



TERMS OF REFERENCE

CONSULTANT CIVIL ENGINEER (INFRASTRUCTURE & WASH)

1. BACKGROUND

SOS Children's Villages Nepal is a not-for-profit social organization committed to promoting and protecting the rights and well-being of children who have lost parental care or are at risk of losing it. The organization works in accordance with fundamental human rights principles and relevant international and national frameworks, including the United Nations Guidelines for the Alternative Care of Children, the United Nations Convention on the Rights of the Child, and prevailing national laws and policies.

SOS Children's Villages Nepal implements a range of alternative care services, including family-like care, kinship care, and small group homes. The organization also operates schools and training centres. Through its Family Strengthening Programmes, SOS Children's Villages Nepal supports children and families by facilitating access to education, health, nutrition, hygiene, and income-generating opportunities, key interventions aimed at strengthening families and preventing family separation. In addition, the organization actively advocates for the rights and well-being of children and young people across Nepal.

SOS Children's Villages Nepal is implementing the **Community-Based Family Strengthening Programme (CBFSP)** in three municipalities across Siraha and Dhanusha districts. Key interventions under the programme include community water supply systems, sanitation facilities, school infrastructure, accessibility improvements, drainage works, irrigation rehabilitation, and household construction support.

To ensure the effective, timely, and quality implementation of these interventions, SOS Children's Villages Nepal intends to engage a **Consultant Civil Engineer (Infrastructure & WASH)** on a time-based consultancy basis. The consultant will provide technical expertise and field-level engineering support throughout the planning, design, procurement, implementation, supervision, monitoring, and completion of infrastructure and WASH-related activities under the CBFSP.

2. OBJECTIVE OF THE ASSIGNMENT

The overall objective of the consultancy is to provide technical leadership and field-level engineering support for the effective implementation of WASH and infrastructure interventions under the CBFSP. Specifically, the consultant will be responsible for technical assessment, feasibility studies, design preparation and verification, preparation and review of Bills of Materials (BOMs) and cost estimates, cost-effectiveness and value-engineering analysis, procurement support, construction supervision, quality assurance, monitoring, safety and regulatory compliance, timely implementation, and certification of completed works.



3. SCOPE OF WORK

The Consultant Civil Engineer shall be responsible for, but not limited to, the following areas:

A. TECHNICAL ASSESSMENT AND FEASIBILITY STUDIES

1. Conduct site assessments and technical feasibility studies for proposed WASH and infrastructure interventions.
2. Assess and verify the technical suitability of proposed locations for deep bore wells, tube wells, water storage tanks, water supply pipelines, drainage systems, sanitation facilities, and school infrastructure.
3. Conduct necessary technical assessments and provide recommendations regarding the feasibility, sustainability, and appropriateness of proposed interventions.
4. Coordinate with municipalities, ward offices, Water Supply Offices, the Department of Water Supply and Sewerage Management (DWSSM), development partners, and other relevant technical stakeholders, as required.
5. Assess and incorporate environmental, social, gender, disability inclusion, accessibility, and child safeguarding considerations into infrastructure interventions.

B. PREPARATION AND REVIEW OF DRAWINGS, BOQs, AND COST ESTIMATES

1. Prepare, review, and verify engineering drawings, layouts, technical specifications, and designs for proposed infrastructure and WASH interventions.
2. Prepare, verify, and update Bills of Quantities (BOQs), detailed cost estimates, and related technical documents.
3. Ensure that designs, specifications, and estimates comply with applicable Government of Nepal standards, National Building Code, relevant WASH guidelines, accessibility standards, and donor requirements.
4. Review existing designs and technical documents and recommend necessary revisions or improvements.
5. Conduct value-engineering and cost-effectiveness assessments and recommend cost optimization measures without compromising safety, functionality, durability, or quality.

C. PROCUREMENT AND CONTRACTOR SUPPORT

1. Prepare technical specifications, scopes of work, BOQs, and other technical requirements for the procurement of construction materials, works, and services.
2. Provide technical support during procurement processes, including technical evaluation of bids and proposals, as required.
3. Verify quantities, technical specifications, quality requirements, and material standards prior to procurement.
4. Provide technical clarification and support to contractors and suppliers on construction-related matters, as required.



D. CONSTRUCTION SUPERVISION AND QUALITY ASSURANCE

1. Conduct regular site visits to project locations in Lahan, Karjanha, and Ganeshman Charnath municipalities.
2. Supervise construction works to ensure compliance with approved designs, drawings, specifications, BOQs, contractual requirements, and applicable standards.
3. Monitor the quality of workmanship and construction materials and ensure adherence to approved construction schedules.
4. Verify contractor measurements, quantities, work progress, and completed works.
5. Identify technical and quality issues and ensure that appropriate corrective measures are implemented in a timely manner.
6. Monitor construction progress and provide recommendations to address delays, technical challenges, or implementation risks.
7. Verify and certify completed works and provide technical recommendations for payment, in accordance with contractual and organizational procedures.
8. Ensure that construction activities are carried out in accordance with applicable occupational health and safety requirements.

E. WASH INFRASTRUCTURE

The consultant shall provide technical oversight and support for the planning, design, implementation, and supervision of:

1. Tube wells and deep bore-well systems.
2. Community water supply schemes.
3. Water storage tanks and pumping systems.
4. Water distribution networks and pipelines.
5. Drainage and stormwater management systems.
6. Public, school, and household sanitation facilities.
7. Handwashing stations and related hygiene infrastructure.
8. Other WASH-related infrastructure interventions identified under the CBFSP.

F. SCHOOL AND COMMUNITY INFRASTRUCTURE

The consultant shall provide technical oversight and support for:

1. Construction, renovation, rehabilitation, and maintenance of school infrastructure.
2. Accessible and disability-inclusive infrastructure.
3. Gender-responsive infrastructure improvements.
4. Public and school toilet facilities and breastfeeding rooms.
5. Small-scale irrigation infrastructure and rehabilitation works.
6. Housing construction, rehabilitation, and related household support works.
7. Other small-scale community infrastructure interventions implemented under the programme.



G. COMPLIANCE, MONITORING, AND DOCUMENTATION

1. Ensure compliance with applicable municipal regulations, Government of Nepal standards, National Building Code, sector-specific guidelines, contractual requirements, and donor standards.
2. Maintain accurate and comprehensive technical records, including site visit reports, measurements, drawings, BOQs, estimates, photographs, inspection records, and other relevant documentation.
3. Monitor physical progress against approved workplans, designs, and implementation schedules.
4. Prepare periodic technical and progress reports highlighting key achievements, issues, risks, findings, and recommendations.
5. Ensure that appropriate occupational health and safety measures are implemented at all construction sites.
6. Maintain documentation related to quality assurance, testing, inspection, completion, and certification of works.
7. Provide technical advice and recommendations to the CBFSP team on infrastructure-related issues as required.

H. COORDINATION AND TECHNICAL SUPPORT

1. Coordinate closely with CBFSP programme staff, field teams, municipalities, ward offices, schools, user committees, contractors, suppliers, community groups, and other relevant stakeholders.
2. Participate in planning, technical review, progress monitoring, and coordination meetings as required.
3. Provide technical guidance and capacity-building support to relevant project staff, user committees, and other stakeholders where appropriate.
4. Facilitate coordination between programme teams and relevant government and technical authorities on infrastructure and WASH-related matters.
5. Provide timely technical advice and recommendations to support effective decision-making and implementation.

4. DELIVERABLES

The consultant shall be responsible for preparing and submitting the following deliverables:

- **Inception Report**, including a detailed workplan, proposed approach, and initial site review findings, within *two weeks of commencement of the assignment*.
- **Technical Assessment, Design Review, and Cost Estimate Reports**, as *required during implementation*.
- **Monthly Site Monitoring and Supervision Reports**, documenting progress, quality, issues, risks, and recommendations on a monthly basis.
- **Quality Assurance and Compliance Reports**, *on an ongoing basis, as required*.
- **Completion and Verification Reports/Certificates** for completed works, as *required*.



- **Final Assignment Report**, summarizing key activities undertaken, technical support provided, major findings, achievements, challenges, and recommendations, *at the end of the assignment*.

All deliverables shall be submitted in accordance with the agreed reporting schedule and in formats acceptable to SOS Children's Villages Nepal.

5. DUTY STATION AND TRAVEL

The consultant will be primarily based at the **CBFSP Office in Lahan Municipality, Siraha District**, with frequent travel to project sites and other locations as required.

The primary areas of operation include:

1. Lahan Municipality, Siraha District.
2. Karjanha Municipality, Siraha District.
3. Ganeshman Charnath Municipality, Dhanusha District.

The consultant shall be required to undertake regular field visits to construction and project sites and travel to relevant government offices, municipalities, wards, schools, and other locations as necessary for the effective execution of the assignment.

6. DURATION OF THE ASSIGNMENT

The initial consultancy assignment will be for a period of **four (4) months**, with the possibility of extension for up to **six (6) months**, subject to programme requirements, satisfactory performance, availability of resources, and mutual agreement.

The duration of the assignment is intended to support the timely implementation, technical supervision, quality assurance, and monitoring of WASH and infrastructure activities across the programme locations.

7. REQUIRED QUALIFICATIONS AND EXPERIENCE

7.1 Education

1. Bachelor's degree in Civil Engineering from a recognized university or institution.
2. Valid registration with the **Nepal Engineering Council (NEC)** is mandatory.

7.2 Professional Experience

1. Minimum of **five (5) years of relevant professional experience** in civil engineering, especially WASH, and infrastructure development, construction supervision, and/or related fields.
2. Proven experience in preparing and reviewing engineering drawings, BOQs, cost estimates, technical specifications, and related engineering documents.
3. Experience working with NGOs, INGOs, municipalities, government agencies, development partners, or donor-funded projects will be an advantage.
4. Experience in supervising small- to medium-scale community infrastructure and construction projects is desirable.



7.3 Technical and Professional Competencies

The consultant should possess:

1. Strong technical knowledge of civil construction, water supply, sanitation, WASH systems, school infrastructure, and community infrastructure.
2. Good knowledge of the **Nepal National Building Code**, applicable Government of Nepal standards, WASH guidelines, and relevant technical standards.
3. Strong skills in technical assessment, design review, quantity estimation, cost analysis, construction supervision, and quality assurance.
4. Strong analytical, documentation, report-writing, communication, and coordination skills.
5. Ability to identify technical risks and provide practical and cost-effective solutions.
6. Proficiency in relevant engineering software and tools for preparation/review of drawings, estimates, and technical documentation will be an advantage.
7. Valid driving license for two-wheeler vehicles and willingness to travel frequently to field locations.
8. Ability to work independently and effectively in remote and challenging field environments.
9. Commitment to safeguarding, child protection, gender equality, disability inclusion, occupational health and safety, and organizational values.

8. REPORTING AND COORDINATION ARRANGEMENT

The Consultant Civil Engineer shall report directly to the **CBFSP Programme Coordinator**, with matrix reporting to the **National Office Civil Engineer/Programme Coordinator**.

The consultant shall work in close coordination with CBFSP field teams, municipal authorities, ward offices, schools, user committees, contractors, suppliers, and other relevant government and development stakeholders.

The consultant shall maintain regular communication with the designated supervisors and provide timely technical updates, reports, recommendations, and alerts regarding implementation progress, quality issues, risks, delays, and other matters requiring management attention.

9. PROFESSIONAL CONDUCT AND SAFEGUARDING

The consultant shall comply with all applicable policies, procedures, standards, and codes of conduct of SOS Children's Villages Nepal. The consultant shall uphold the principles of child safeguarding, protection from sexual exploitation and abuse, prevention of harassment and discrimination, confidentiality, integrity, and professional ethics throughout the assignment.

The consultant shall ensure that all infrastructure-related activities are planned and implemented in a manner that promotes safety, accessibility, inclusion, dignity, and the best interests of children, families, and communities.



10. CONFIDENTIALITY

All technical, financial, programme, beneficiary, and organizational information accessed or generated during the consultancy shall be treated as confidential and shall not be disclosed or shared with any third party without prior written authorization from SOS Children's Villages Nepal.

11. PERFORMANCE AND EXTENSION

Continuation or extension of the consultancy beyond the initial period shall be subject to programme requirements, availability of funding, satisfactory performance, quality and timeliness of deliverables, and mutual agreement between SOS Children's Villages Nepal and the consultant.



ANNEX

1. Details of Work

- Survey, design & drawing, estimation, bid document preparation for water supply activity (hand pump, submersible boring, deep-boring, pipeline, small overhead tank, community tap etc).
- Survey, design & drawing, estimation and bid document preparation for child-friendly and gender-friendly infrastructure at community schools or health post (ramp, tab/handwashing station, toilet, parking, railing etc).
- Survey, design & drawing, estimation, bid document preparation for small scale irrigation (irrigation canal, deep-boring, electric motor, irrigation pipe & canal etc).
- Survey, design & drawing, estimation, bid document preparation for school construction (class room construction and repair, school boundary construction, roofing, parking area, school toilet, kitchen etc).
- Survey, design & drawing, estimation, bid document preparation for individual house renovations (roof renovation, wall, fence, door, window repair etc.).
- Survey, design & drawing, estimation, bid document preparation for public toilet construction.
- Survey, design & drawing, estimation, bid document preparation for breastfeeding center/room construction.
- Monitoring, supervision and frequent quality checking of all the construction work, in coordination with contractor/vendor and Community Based Family Strengthening Programme (CBFSP) officials.
- Prepare monthly comprehensive construction progress reports and submit to Community Based Family Strengthening Programme (CBFSP).
- Ensure the completion of construction activities/projects based on design & drawing in line with the agreement made with contractor/vendor.
- Coordinate with Community Based Family Strengthening Programme (CBFSP) official, government agencies (in need) and other concerned stakeholders regarding construction work, quality assurance and other important matters related to construction activities.