete contract documents and bidding documents for procurement purposes.
- Evaluate existing procured resources by the Municipality and deduct them accordingly in the design and estimate.

4. Design Review – Covered Hall Structure


- Reverify and analyze the existing design and structure of the Covered Hall, which has been constructed up to the plinth level.
- Identify and report any design complications or deviations.
- Recommend necessary design modifications or improvements.
- Prepare updated architectural and structural drawings along with a detailed cost estimate for tendering.

5. Timeline

- The entire consultancy assignment must be completed by Ashad, 2082.

6. Consultant Representative Rights

- Consultancy has the right to approve the final documents for on behalf of Bigu Rural municipality on necessary steps.


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KEY PERSONNEL:

The Consulting firm shall engage the following key personnel whose CV and experience shall be evaluated, apart from other support staff to carry out the Services.

- i. Project Manager – 1 Nos
- ii. Water supply Expert – 1 Nos
- iii. Structure Engineer – 1 Nos
- iv. Architect – 1 Nos
- v. Civil Engineer – 1 Nos

The key personnel shall meet the following minimum eligibility requirements: -

REPORT AND DOCUMENTATION:

The selected Consultancy Firm shall be required to submit and present the followings reports for Client's review and approval:

◆ Inception Report, at the end of first quarter from the date of commencement of the services, and the following:

1. **Preliminary** Final Preparation as per ToR (The client will provide the requirements and features to be implemented in the platform)

Design Report - Design document provided to Office of Rural Municipality Executive


Final Report, launch of the platform

The final report shall also consist of the final documents and terms and conditions as per scope of work.

ELIGIBILITY

The ideal candidate should possess the following qualification:

- A copy of Company/Organization Registration and Profile
- Registered in VAT;
- The consultancy should have been selected from a roster notice published by Bigu Rural Municipality.
- Tax clearance certificate for immediate past fiscal year is in place.
- A latest copy of signed resume of the experts who will involve in the assignment
- Tax Clearance Certificate up to 2024/25
- Should not have been listed as fraud or blacklisted.


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