



## **TERMS OF REFERENCE (TOR) – TECHNICAL CONSULTANT**

### **1. BACKGROUND**

SOS Children's Villages Nepal invites proposals from qualified and experienced Technical Consultants to provide independent technical review and validation services for two construction projects of differing complexity. The higher complexity project involves construction of single-storey school buildings with stone masonry load bearing walls and metal truss roofing with CGI sheets. The lower complexity project involves construction of RCC public and school toilet buildings, along with associated site development works including children's play station facilities. The assignment involves independent technical review and validation of Drawings, Bill of Quantities (BOQ), and Bid Documents prepared internally, with the objective of ensuring technical quality, accuracy, and transparency in procurement. Detailed project documents shall be shared with selected Consultant for execution of the assignment.

### **2. OBJECTIVES**

- a. To independently validate the Drawings, BOQ and Bidding Documents prepared internally and enhance the technical robustness, transparency and consistency of procurement documents.
- b. To provide technical clarification support during procurement procedure, as required.

### **3. SCOPE OF WORK**

- a. Review and validate the BOQ for technical completeness, internal consistency, and alignment.
- b. Verify BOQ quantities, descriptions, measurement units and item coverage with reference to Drawings and Specifications.
- c. Review Bidding Documents to ensure technical clarity, completeness, conformity with the reviewed Drawings and BOQ and adequacy for bidding.
- d. Prepare a Draft BOQ Validation Note and Draft Technical Review Summary, incorporating comments from SOS Children's Villages Nepal and issuing final versions thereafter.
- e. Provide written technical clarification support during the bidding process upon request.

The review shall be based on professional judgment and desk review of documents provided by SOS Children's Villages Nepal.

### **4. PROPOSAL SUBMISSION REQUIREMENTS**

Interested Consultants are required to submit the following:

- a. Technical Proposal outlining understanding of the assignment, relevant experience, and proposed approach, in response to the TOR, describing the methodology, work plan, staffing, approach, and understanding of the assignment
- b. Financial Proposal (sealed) stating the professional fees, cost breakdown, applicable taxes, reimbursable expenses (if any), and total contract amount
- c. Updated Curriculum Vitae (CV) of the proposed Consultant or key personnel
- d. Company/Individual legal documents (PAN/VAT, Registration, Tax Clearance as applicable)

### **5. EVALUATION METHOD**

Proposals will be evaluated in accordance with the evaluation criteria and scoring methodology outlined in the Consultant Evaluation Scoring Sheet. SOS Children's Villages Nepal reserves the right to accept or reject any or all proposals without assigning any reason.



## **6. EXCLUSION**

- a. The Consultant shall not be responsible for preparation or modification or redesign of Drawings; construction supervision; site inspection; approval of contractor payments; evaluation or ranking of bids; procurement and contract award decisions.
- b. The Consultant's review of Drawings and Bidding Documents shall be limited to technical consistency, completeness and alignment in relation to the BOQ and scope of works and shall not be construed as design approval or certification.

## **7. DELIVERABLES**

- a. BOQ Validation Note (Verification of quantities, descriptions, internal consistency, and alignment with Drawings and Specifications)
- b. Independent Technical Review Summary covering Drawings, BOQ and Bid Documents (Assessment of technical completeness, consistency, and procurement readiness)
- c. Technical Clarification Notes (if requested during the bidding process)

## **8. REPORTING AND COORDINATION**

- a. The Consultant shall report to SOS Children's Villages Nepal through the designated Project Engineer or Infrastructure Focal Person. All deliverables and communications shall be provided in written form.

## **9. LEGAL & CONTRACTUAL CLAUSES**

- a. Confidentiality: The Consultant shall maintain strict confidentiality of all project data and documents.
- b. Conflict of Interest: The Consultant shall disclose and avoid any actual or potential conflicts of interest.
- c. Compliance: The Consultant shall comply with SOS Children's Villages Nepal policies, including safeguarding, child protection, and ethical standards.  
Documents to be read: Child and Youth Safeguarding Policy, Code of Conduct, Combine PHSEA, Confidentiality Clause, Declaration, Data Privacy Agreement, Data Protection Agreement, Misconduct Incident Management Regulation, Sexual Misconduct Regulation (PHSEA).  
Documents to be read and signed: Code of Conduct, Declaration.
- d. Liability: The Consultant shall exercise due professional care and accuracy in the performance of the review services.
- e. Termination: SOS Children's Villages Nepal reserves the right to terminate the engagement in case of non-performance or breach of contract.
- f. Jurisdiction: This engagement shall be governed by the laws of Nepal. Any disputes shall be resolved in accordance with applicable laws. The Consultant shall be responsible for exercising due professional care.

## **10. DURATION OF THE ASSIGNMENT**

- a. The duration of the assignment shall be seven 8 (eight) number of working days for higher complexity construction project and 5 (five) number of working days for lower complexity construction project, i.e., a total of 13 (thirteen) working days. The Consultant's engagement shall commence upon issuance of the notice to proceed and shall remain valid until completion of document verification and closure of the bidding clarification stage, as certified by SOS Children's Villages Nepal.
- b. Payment shall be made upon satisfactory completion and acceptance of agreed deliverables, as certified by SOS Children's Villages Nepal.

## **11. ELIGIBILITY AND QUALIFICATION REQUIREMENTS**

- a. Bachelor's/Master's Degree in Civil Engineering.



- b. Minimum 5 (five) years of relevant experience in building construction and technical review of Drawings, BOQ review, and Bid Documents
- c. Demonstrated experience working with INGOs, NGOs, or donor-funded infrastructure projects shall be an added advantage

## **12. SUBMISSION DEADLINE AND CONTACT**

Proposals must be submitted on or before the deadline specified in the invitation notice. Late submissions shall not be considered. For clarification purposes only, interested consultants may contact SOS Children's Villages Nepal at the address provided in the invitation.