



Government of Nepal
Ministry of Federal Affairs and Local Development
Department of Local Infrastructure Development & Agricultural Roads

**Project for Strengthening the National Rural Transport Program (SNRTP)
Central Project Co-ordination Unit (CPCU)**
Jawalakhel, Lalitpur -Ph: 5546268

NOTICE FOR PUBLICATION OF EVALUATION CRITERIA

Date of Publication: July 04, 2015

This is informed to all the potential NGOs that evaluation criteria and ToR has been published at the Website: www.snrtp.gov.np; in reference to the notice for expression of interest for "Hiring of two NGOs services for Beneficiary Monitoring, Contract ID: SNRTP-CPCU-CQS-34-071-72" Published through this newspaper dated June 14, 2015.

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Deputy Program Coordinator

Evaluation Criteria		
S. N.	Particulars	Maximum Marks
1	Years of General Experience	20
2	Years of Specific Experience	25
3	Years of Experience in implementation of bilateral / multilateral Development Partners Funded Project	20
4	Geographical coverage of NGOs	10
5	Management capacity of NGOs	25
Total:		100

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Terms of Reference (TOR)

For

NGO for Beneficiary Monitoring
Contract Identification No.: SNRTP-CPCU-S-CQS-34

1.0 INTRODUCTION

- 1.1 Government of Nepal (GoN) has received development grant and credit to implement the **Strengthening the National Rural Transport Program (SNRTP)**, from the International Development Association (IDA). A Part of this financial assistance is to be used for NGO services for Beneficiary Monitoring .
- 1.2 The SNRTP is a continuation to the Rural Access Improvement and Decentralization Project (RAIDP) started at 2005 and aims to support the completion of remaining works in the existing thirty (30) project districts and scale up the project to Six (06) additional districts. It also aims the good practices and positive lessons learned from implementation of the predecessor RAIDP. The primary objective of SNRTP is to provide beneficiary in rural communities with reliable transport services all round the year. The project basically comprises of:
- a Output based Maintenance of Rural roads
 - b Upgrading and Rehabilitation of Rural Roads.
 - c Beneficiary Monitoring and Study of Market Infrastructure
 - d Institutional Strengthening and Capacity Building
- 1.3 The SNRTP CPCU/DoLIDAR now wishes to hire two NGOs for each PMUs for implementing the beneficiary monitoring activities in the all sub-projects (roads and bridges) The District Technical Office (DTO) is the implementing body of this project in each project participating district. The Project management units are the facilitating and coordinating offices with the CPCU and DTOs. The MoFALD ,DoLIDAR and the respective District Development committees (DDCs) have s signed the Tripartite Memorandum of Understanding (MoU) ..
- 1.4 The project districts have been grouped in two Project Management Units as follows:

Project Management Unit (Hetauda): Sankhuwasabha, Terehathum, Bhojpur, Saptari, Udaypur, Siraha, Dhanusha, Mahottari, Sarlahi, Rautahat, Bara, Parsa, Makwanpur, Rasuwa, Nuwakot, Dhading and Sindhupalchowk,

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Project Management Unit (Butwal): Tanhun, Kaski, Syangja, Palpa, Gulmi, Arghakhanchi, Kapilbastu, Rupandehi, Nawalparasi, Dang, Pyuthan, Salyan, Surkhet, Banke, Bardiya, Kailali, Gorkha, Lamjung and, Kanchanpur

2.0 OBJECTIVES OF THE SERVICES

2.1 General

The main objective of the services is to enhance the institutional capacity of CBOs (LRUC, GHC and others) to contribute in the process of transparency and accountability in the development works of the project districts.

2.2 Specific

The specific objectives of the services are to enhance capacity related to:

- Increase effectiveness of SNRTP by integrating the views of direct and indirect beneficiaries into the supervision of the project with respect to the performance of civil works.
- Establish channels through which citizens can provide constructive feedback and file grievances with regard to road infrastructure quality, accessibility and Operation and Maintenance (O&M), and
- Provide data for Intermediate Results Indicator 2 of the project: Improved transparency and accountability in the implementation of physical works

3. SCOPE OF THE SERVICE:

The assignment includes: 1) capacity building of Community Based Organizations (CBOs) – in particular Local Road Users' Committees (LRUCs) - in terms of understanding their roles and responsibilities, awareness of policies and principles of the Environmental and Social Management Framework (ESMF) and Bill of Quantities (BoQ), monitoring construction work and assessing labor contract process and payment methods, and management of grievances; 2) Collection of feedback and data.

Detailed Scope of the Services

Phase I - Preparatory Work

- In coordination with the Central Project Coordination Committee (CPCU)¹, identify locations to be covered under the assignment in terms of districts and roads (see Annex 2) and agree on timing.
- Following participatory consultations in the selected areas define users and beneficiaries of road infrastructure that can be later part of the Focus Group Discussions (FGDs). This exercise should include defining the groups and their current and potential interests and benefits from the road infrastructure (including poor, women and marginalized groups).

¹ CPCU coordinates project activities at the central level. It is supported by two Project Management Units (PMUs) which support field-level activities. These two PMUs are located at Butwal (PMU-West) and Hetauda (PMU-East). The detailed project implementation schema is attached in the annex.

Phase II Capacity Building of the CBOs

- In targeted areas: 1) verify existence of and 2) assess capacity of LRUCs
- Develop a mechanism to interlink LRUCs with VRCCs and GHCs
- Ensure proper membership (if needed re-election) and representation of these CBOs (including main groups of roads users, as well as participation of poor, women and marginalized groups);
- Ensure that CBOs understand their responsibilities included in TORs (TORs have been already developed under RAIDP)
- Provide CBOs with operational manuals covering main internal regulations and procedures for CBOs functions
- Adopt or adapt existing materials, training manual and toolkit developed under RAIDP (Annex 1) to be used in the training of CBOs
- Carry out capacity building training for the CBOs on:
 - ✓ Basic technical training focused on inspections of roads that helps CBOs to identify discrepancies in the construction methods and quality of road works;
 - ✓ Policies and principles mentioned in the Environmental and Social Management Framework (ESMF);
 - ✓ Explain how the Grievance Hearing and Redress (handling) Mechanism works and the process how to handle grievances at the local level or channel them higher. That will include: in collaboration with relevant authorities define the mechanism of grievances redress, elaborate roles and procedures of different actors (including the CBOs) in managing these mechanisms, and train CBOs in their roles; and
 - ✓ In collaboration with ILO, make the CBOs aware of Occupational and Community Health and Safety standards

Phase III - Implementation

- Ensure that CBOs are operational and provide guidance when needed ;
- Collect feedback from CBOs regarding the quality of works, issues that arose during the work, irregularities, type of complaints and number of grievances received and resolved at the local level;
- Verification of existence of information boards for each road that is being monitored;
- Verification of community radio programs produced as part of the project outreach
- In addition to collection of data from CBOs, apply additional verification tools, including a) selective FGDs with stakeholders and beneficiaries in the targeted areas (sample of 5 districts annually) and annual representative satisfaction surveys among the road users (with sample size of this is important for calculating the budget).

Phase IV – Data Analysis and Reporting

A) Reports

- Quarterly, cumulative report: that includes qualitative data covering information collected from the CBOs regarding the quality of civil works, functioning of the grievance redress mechanisms and issues that arose in specific roads.
Format for the report: the report should be brief, user friendly and draw on data visualization tools. The format/ content of the quarterly reports will depend on the structure of data collected by the CBOs and the established grievance redress mechanisms which will be defined in consultations with the DoLIDAR/CPCU.
- Annual Report. The annual reports should contain both quantitative and qualitative information - not only cumulative data from CBOs but the analysis and interpretation of information obtained through the application of additional verification tools, including a) selective FGDs with stakeholders and beneficiaries in the targeted areas (sample of 5