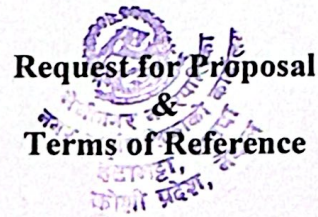




Mechinagar Municipality
Office of the Municipal Executive
Ittabhatta, Jhapa
Koshi Province, Nepal

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20/02



**Request for Proposal
&
Terms of Reference**

for

Initial Environmental Examination (IEE)

for
Sustainable extraction/collection of sand, stone & gravel

from
Mechi, Ninda, Timai and Hadiya River

Implementing Agency: Mechinagar Municipality
Ittabhatta, Jhapa

Name of the Proponent : Mechinagar Municipality ,Koshi Pradesh , Nepal

2083/084



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Dear Consultants

1. Mechinagar Municipality has allocated fund towards the cost of Consultancy services for Initial Environmental Examination (IEE) for Sustainable extraction/collection of sand, stone & gravel from Mechi, Ninda, Timai and Hadiya River to apply a portion of this fund to eligible payments under this Contract
2. Mechinagar Municipality now invites proposals to provide consulting services for Initial Environmental Examination (IEE) as per Terms of Reference.
3. A consultant will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.
4. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Information to

Consultants

Section 3 - Technical Proposal - Standard

Forms Section 4 - Financial Proposal -

Standard Forms Section 5 - Terms of

Reference

Yours sincerely,
Chief Administrative Officer
Mechinagar Municipality



Section 2. Information to Consultants

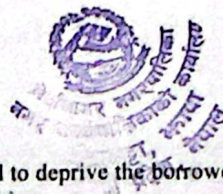
1. Introduction
2. Clarification and Amendment of RFP Documents
3. Preparation of Proposal
4. Submission, Receipt, and Opening of Proposals
5. Proposal Evaluation
6. Negotiations
7. Award of Contract
8. Confidentiality
9. Conduct of Consultants
10. Blacklisting Consultant
11. Data Sheet



Section 2. Information to Consultants

1. Introduction
- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
 - 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
 - 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
 - 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.
 - 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
 - 1.6 GoN policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. 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 not being able to carry out the assignment in the best interest of the Client.
 - 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
 - a. A consultant, who has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
 - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
 - 1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.
 - 1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:
 - a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-

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competitive levels and to deprive the borrower of the benefits of free and open competition.

- b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
 - d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
 - e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.
- 1.9 Consultants shall not be under debarment for corrupt and fraudulent practices issued by GoN in accordance with above sub para. 1.8 (d).
- 1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.
- 2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

Technical Proposal

- 3.1 Consultants are requested to submit a proposal pursuant to Sub-Clause 1.2 written in the language(s) specified in the Data Sheet.
- 3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:
- 3.3.1 It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
 - 3.3.2 Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
 - 3.3.3 Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
 - 3.3.4 Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.
- 3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):
- 3.4.1 A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.
 - 3.4.2 Any comments or suggestions on the Terms of Reference and on



the data, a list of services, and facilities to be provided by the Client (Section 3C).

- 3.4.3 A description of the methodology and work plan for performing the assignment (Section 3D).
- 3.4.4 The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- 3.4.5 CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last fifteen (15) years.
- 3.4.6 Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- 3.4.7 A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- 3.4.8 Any additional information requested in the Data Sheet.
- 3.5 The Technical Proposal shall not include any financial information.
- 3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents.. It lists all costs associated with the assignment, including (a) remuneration for staff (in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment.
- 3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.
- 3.8 Consultants shall express the price of their services in Nepalese Rupees.
- 3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

**Financial
Proposal**



4. **Submission, Receipt, and Opening of Proposals**
- 4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.
- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIAL PROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client's Procurement Unit until all submitted proposals are opened publicly.
5. **Proposal Evaluation**
- General**
- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.
- Evaluation of Technical Proposals (QCBS, QBS, FBS, LCBS))**
- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it fails to achieve the minimum technical score indicated in the Data Sheet. is invited for the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.
- 5.4 Not Applicable
- 5.5 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 3 days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- Public Opening and Evaluation of Financial Proposals**
- 5.6 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the



consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

- 5.7 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.8 Not Applicable
- 5.9 Not Applicable

6. Negotiations

- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify its intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying its intention to accept the winning proposal pursuant to Sub Clause 7.1.



- 7.3 If the review application is not received by the Client pursuant to Sub- Clause 7.2 then the proposal of the Consultant, selected as per Sub- Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.
- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application
- 7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.
- 7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.
- 7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

- 8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub-Clause 7.1.

9. Conduct of Consultants

- 9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.
- 9.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :
- a. give or propose improper inducement directly or indirectly, b. distortion or misrepresentation of facts
 - c. engaging or being involved in corrupt or fraudulent practice d. interference in participation of other prospective bidders.
 - e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
 - f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
 - g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract



10. Blacklisting Consultant

10.1 Without prejudice to any other rights of the Employer under this Contract, the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:

- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
- b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
- c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
- d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
- e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
- f) other acts mentioned in the Data Sheet or SCC

10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.

Information to Consultants

11. DATA SHEET

Clause Reference	
1.1	The name of the Client is: Mechinagar Municipality, Ittabhatta, Jhapa The method of selection is: QCBS
1.2	The name, objectives, and description of the assignment are: Name : Initial Environmental Examination (IEE) for Sustainable extraction/collection of sand, stone & gravel from Mechi, Ninda, Timai and Hadiya River. Objectives: As per TOR Description: As per TOR
1.3	A pre-proposal conference will be held: No The name(s), address(es), and telephone numbers of the Client's official(s) are: Name: _____ Address: Telephone No. :
1.4	The Client will provide the following inputs: As per TOR
1.10	The clauses on fraud and corruption in the Contract are: As per PPMO Guidelines and prevailing procurement laws
2.1	Clarifications may be requested 7 (seven) days before the submission date The address for requesting clarifications is: Mechinagar Municipality Office of the Municipal Executive Ittabhatta, Jhapa

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3.3	Short listed consultants may associate with other short listed consultants: <i>No</i> The estimated number of professional staff-months required for the assignment is: <i>As per TOR</i> The minimum required experience of proposed professional staff is: <i>As per TOR</i> Reports that are part of the assignment must be written in the following language(s): <i>English/Nepali</i>
3.4	Training is a specific component of this assignment: <i>No</i> Additional information in the Technical Proposal includes: <i>As per TOR</i>
3.9	Proposals must remain valid for 90 days after the submission date
4.3	Consultants must submit one original copy of each proposal
4.4	The proposal submission address: Mechinagar Municipality Office of the Municipal Executive Ittabhatta, Jhapa Information on the outer envelope should also include : Initial Environmental Examination (IEE) of sustainable extraction of sand, stone and gravel as per ToR.
4.5	Proposals must be submitted no later than: <i>As per notice/letter</i>
5.1	The address to send information to the Client is: Mechinagar Municipality Office of the Municipal Executive Ittabhatta, Jhapa
5.4	The proposal is evaluated as Quality and Cost Based Selection.
6.1	The address for negotiations is: Mechinagar Municipality, Ittabhatta, Jhapa
7.6	The assignment is expected to commence on: <i>As per notice/letter</i>



Section 3. Technical Proposal - Standard Forms

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.



3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive. We

remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant: Address:



3B. CONSULTANT'S REFERENCES

Relevant Services Carried Out That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: : (Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____



3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.

3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

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3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____
Name of Consultant: _____
Name of Staff: _____
Profession: _____
Date of Birth: _____
Years with Consultant/Entity: _____ Nationality: _____
Membership in Professional Societies: _____
Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the consultant] Date: _____
Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____



3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)						Number of Months
			1	2	3	4	5	6	

Full-time: _____

Part-time: _____

Reports Due: _____

Activities Duration: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____

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3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	[1st, 2nd, etc. are weeks from the start of assignment.]						
	1st	2nd	3rd	4th	5th	6th	
Activity (Work)							

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Draft Report	
3. Final Report	

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Section 4. Financial Proposal - Standard Forms (Should fill this Section)

4A. Financial Proposal submission form.

4B: Bill of Quantities

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4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address
of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the Value Added Tax(VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you
receive. We remain,

Yours sincerely,

Authorized Signature:
Name and Title of
Signatory: Name of
Consultant: Address:

MECHINAGAR MUNICIPALITY

Office of Municipal Executive

Mechinagar-07, Jhapa

Koshi Province, Nepal

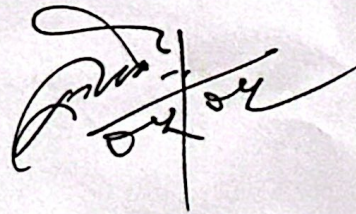
Initial Environmental Examination (IEE) for Sustainable extraction/collection of sand, stone & gravel and Monthly Inspection of the extraction from Mechi, Ninda, Timai and Hadiya River for Fiscal year 2083/084

4B: Bill of Quantities (BoQ)

Location :- Mechinagar Municipality							
S.N.	Description	Unit	Total	Rate(Nrs)	Rate in Words	Amount	Remarks
1	Preparation of Initial Environmental Examination (IEE) Report for Sustainable extraction/collection of sand, stone & gravel and Monthly Inspection of the extraction from Mechi, Ninda, Timai and Hadiya River for Fiscal year 2083/084 along with demarkation of the I.E.E points with R.C.C poles as mentioned in the TOR	LS	1.0				
SUM (A+F) (NPR) :-							
V.A.T. 13% (NPR) :-							
Grand Total (NPR) :-							
Grand Totals in Words:							

Firms Stamp

Authorize Signature :





**Mechinagar Municipality,
Office of the Municipal Executive
Ittabhatta, Jhapa, Koshi
Province, Nepal**



Terms of Reference (TOR)

**For
Initial Environmental Examination (IEE)
for
Sustainable extraction/collection of sand, stone & gravel
And
Monthly Inspection of the extraction from Mechi, Ninda, Timai
and Hadiya River
For
Fiscal year 2083/084**

2083/084



ABBREVIATION AND ACRONYMS

CBS	Central Bureau of Statistics
CF	Community Forest
CFUG	Community Forest Users Group
CITES	Convention on International Trade of Endangered Species of Wild Flora and Fauna
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
EPA	Environmental Protection Act
EPR	Environmental Protection Regulation
GoN	Government of Nepal
HH	HouseHold
HIA	High Impact Area
IEE	Initial Environmental Examination
km	Kilometer
LIA	Low Impact Area
m	Meter
m ²	Square meter
m ³ /s	Cubic meter per second
masl	Meter above sea level
NTFPs	Non-Timber Forest Products
RA	Rapid Appraisal
ToR	Terms of Reference

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1. **Name and Address of the individual preparing the report**

1. ***Proposal Proponent***

Mechinagar Municipality is the proponent of proposal for sand/gravel collection from Mechi, Ninda, Timai and Hadiya River river/quarry site. The Name and Contact Address of the proponent is as follows.

Mechinagar Municipality
Office of the Municipal Executive
Tel. No.: tel:023562505/9840995657
E-mail: mechinagarmun@gmail.com

2. ***Organization responsible for preparing the report***

The proponent is responsible to carry out Initial Environmental Examination (IEE) for the proposed proposal. Mechinagar Municipality will provide necessary technical support to the **Proponent of the Proposal**. The Address of the Consultant is as given below:

2. **General Introduction of the Proposal**

2.1 ***Introduction***

Nepal is known as a mountainous country, more than 80% mountainous of which is covered by mountainous and hilly region. The region has huge potential for the non-forest products like boulder, gravel sand etc. Similarly, several rivers, streams and rivulets in the country are the tremendous sources of these materials. Utilization of these resources on sustainable manner undoubtedly helps to improve the livelihood of rural people and assists in the conservation of forest as this brings changes on forest based livelihood mechanism and thus assists on overall economic development of the country. These non-forest products (boulder, gravel, sand etc.) are basic construction materials which can be used within the country or be exported outside the country. Nepal has not been able to take advantage of these natural resources in a sustainable manner.

The proponent, Mechinagar Municipality, Office of Municipal Executive, Ittabhatta, Jhapa is planning to mobilize these resources on sustainable and environmentally sound way so that use and processing of these materials in crusher industries could be also more systematic and environmental friendly. At present, these crusher industries are not only quarrying the earth materials, but are also collecting boulders, gravels, pebbles and other construction materials from various area of Mechi, Ninda, Timai and Hadiya River river channels.



2.2 Proposal description

Location, accessibility of the project site, activities to be carried out (collection, extraction, excavation, river/stream diversion, site clearance, washing, processing, storage, transportation, use of machineries, no. of labourers, machines and its type) collection/extraction site/area, type of materials to be collected, quantity, collection/extraction period, operation of crusher industries (proposed or existing), licensing procedure for collection/extraction of construction materials.

2.3 Salient features of the Proposal

Salient features of the proposal are presented below.

Proposal Name: Initial Environmental Examination (IEE) for Sustainable extraction/collection of sand, stone & gravel and Monthly Inspection of the extraction from Mechi, Ninda, Timai and Hadiya River for Fiscal year 2083/084

1. Proposal Location

District: Jhapa District

Municipality: Mechinagar Municipality, Jhapa

2. Geographical features

Terrain:

Altitude:

Climate:

Soil:

Nearby water sources:

3. Collection site, materials and methods

Collection/Quarry Site Geographical Coordinates Latitude

Longitude Access road

Type of materials to be collected

Quantity of collected/extracted materials per day Annual quantity of collected/extracted materials

Operation month/period (year) Collection/extraction method

Type of machineries used (including transportation vehicles) No. Of machineries used

No of proposed/existing crushers

Affected MUNICIPALITY/Wards Affected Settlements

No. of employment generation Skilled

Unskilled

Tentative Income generated Tentative revenue generated



2.4 Proposal Area Delineation

Based on expert judgement and consensus among specialists involved, the proposal area is divided into three categories:

High Impact Area (HIA): This is the area where the collection/extraction activities of sand/gravel/boulder occupy. Some 50 to 150m immediate vicinity around the proposal site and access way is also included, considering the place needed for extraction/collection of materials, construction material pile, camp facilities, muck disposal site, site clearance activities etc. Similarly, some 50 to 150m of direct adjoining area to the proposal site is also covered, envisioning the fact of mobility of people and vehicles/equipment etc.

Low Impact Area (LIA): Low Impact Area is generally considered from socio-economic point of view. Socio-economic information will be collected and analyzed for 5km or 1.5 hour walking distance (depending upon the settlement pattern) from the boundary of the Proposal area on all sides (immediate influence area as Low Impact Area). MUNICIPALITY fall under this category.

The IEE study shall make every effort to quantify and evaluate site-specific impacts to the extent applicable in all resources within the High Impact Area.

2.5 Collection/extraction of sand, gravel, boulder etc.

The total quantity of the sand gravel and boulder that can be extracted from the viable of study areas shall be presented in tabular form with the dimension of possible quarry site with coordinates of those points.

Table 1: Quantity of collected/extracted construction materials

S.N	Month	Collection site/area of river, streams/quarries (starting and end point)	Type of materials collected	Avg. monthly collection
1.	January			
2.	February			
3.	March			
4.	April			
5.	May			
6.	June			
7.	July			
8.	August			
9.	September			
10.	October			
11.	November			
12.	December			
Annual Quantity				

2.6 Operation Planning

Proposal operation planning schedule is as given in table below.

Table 2: Operation Planning Schedule

S.N.	Details of activities	Time Period							
		2083/84				2083/84			
1.	Access road construction								
2.	Site clearance								
3.	Collection/extraction of materials								



4.	Processing/storage of materials								
5.	Transportation of materials								

2.6.1 Camp, Spoil Disposal area

Labour force will be supplied from the local market i.e. from Mechinagar Municipality, and it is expected that they will come from their own houses; therefore construction of campsite is not necessary whereas workshop for construction material storage is necessary to be built at appropriate places of the proposal site.

2.6.2 Operation power

Proposal area is electrified with local electricity distribution line. Instead of this, as a back up electricity supply, the proponent will install diesel generator unit.

2.6.3 Manpower Requirement

A reasonable estimate for skilled and semi skilled manpower requirement during the proposed Proposal implementation is expected to be about 825 per day. Local people will be given employment opportunity on the basis of their skills.

2.7 Objective of ToR

The basic objective of the ToR is to set up a guideline for conducting IEE of the proposed Proposal to fulfil the requirements of EPR, 2019. The objectives of the ToR are as follows:

- To identify all the adverse and beneficial impacts likely to arise due to implementation of the Proposal.
- To reflect the main issues identified in the form of ToR
- To provide guidance for the study of IEE.
- To systematize the working procedure and listing of various activities to be performed.
- To delineate the working procedure and fitting the IEE report within the policy and legal context.

The basic objective of the Monthly Inspection to determine the extracted quantity are :

- To verify the extraction of riverbed materials to ensure compliance with municipal contracts and environmental regulations.
- Measure the quantity of extracted materials and compare the compliance status with the survey data prior to the extraction of Materials .
- Ensure extraction occurs within approved locations and limits.
- Monitor environmental impacts of extraction.
- Verify contractor compliance with contract conditions

The ToR for **Initial Environmental Examination (IEE) for Sustainable extraction/collection of sand, stone & gravel and Monthly Inspection of the extraction from Mechi, Ninda, Timai and Hadiya River for Fiscal year 2083/084.** Proposal has been prepared explicitly for collection/extraction of sand/gravel/boulder from Mechi, Ninda, Timai and Hadiya River River/quarry site and monthly Inspection of the extraction form the respective rivers .

2.8 Objective of The Proposal

The objective of this proposal is to perform the Initial Environmental Examination (IEE) for Sustainable extraction/collection of sand, stone & gravel and Monthly Inspection of the extraction from Mechi, Ninda, Timai and Hadiya River for Fiscal year 2083/084.

The objective can be break down into two componets :IEE study and Monthly Inspection of extraction

The objectives of the IEE study are as follows:

- To document the existing physical, biological, socio-economic and cultural environment of the Proposal affected area.
- To make sure whether the extraction can be done or not and determine the safe and sustainable

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extraction quantity of river bed material.

- To identify, evaluate and classify the impacts
- To develop mitigation measures to avoid/reduce/mitigate adverse impacts due to implementation of the Proposal
- To develop enhancement measures to enhance the beneficial impacts due to implementation of the Proposal
- To formulate environmental management plan
- To advise the decision makers regarding further action on development of Proposal
- To survey the prescribed IEE points by modern survey equipment by setting temporary bench Mark as per the requirement and to prepare the detail report of chainage wise(20m -50m interval as per the length of IEE Pocket) longitudinal and cross section drawing prior to the extraction by the Contractor.

The objective of Monthly Inspection of extraction of sand, stone, gravel that consulting team shall perform the following activities are :

- Review approved extraction plans and contract documents.
- Verify whether extraction is occurring within approved coordinates and depth limits.
- Measure riverbed material extraction using modern surveying equipment methods
- Calculate quantity of extracted materials in volume by the contractor.
- Provide the detail report of chainage wise extraction along with the longitudinal and cross section drawing of each IEE points and compare the compliance status with the survey data prior to the extraction of Materials .
- Provide the detail pictorial /GIS image of the excavated areas.

3. Rationality of conducting IEE STUDY

Study & preparation of IEE report for the sustainable collection and extraction of sand, stone and gravel deposition from right bank of Mechi, Ninda, Timai and Hadiya River River . Proposal has some kind of adverse impact on environment. Mechi, Ninda, Timai and Hadiya River river carry massive amount of sediment load and deposition occurs along the river channels thus resulting riverbed mounting and flood plain area widening. Due to occurrence of these phenomena, water induced hazards are accelerating every year.

Realizing this fact, awareness for conservation of natural environment has become prominent. Environmental Assessment of the proposal is necessary to lesson the water induced disasters like flood, erosion, river cutting etc in the upstream and downstream region, boost up economic condition of local bodies and people through sustainable and environmental friendly collection, extraction, processing and transportation of river deposits like sand, gravel, stone etc. To carry out environmental study in order to quantify such impacts and formulate mitigation measures, guidelines were prepared. In this regard, GoN has promulgated Environment Protection Act 2019 (EPA) and subsequently, Environmental Protection Rules, 2020 (EPR) as guiding principle for conducting such mandatory studies.

Any development activities have some environmental implication, whether beneficial or adverse. Therefore, it is pertinent to identify the complications/changes apparent in the physical, biological, socio-economic and cultural environmental condition of the project area along with the favourable or adverse impacts resulting from the activities associated with the activity.

Mechinagar Municipality is looking forward to extract river bed materials in the quantity of 100 m³-300 m³ per day from different rivers and streams. According to the statutory requirement of the Government of Nepal, (GoN) defined by section 3 of Environmental Protection Act (EPA), 2019, section 3 of Province 1, Province Environmental Protection Act (EPA), 2019, and Schedule 2 (c) refereed by the Rule 5 of Environmental Protection Rule (EPR), 2020 under Mining Sector, it is mandatory to conduct IEE for the extraction and collection of riverbed materials if the extraction of 100 m³-300 m³ per day has to be done. Abide by these provisions, Mechinagar Municipality is looking forward for proposals for conduction of IEE for extraction of river bed materials from different rivers and streams. The approval of IEE will be in accordance to the section 3 (5) of the of Province 1, Province Environmental Protection Act (EPA), 2019.

Furthermore, Mechinagar Municipality allows the extraction of riverbed materials such as sand, gravel, and stones from selected rivers within its jurisdiction as part of natural resource management and municipal revenue generation.

The main rivers where extraction activities occur include:

- Mechi River
- Ninda River
- Hadiya River
- Timai River

The method of extraction is also prescribed by the IEE itself Manual Means or Using Machinery Equipment. Also, Mechinagar Municipality shall tendered the quantity of river bed material for extraction from Four Rivers Mechi River, Ninda River and Timai and Hadiya River. The name and location of different extraction points shall be as per the IEE report.

Mechinagar Municipality intends to engaged the consulting firm /technical team for the inspection of the river and find out the quantity of the river bed material extracted by the contractor during the contract period monthly and provide the report to the Municipality.

4. Data requirement and study methodology

The IEE study of proposed Proposal should be strictly carried out according to procedures provisioned in EPA 2019 and EPR 2020 to maintain the quality of the report. The following methodologies should be considered to prepare IEE study report:

4.1 Desk study

Secondary information should be collected by extensively reviewing relevant documents. Information related to physical environment such as geographical location and land use patterns can be obtained by using topographic maps, MUNICIPALITY and district profile. The biological information of flora and fauna can be obtained from reviewing relevant articles published from government and non-government agency. Information on local community forest can be collected from reviewing operational plan of Community Forests (CF). Additionally, protected species of the Proposal area should be tallied with the protected species' list of GoN and other international conventions to which Nepal is a signatory. The socio-economic information such as demographic pattern, social service centres, religion, occupation, etc. can be obtained by reviewing documents published by Central Bureau of Statistics (CBS), district profile, MUNICIPALITY profile and other Proposal related documents.

Furthermore, the collected data should be categorized in terms of physical, biological, socio-economic and cultural environment. Existing acts, rule, policies, legislation and guidelines related to sand/gravel/boulder collection/extraction should be reviewed extensively and documented for the preparation of IEE study report.

4.2 Field Survey and Site Investigation

In order to meet the above objectives, the different methods for information collection such as walk through survey, direct observation, inventory survey, sampling, Indirect Sign survey, counter point survey, FDGs, KIIs and household surveys can be used. The secondary information can be gathered through published and unpublished reports, maps and photographs.

The Proponent shall collect and analyze bio-physical environmental information in the Proposal area (High Impact Area within physical coverage of 50 to 150m and Medium Impact Area within the physical coverage of about 150 to 500m. Socio-economic information will be collected and analyzed for 5km or 1.5 hour walking distance (depending upon the settlement pattern) from the boundary of the Proposal area on all sides (immediate influence area as Low Impact Area) Mechinagar Municipality fall under this category. The IEE study shall make every effort to quantify and evaluate site-specific impacts to the extent applicable in all resources within the High Impact Area.

The census shall be carried out particularly to collect data regarding households whose land or houses will be located within the Proposal area and those that are to be acquired.



4.2.1 Physical Environment

Information on physical environment shall be collected through literatures, maps, and walk through survey. The use of appropriate and calibrated equipment is encouraged to quantify information.

4.2.2 Biological Environment

Information on biological environment such as vegetation shall be collected by standard ecological methodologies shall be adopted in order to quantify vegetation of the forest of all possible categories such as disturbed, medium disturbed and undisturbed. Number of trees to be cleared for implementation of the Proposal shall be recorded by counting method or sample plot method. Wildlife distribution and occurrence in the Proposal area shall be collected through Walkthrough/ Direct Observation/Indirect Sign Survey/ counter point including discussion with the local people and Key Informant Interviews. Fishery information shall be generated by capture-recapture method, and by asking the local people and site observation. The Proponent may use data sheets to collect the field level information.

4.2.3 Socio-Economic Environment

Socio-economic and cultural information shall be collected by using questionnaire, checklists, walkthrough/ Direct observation, interviewing with the local people, Discussion with stakeholders focus group discussion, Key Informant Interview, Group Discussion, Participatory Rural Appraisal (PRA), discussion with district level offices, Municipality and community groups. The Proponent shall collect information on possible damage of infrastructures, and community services through checklists and focus group discussion. Information on land acquisition and compensation issues shall be collected through intensive household survey at least in the direct impact zone.

4.3 Public Notice

A public hearing shall be conducted in accordance with EPA 3(5) and EPR 6. The attendance records of the public hearing, the comments and suggestions received from stakeholders and affected persons, together with photographs and audio-visual recordings of the hearing, shall be annexed to IEE Report as supporting documentation. Written suggestions should be taken from stakeholders by publishing 7 days public notice in Local newspaper and website as provisioned in EPR7 (2) (3) in the format given in Schedule 9 of EPR. Further, the notice should be affixed in the offices of concerned Municipality educational institutions, health institutions, and other public places within the project area to invite the concerned local level, relevant stakeholder agencies, affected persons, and organizations within the project area to submit written comments and suggestions on the potential environmental impacts of the proposed project.

4.4 Public Consultation and Recommendation Letters

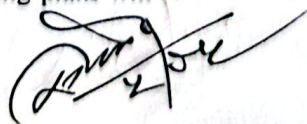
During data collection for IEE study, public consultation will be carried out at appropriate places considering the views, suggestions and comments on the Proposal implementation. Public consultation will also be carried out through focus group discussions with targeted groups such as women, key informants and other groups.

The recommendation letters of the concerned local level prepared in the format prescribed in **Schedule 14** shall be attached in the IEE report. Also, if the Proposal requires forest land of community forest to be cleared, the recommendations from these affected community forest shall be collected and attached in the IEE report.

If the Proposal requires land from government forest/community forest or trees are needed to be cut down from them, then comments and suggestions from District Forest Office and affected community forests should be attached in the IEE report along with their recommendation letters.

4.5 Data Analysis and Impact Prediction

After collecting baseline field data from the Proposal area on physical, biological, socio- economic and cultural environment, these will be analyzed and interpreted as per EPR 2020. The analysis shall be made on the nature, magnitude, duration and extent of the impacts due to construction and operation activities of the Proposal. Mitigation measures and monitoring plans will be described for each impact.





Data collection for IEE study as aforementioned methods will first be compiled and classified to relevant components (Physical, Cultural, Socio-Economic and Biological) for convenience and to avoid possible mismatches. Computer software with usage of expert's opinion will be primary tool to process data coming from physical, socio economic and cultural domain.

While categorizing the impacts into 'significant and insignificant depending on the nature of impact, the following aspects shall be made to each of the impact:

- Nature : Direct or Indirect
- Magnitude : High, Moderate, Low
- Extent: Site specific, Local and National
- Timing : Short term, Medium-term, Long-term
- Duration : Temporary, Permanent
- Impact quality : Beneficial, Negative

5 Existing environmental condition

ENVIRONMENTAL STUDY TEAM WILL CARRY OUT FIELD VISIT TO THE PROPOSED AREA IN MECHI, NINDA, TIMAI AND HADIYA RIVER BEFORE TOR PREPARATION OF IEE STUDY AND FOLLOWING OBSERVATIONS WERE MADE ON THE ENVIRONMENT OF THE PROPOSAL.

5.1 Physical Environment

Topography:

Climate and Hydrology:

Geology:

Soil Erosion and Landslide:

Land Use:

Air and Water quality:

Noise Quality

5.2 Biological Environment

The Proposal area belongs to free zone. There is no national park, wildlife sanctuary, buffer zone or conservation area in or around the proposal area.

Forest and Flora

Forest type, community forest, plant/tree species

Plant Species of Medicinal and Ethno-Botanical Values Fauna

Fishes

Rare, Endangered and Protected Species of Flora and Fauna

5.3 Socio-economic and Cultural Environment

Population:

Ethnicity and Settlements Occupation

Local Economy Literacy

Health and Sanitation Public Facilities.

6 Policies, Law and manual to be Undertaken into account while preparing the report

The policy documents, acts, regulations and guidelines as indicated below shall be reviewed and relevant provisions shall be referred in the IEE report. A concrete recommendation shall be made in the IEE report as to whether or not the Proposal could be implemented after reviewing acts and regulations. Any legal provision that surface against Proposal implementation will be investigated and put forth with recommendations, if felt necessary will be made in the IEE report. In particular the following documents will be considered during IEE report preparation.



Plans, Policies and Strategies

- Constitution of Nepal, 2015
- The sixteenth Plan (2024/25- 2028/29)
- National Adaptation Plan (NAP 2021–2050)
- Nationally Determined Contributions (Second NDC)
- Nepal Environment Policy, 2019
- National Climate Change Policy, 2019
- National Forestry Policy, 2019
- National Water Resources Policy, 2020
- National Land use Policy, 2015
- National Biodiversity Strategy and Action Plan, 2014
- National DRR Strategic Plan of Action, 2018-2030

Act, Rules and Regulations

- Environment Protection Act, 2019 and Environment Protection Rules, 2020
- Province No. 1 Environment Protection Act, 2019 and Province No. 1 Environment Protection Act, 2020
- Forest Act, 2019 and Forest Regulations, 2022
- National Parks and Wildlife Conservation Act, 1973
- Land Acquisition Act, 1977
- Local Government Operation Act, 2017
- Water Resources Act, 1992
- Soil and Watershed Conservation Act, 1982
- Solid Waste Management Act, 2011
- Labour Act, 2017
- Water Resources Act, 1992
- Mines and Minerals Act, 1985
- Public Procurement Act, 2007 and Public Procurement Regulations, 2007
- Koshi Province Economic Act, 2026
- Mechinagar Nagarpalika Brief Environmental Study and Initial Environmental Examination Procedure, 2077
- Aquatic Animals Protection Act, 1993
- Disaster Risk Reduction and Mangement Act, 2017 and Disaster Risk Reduction and Mangement Regulation, 2019

Guidelines, Standards and Procedures

- National Environmental Impact Assessment Guideline, 1993
- EIA Guideline for Forestry Sector, 1995
- Environmental Management Guidelines (Road), 1997
- Community Forest Guidelines, 2001
- Working Procedures of Forest, 2007
- Guidelines on Land-use for Other Purposes, 2063
- Environment Friendly Local Governance Framework, 2013
- Standards related to stone, gravel, sand excavation, sale and management, 2020

- National Ambient Air Quality Standard, 2012
- National Standard on Noise Level, 2012

Decisions and other relevant provisions

- Relevant Decisions of the Supreme Court of Nepal Regarding the Collection of Stone, Gravel, Sand and Riverbed Materials
- Decisions of the Council of Ministers Regarding the Collection and Management of Stone, Gravel, Sand and Riverbed Materials, Ministerial-Level Decisions Related to Stone, Gravel and Sand Management, Decisions of the Central Monitoring and Coordination Committee, Other Relevant Decisions, Directives, Circulars and Orders

International Conventions

- Convention on Biological Diversity (CBD), 1992
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), 1973

Any significant conflicts and issues related to the environment and others will be identified and recommendations will be based on the above-mentioned policies, rules and regulations. The proponent will describe the pertinent regulations and standards governing environmental quality, health and safety, protection of the sensitive areas, protection of the endangered species, land use control etc. At district, MUNICIPALITY/Municipality and ward level. The proponent shall also review the responsibilities of the local, district, and central level institutions and recommended steps to ensure for necessary coordination during the Proposal implementation.

7 PREPARATION OF THE REPORT

The IEE report shall be prepared in consonance with the contents given on the Schedule-11 of the EPR 2077. And Monthly Inspection report mentioned hereafter. The report shall document systematically the baseline data on physical, biological as well as socio-economic and cultural environment.

7.1 Time Schedule, Budget and Study Team

The estimated study time schedule, cost and team composition is as follows.

7.1.1 Time Schedule

The estimated time schedule for completion of the IEE study is One months from the date of agreement and for Monthly inspection as mentioned in Table 4.

Table 3: Time Schedule for IEE Study

Activities/Month	2083 Ashoj 1 st	2083 Asoj 30 th
Data collection, analysis, Literature review and preparation of ToR document	_____	
Preparation of ToR document and approval	_____	
Public notice publication, Field visit/study and public consultation meeting		_____
IEE Draft report writing		_____
Final IEE report writing with incorporating Comments		_____

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02/02



Determining the extraction quantity for prescribed IEE points and surveying by modern survey equipment Setting benchmark as per the requirement in the areas to prepare the initial longitudinal profiles and cross section. ¹		
Submission of Final report and approval		

¹However, the survey schedule may vary based on the decision of the Municipality and may be conducted prior to the mobilization of contractor for the extraction as per the requirement of the Client.

Table 4: Time Schedule for Monthly Inspection of the extraction of sand, stone and gravel IEE Study

Activities/Month	Monthly Inspection Report (Magh-Jestha)
Site Reconnaissance	Monthly report shall be prepared and submitted within the last day of the respective Month
Measurement of the river bed material extraction from prescribed IEE points	
Preparation of the monthly Inspection report with proper longitudinal profile of the extracted sites	
Submission of The Monthly Inspection Report	
Submission of Final Report incorporating all the extraction details of prescribed IEE points with final longitudinal and section drawings using modern survey equipments.	Within 2084 Ashar 10 Th

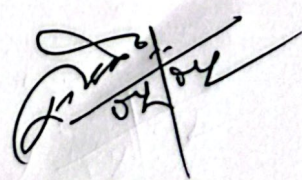
7.1.2 Study Team

The following professionals will carry out the IEE study and Monthly Inspection task :

Personnel Requirement for Monthly Inspection of the extraction of sand, stone and gravel IEE Study

S. N.	Position	No.	Total input (days)	IEE Preparation and Initial Survey	Monthly Inspection and Survey	Remarks
A	Key staff /Non-Key Staff					
1	Team Leader (Environmental/Environmental engineer)	1	58	28	30	Field, Office
2.	Civil Engineer	1	51	21	30	Field, Office
3.	Biodiversity expert/Natural Resource Expert/Forestry Expert/Botanist	1	12	12	-	Field, Office
4.	Hydrologist /Geologist	1	12	12	-	Field, Office
5.	Computer Operator	1	16	06	10	Office
6.	Surveyor	1	43	18	25	Field, Office
7.	Support Staff/helper	2	44	24	20	Field, Office

7.1.3 Budget



7.1.4 PAYMENT SCHEDULE

If not indicated otherwise in the contract document the consultant shall be paid as per the following schedule. Payment of this task will be as following schedule:

- I. 40% of total payment after submission and acceptance of Final IEE Report with necessary survey drawings.
- II. 30% of total payment after submission and acceptance of Monthly Inspection Report (Three Months i.e Magh, Falgun, Chaitra)
- III. 30% of total payment after submission and acceptance of Monthly Inspection Report (Baisakh, Jestha) and Final Report of Inspection.

7.1.5 Evaluation Criteria

Eligibility & Completeness Test

- Firms Registration Certificate
- Evidence of firm listed in Standing list (Maujuda suchi suchikrit) of Mechinagar Municipality office for fiscal year 2083/084
- Tax Clearance certificate for Fiscal Year 2081/82
- VAT Registration Certificate
- The team members should meet the minimum qualification and experience criteria attached herewith based on the Schedule 13 relating to Rule 7 (6) of the Environment Protection Rules, 2077.

The firm only fulfilling/Complying the Eligibility & Completeness Test shall be evaluated and selected based on Quality and Cost Based Selection Method (QCBS).

7.1.6 Other Requirements

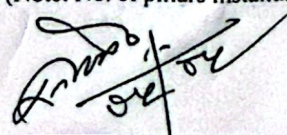
1. Final IEE Report Submission: The successful bidder must update and submit the final updated IEE report to Mechinagar Municipality within 30 days from the contract signing date, following approval from the Office of the Municipal Executive, Itta Bhatta, Jhapa. The process may involve updating and presenting reports, as well as incorporating any amendments suggested by the Office of the Municipal Executive.

2. Presentation and Approval Responsibility: The successful bidder is responsible for presenting the updated IEE report to Office of the Municipal Executive for approval if required .

3. Report Submission Requirements: The conditions and requirements outlined in the notice/letter issued by Mechinagar Municipality for the proposal invitation form an integral part of this Terms of Reference (ToR). The successful bidder must submit two hard copies of the updated IEE report for each of the four rivers (Mechi, Ninda, Timai, and Hadiya) separately or combinedly as per the requirement of client, along with an e- copy.

4. Compliance with Rules and Regulations: Any issues not covered by this ToR will be addressed in accordance with the relevant rules and regulations of the Government of Nepal.

5. Supply and Installation of R.C.C Pillars: The successful bidder is responsible for supplying and installing small R.C.C pillars (Size: Min 60cm length with min 50mm*50mm cross section) at each proposed quarry /IEE points designated for the extraction of riverbed materials (Note: No. of pillars installation may vary (four-six) on



each pockets/IEE points as per their length also as per the requirement of Client.)



6. The consulting firm shall perform the survey of the prescribed IEE points to prepare detail report incorporating longitudinal profiles and section reports of the river prior to the extraction using scientific electronics tools like Total Station etc.

7. The Monthly Inspection and quantity verification report ensuring contractor compliance with extraction limits specified in the contract, approved environmental guidelines.

8. The successful bidder must submit one copies of the updated Monthly Inspection Report (Magh-Jestha) within the last day of the prescribed month in one hard copies with detail longitudinal and sectional drawing of the IEE points where the extraction has be done.

9. The successful bidder must provide the summary Report of The Monthly Inspection Report ensuring whether the quantities extracted are within the IEE Limits based on the longitudinal profiles taken prior to the excavation and ensures whether the task is as per environmental compliance or not in 2 hard copies, within 2084 Ashar 10th.

8 SPECIFIC IMPACTS ON THE IMPLEMENTATION OF PROPOSAL ON THE ENVIRONMENT

After the field visit, the study team will presume the environmental impacts to be affected by the implementation of the Proposal. These impacts will be categorized as site specific, local and regional in terms of extent. During the IEE study, these issues will be dealt thoroughly. The impacts will be characterized as low, medium, high in terms of magnitude and long term, medium term, and short term in terms of duration.

8.1 Physical Environment

- Impact due to site clearance
- Impact due to access road construction
- Impact due to crusher plant establishment
- Change in Topography, Geomorphology (river bank and embankment stability, disturbance to fragile slope.
- Collection/quarrying activities
- Change in land use (loss or degradation of productive land)
- Impact due to spoil handling and disposal;
- Impact on slope stability, sedimentation, soil erosion, bank cutting and flooding
- Change in River hydrology and morphology (meandering and alteration of river flow, change/deepening in river bed) other natural resources e.g. water spring, well etc.
- Impact on water quality in downstream and water use system;
- Impact due to noise and vibration
- Impact due to stockpiling of collected/extracted materials;
- Impact on air quality due to dust emission and vehicle movement
- Access road related issues including impact due to heavily loaded vehicles for transportation of construction materials
- Decline in aesthetic value and visual impact
- Any other issues likely to arise during IEE study

8.2 Biological environment

- Impacts on vegetation due to clearance for the Proposal activities;
- Impacts on protected species of flora and fauna;



- Any other issues likely to arise during IEE study including biodiversity aspects.
- Impacts on aquatic habitat;
- Impacts on forest, forest products and vegetation of surrounding area and dependent wildlife due to increased human activities
- Impacts on wildlife and bird due to destruction of its habitat;
- Impacts on wildlife, bird and its habitat due to illegal hunting, poaching
- Impacts on protected species of flora and fauna;
- Any other issues likely to rise during IEE study

8.3 *Socio-economic and Cultural Environment*

- Land acquisition, compensation issues and people's displacement
- Impact on gender and vulnerable groups (including extension/evacuation of squatter settlement)
- Impact on occupational health, safety and sanitation;
- Any other issues likely to arise during IEE study
- Impact on access road, people's movement and traffic management due to operation activities
- Loss or damage to private land and properties such as houses, farm sheds, and other structures, crops and fodder/fruit trees
- Impact on occupational health, safety and sanitation and solid waste management
- Loss or degradation of farm land and impact on agriculture productivity and livestock
- Pressure on existing infrastructure facilities like health post, education, communication, water supply and sanitation facilities, irrigation system, foot trail, trail bridges etc.
- Social conflict
- Change in social structure, traditional and cultural practices, rituals of the rural people due to exposition to outside workforce
- Impact on law and order in the Proposal area due to large work force;
- Impact due to proposal site infrastructure development
- Impact on religious, cultural and historical sites (including cremation site)
- Impact on gender and vulnerable groups (including extension/evacuation of squatter settlement)
- Migration of labourers
- Impact on livelihood of local people (fisherman etc)
- Impact on nearby human settlements
- Impact on use of other natural resources
- Conflict in revenue/income sharing mechanism
- Other public concern issues
- Any other issues likely to arise during IEE study.

8.4 *Beneficial impacts*

- Employment opportunity for skilled, semi-skilled and unskilled local people
- Increase in road network
- Employment opportunity for local people and human resource development
- Boost up of local economy
- Impact on gender and vulnerable groups;
- Business opportunity to local people;
- Revenue generation to local bodies;
- Community development and Potential improvement of public facilities
- Benefit to the local people due to the Proposal implementation.

9 **ALTERNATIVES FOR THE IMPLEMENTATION OF THE PROPOSAL ON THE ENVIRONMENT**



During IEE study of the Proposal, an alternative analysis of the Proposal implementation shall be performed considering various aspects like proposal site, operation procedure and technology and schedule. Alternative analysis shall be performed on the following aspects:

- No proposal options
- Proposal alternatives
- Alternative Proposal sites
- Alternative technology and operation
- Alternative resources, procedure and schedule

10 Mitigation and Enhancement measures

Preventive, corrective and compensatory mitigation measures as identified and anticipated in the study will be included in the IEE report. Each of the identified adverse impacts will be evaluated in detail and cost-effective mitigation measures will be suggested to minimise the adverse impacts. Social enhancement measures shall be proposed to enhance beneficial impacts due to implementation of the Proposal. The mitigation measures will be categorized in terms of physical, biological, socio-economic and cultural environment during proposal construction and operation phase. The detail IEE report shall include the following:

- Mitigation and enhancement measures during construction and operation phases for each environment; agencies responsible for implementation and construction
- Mitigation and enhancement cost
- Organizational set up to carry out the mitigation and enhancement measures, and
- Preparation of Environment Impact Mitigation Matrix

The following considerations shall be made while proposing the cost for environment protection measures.

- Appropriate compensation for the loss of assets;
- Appropriate mitigation measures to minimize the adverse impacts on biophysical, socio-economic and cultural environment;
- Health and sanitation measures;

Summary of Cost Benefit assessment shall be given which shall include the followings:

- Cost for Environment Mitigation Measures
- Cost for Enhancement Measures,
- Cost for other Social Support Programs,
- Cost for Environmental Monitoring,
- Total Proposal Income and revenue generation, and
- Percentage of total Environmental Cost to the Total Proposal Income and revenue generation

11 MATTERS TO BE MONITORED WHILE IMPLEMENTING THE PROPOSAL

"Environmental Monitoring Plan" shall be categorized in terms of baseline impact, and compliance monitoring plans. Impact and Compliance Monitoring plan shall be further categorized in terms of construction and operation phases. The Environmental Monitoring Plan will be prepared in terms of physical, biological, socio-economic and cultural environment. The proposed plan will be worked out about the cost of impact and cost of monitoring activities to carry out the proposed activities at least for 2 years of proposal operation period. Estimated budget for EMP implementation in IEE report of the proposal shall be reported as presented in Table 4.

Table 4: sample to show summary of cost for EMP implementation in IEE report



S.N	Activities	Budget Allocation (NRS)	Remarks
1	Environmental Protection Measures		
2	Social Enhancement Measures in the Proposal area		
3	Environmental Monitoring		
Total:			

12 Client's Input and Counterpart Personnel

Municipality will provide all the available information, studies, reports, and documents relevant to the consultant, Facilitate coordination with contractors and provide necessary local support

13 Consultant's Obligations

Consultant is required to review and understand the scope of services and be able to produce the acceptable deliverables as outlined in the TOR. Consultant must organize and manage necessary experts and support staff members transportation and logistics required to complete the proposed work and accordingly quote all the financial requirements in their financial proposal.

14 Agreement

The Consultant shall be required to enter into an agreement with the Office of Municipal Executive Mechinagar Municipality, Jhapa Based on Lump Sum Contract

Mechinagar Municipality
Office of the Municipal Executive
 Ittabhatta, Jhapa
 ANNEX-1

Technical Proposal Evaluation Criteria

For the Evaluation of Technical Proposal : Initial Environmental Examination (IEE) for Sustainable extraction/collection of sand, stone & gravel and Monthly Inspection of the extraction from Mechi, Ninda, Timai and Hadiya River for Fiscal year 2083/084.

S.No	Selection Criteria	Max. Score
1	General works Experience of the Firm (DPR or Master plan or IEE or EIA of projects like rivers ,forest ,industries Engineering projects like road water supply ,buildings ,hall,complex ,Airport,Hydropower ,Bridges or Similar projects) ; two mark for each project	10
2	Specific Experience in of IEE/EIA of sand / Gravel extraction of consulting Firm; five mark for each project	20
3	Qualification and competence of the consultant team proposed for the assignment	60
3.1	Team leader (Minimum Master's degree in Environment science/Environment Engineering /Environmental Management and minimum engagement in at least 3 IEE/EIA)	20
a	3 marks for Academic qualification & 5 marks for experience; 1 mark for each year	8
b	Specific Experience of IEE/EIA of sand / Gravel extraction; 2 marks for each study projects	12
3.2	Hydrologist/Geologist (Minimum Master's degree in Hydrology/Geology and minimum engagement in at least 3 IEE/EIA)	10
a	2 marks for Academic qualification & 2 marks for experience; 1 mark for each year	4
b	Specific Experience of IEE/EIA of sand / Gravel extraction; 2 marks for each study projects	6
3.3	Civil Engineer (Bachelors degree in Civil Engineering or equivalent)	10
a	2 marks for Academic qualification & 2 marks for experience; 1 mark for each year	4
b	Specific Experience of IEE/EIA of sand / Gravel extraction; 2 marks for each study projects	6
3.4	Biodiversity expert/ Natural Resource Expert/Forestry Expert/Botanist: (Minimum Master's Degree in Natural Resource management or Forestry or Botanist or Forest Science and minimum engagement in at least 3 IEE/EIA)	10
a	2 marks for Academic qualification & 2 marks for experience; 1 mark for each year	4
b	Specific Experience of IEE/EIA of sand / Gravel extraction; 2 marks for each study projects	6
3.5	Surveyor /Civil Sub-Engineer :Minimum Diploma in Civil Engineering ,Architecture or equivalent	6
a	2 marks for Academic qualification & 4 marks for experience; 1 mark for each year	6
3.6	Computer Operator :+2 pass or Equivalent in any subject	4
a	2 marks for Academic qualification & 2 marks for experience; 1 mark for each year	4
4	Understanding of ToR and Methodology (Understanding of objectives. Scope of work and ToR) Excellent=5, Good=03,Acceptable=01	5
5	Technology transfer/Trainings(Ways /illustration showing the means of Technology Transfer) Excellent=5, Good=03,Acceptable=01	5
Total Score		100

Minimum score to be qualified for Technical Proposal=60.

Note:. No score only for academic qualification is given for less than specified minimum years of experience. The Evaluation is Based on Quality and Cost Based Selection. The Technical Proposal has 80% weightage and Financial Proposal has 20% weightage. The Technical Score of 100 is weighted to 80% weightage of Technical Proposal.





ANNEX – II
Proposed Location Map