

Draft Term of Reference (ToR)

For

Environmental Consultant (EC) for Supporting Implementation of PAF's Environmental Management Framework in Program Districts

1. Introduction

Poverty Alleviation Fund (PAF) is implementing a demand led community based poverty alleviation program funded mainly by International Development Association (IDA) in 40 districts. In the near future, the program will be extended to additional 15 districts, totaling 55 districts out of 75 districts of Nepal. Remaining 20 districts will be covered by PAF under poverty pocket approach. Regular PAF programs will be implemented in following 55 districts: Siraha, Kapilvastu, Ramechhap, Pyuthan, Mugu, Drachula, Mahottari, Sarlahi, Rautahat, Sindhuli, Rasuwa, Rolpa, Rukum, Dolpa, Jajarkot, Dailekh, Kalikot, Jumla, Humla Bajura, Achham, Doti, Bajhang, Dadeldhura, Baitadi, Terahatum, Dhanusha, Bardiya, Parsa, Taplejung, Dhading, Panchthar, Sindhupalchok, Solukhumbu, Udayapur, Saptari, Salyan, Khotang, Bara, Okhaldhunga, Dolakha, Myagdi, Gulmi, Bhojpur, Surkhet, Nawalparasi, Morang, Lamjung, Arghakhanchi, Nuwakot, Gorkha, Banke, Sunsari, Dang, Kailali.

PAF aims to enable the poor, women and the vulnerable groups to gain access to resources for their productive self employment, to encourage them to undertake income generating activities for poverty alleviation and improved quality of life by organizing them in Community Organizations (COs). PAF forges partnership with the COs and support them to implement their sub-project providing fund supports synchronized with required skill, technology, technical assistance and facilitation. Currently over 11,000 Community Organizations (COs) are working at different selected settlements for their livelihood improvement. PAF is mobilizing a number of implementing (facilitating) Partner Organizations (POs) in the district for social mobilization, facilitation, capacity building, provide technical assistance and monitoring these COs.

The activities to be financed by PAF are (i) income generation sub-projects. (ii) Infrastructure sub-projects, and (iii) Innovation and special program sub-projects that would be demand-driven and proposed by the COs. Based on experience so far, it can be expected that the CO sub-projects that would emerge in PAF would be in the areas of livestock development, agriculture development, forest products, micro enterprises and infrastructure development such as drinking water supply, minor irrigation, rural road, micro-hydro, bridge, culverts, schools and community buildings etc.

PAF have implemented Environmental Management Framework (EMF) to ensure that neither the livelihoods of the poor nor the environment and social aspects are compromised during implementation of sub projects. EMF explores possibilities of making the efforts to improve livelihoods as well as conservation of the environment and social aspect complementary so that there are sustained benefits from the developmental activities initiated.

Specifically, the EMF will contribute to the goal of poverty reduction by meeting the following objectives:

- ◆ Preventing and/or mitigating any negative environmental and social impacts that may emerge from the sub-projects.
- ◆ Ensuring the long-term sustainability of benefits from sub-projects by securing the natural resources base on which they are dependent.

- ♦ Facilitating pro-active sub-projects that can be expected to lead to increased efficiency and improved management in the natural resources resulting in improvements in local environmental and social quality and human well-being.

PAF sub-projects are designed and appraised to ensure that they meet the criteria of productivity, equity and sustainability. Environmental and Social Assessment in line with EMF is critical component of the sub project appraisal process. EMF is implemented to strengthen possible positive impacts and to mitigate possible negative impacts on the environment and society. In this context, PAF intends to hire Environmental Consultant (EC) to ensure proper implementation of EMF.

2. Objective

The primary objective of hiring the Environmental Consultant is to assist PAF for the proper implementation of EMF. The Environmental Consultant will be responsible for providing orientation training, technical guidance to POs/COs and other stakeholders to effectively implement the actions outlined in the EMF. Environmental Consultant will be responsible for monitoring of environmental and social implications of sub project activities in field during and after implementation. The Environmental Consultant will also be responsible to conduct IEE of any subproject that requires IEE according to Environmental Protection Regulation, 1997. The EC will not be responsible for conducting the Environmental and Social Screening of sub projects but be responsible to ensure that the procedures are followed as indicated in EMF.

3. Tasks/Scope of the Services

3.1 Main Scopes of the Services

- a) Train/Orient and assist PAF Partner Organizations (POs) and responsible stakeholders to implement the EMF so that COs, POs or responsible stakeholders can conduct environmental screening/assessment to determine eligibility for funding under PAF based upon the extent of potential environmental and social impact.
- b) Train/Orient and assist POs or responsible stakeholders on EMF so that COs and POs will be able to identify environmental risks due to implementation of sub projects and to adopt mitigation measures to mitigate such risks. Suggest and ensure that practical safeguard measures are incorporated in sub project design adequately.
 - Consultant should have to develop Course content of training in consultation and acceptable by PAF.
 - The Consultant should be responsible to provide stationeries at least a plastic/coated file/folder, note book, pen, pencil etc. to the participants in the training.
 - The Consultant should be responsible to provide handouts to the participants. The Consultant will ensure that the objectives of the training/orientation program during the training are achieved.
- c) Evaluate that sound environmental practices including PAF EMF process and procedures are followed during sub project planning and implementation and monitor the environmental and social impacts/implications of the sub projects. Suggest the measures to make the sub projects environmentally and socially sound. Monitoring will be done on sample basis, at least once in six-month providing information to

Implementation Support Mission (or preferably once in four-month feeding into GoN portfolio review).

- d) Keep database on monitoring results of the sub-projects and provide periodic consolidated report.
- e) Feed environmental information especially of sub projects in Management Information System (MIS), maintain and organize information and provide periodic consolidated report and analysis.
- f) Conduct the IEE when the scales of environmental and social impacts are determined to be significant during the Environmental and Social Screening or for the sub projects listed in Shedule-1 and Shedule-2 of Environmental Protection Regulation 1997.
- g) Determine and monitor potential cumulative environmental and social impacts due to numerous sub-projects in a given area. Develop proxy/indicators for monitoring cumulative and combined impacts, and report on indications of environmental stresses that may have resulted due to cumulative/combined effects of PAF and non – PAF activities in the area.
- h) Identify capacity gap and based on that recommend/design training need for PAF and POs staff.
- i) In case of subprojects located in Protected Areas (PAs) carry out environmental and social monitoring and evaluation works in co-ordination with Department of National Park and Wildlife Conservation and PAs.
- j) Assist PAF in improving and revising the EMF and Environmental Guidelines for sub projects as necessary.
- k) Ensure proper implementation of Environmental Management Framework and review the mechanism for supervision and monitoring environmental and social issues.
- l) Participate and cooperate with external environmental audit.
- m) Assist PAF to prepare MOU with stakeholders on environmental concerns.
- n) Provide any other technical support on environmental and social issues as requested by the PAF.

3.2 Detail Scope of the Services

Following are the detail scope of the services that the Environmental Consultant has to perform during the contract period. Scope of work might change and will be informed to Environmental Consultant. Before the commencement of each assignment, a work order will be issued to carry out type and required number of assignments. The Environmental consultant should mobilize the team immediately not later than 7 days of receipt of work order.

a) EMF orientation training

The Environmental Consultant is expected to conduct 15 one-day EMF orientation training (to PO staffs) at any of the assigned program district. For each EMF orientation training in the district, the Environmental Consultant will deploy 3 persons: (i) Team Leader (ii) Socio-economist/sociologist and (iii) Assistant. It is assumed that there will be an average of 20 participants per training but the number of participants may vary depending on cases.

b) Monitoring and Evaluation of sub projects

The Environmental Consultant is expected to monitor and evaluate 420 CO subprojects (including both community infrastructure and IG sub projects) with site visit in any of the assigned program district. M&E team for Infrastructure sub projects shall constitute of two persons: (i) Civil Engineer and (ii) Team Leader or Environmental Monitoring Expert and the team for IG sub project shall constitute of two persons : (i) Socio-economist/sociologist and (ii) Team Leader or Environmental Monitoring Expert. Monitoring and Evaluation of 1 IG sub-project means Monitoring and Evaluation of all types of activities undertaken by the members of that Particular CO. Around 12 Sub projects are to be monitored and evaluated per site visit and they may constitute of sub projects on same district or even bordering districts if easily accessible.

c) Feeding, maintaining and organizing environmental information in MIS

Consultant should support PAF in feeding, maintaining and organizing Environmental information of sub projects and provide periodic consolidated report and analysis. Environmental Assistant is to be assigned for working 10 days per month throughout the agreement period for feeding, maintaining and organizing environmental information in MIS. Team leader is to guide him/her in this regards.

d) IEE of sub project

The Environmental Consultant has to conduct the IEE for the sub projects listed in Shedule-1 and Shedule-2 of Environmental Protection Regulation, 1997. It is assumed that the Environmental Consultant will have to perform IEE of 4 sub projects. The resources and the number of person-days staff input for IEE of sub projects may vary depending upon sub project type & scale. Hence, PAF will assign the Environmental Consultant for deploying personnel and services for IEE study as per the general practice for IEE in the country in agreed rates. *However, IEE of the sub projects can also be conducted by PO or by the PAF Secretariat directly. PAF retains the authority to decide who will conduct the IEE.*

e) Revision/Improvement in EMF and Environmental Guideline

The revision/improvement in PAF's existing EMF and Environmental Guideline is to be accomplished based on experience gained through monitoring and evaluation. Team leader, socio-economist and civil engineer are to be involved in this work. Finalization of revision/improvement shall be made based on outcome of workshop participated by experts and PAF professionals). One-day orientation for the PAF professionals on revised/improved EMF and Environmental Guidelines is to be provided after the revision/improvement is made in it.

f) Special environmental studies/Cumulative impact studies

Special environmental studies to find cumulative impact of specific PAF activities on environment is to be performed with field visit in any of the assigned program district and extensive desk research for 2 common PAF supported activities. A team for special environmental study will constitute of team leader, socio-economist and related subject expert.

g) Other Works:

Remaining works described in section 3.1 but not described in detail scope are also to be performed by the Environmental Consultant during contract period whenever assigned by PAF. Work order will be prepared for such tasks and payments will be made upon agreed rates.

4. Methodology

The Environmental Consultant will develop an appropriate methodology in line with the PAF working modality. The Environmental Consultant will develop and use necessary training module, forms, formats, checklist and semi-structured questionnaire with prior approval of PAF to perform the assigned task. The Environmental Consultant will use a variety of methods like collecting and analyzing primary and secondary data and information, both quantitative and qualitative, to draw findings and conclusions with prior approval of PAF. The Environmental Consultant will interact with PAF professionals and closely work with portfolio managers in the district.

4.1 Staffing and Inputs

Environmental Consultant should provide key, professional and assistant level personnels and other logistic supports to carryout the assignment.

Key, professional and assistant level personnel are required with the following qualifications and expertise,

S.No	Person	Number	Qualificaiton & Experience.
1	Team Leader (Environmental Expert.	1	Master Degree in environmental science/engineering with 10 yrs experience.
2	Socio-economist	1	Master Degree in Social Science or equivalent with 5 yrs experience or Bachelor Degree in Social Science with 10 yrs experience
3	Civil Engineer	1	Master Degree in Civil Engineering with 5 yrs experience or Bachelor Degree in Civil Engineering with 10 yrs experience
4	Environmental Monitoring Expert	1	Master Degree in Environmental Science/ Engineering with 5 years experience or Bachelor in Environmental Science/ Engineering and 10 years experience
5	Hydrologist	1	Masters degree in Meteorology/Hydrology and 5 years of experience in related field
6	Geologist	1	Masters degree in Geology and 5 years of experience in related field
7	Biologist	1	Masters degree in Zoology/Botany or similar field and 5 years of experience in related field
8	Agronomist	1	Masters degree in Agricultural Science and 5 years of experience in related field
9	Livestock Expert	1	Masters degree in Animal Husbandry/Livestock Science/Veterinary Science and 5 years of experience in related field
10	Environmental Assistant	1	Bachelor in Environmental Science/ Engineering or equivalent and having sound computing skills.
11	Assistant	1	Intermediate degree and 3 years of experience

Tentative human resource input required for the assignment will be as follows:

S.N.	Position	Person days
1	Team Leader/Environmental Expert	462
2	Socio-economist or Sociologist	501
3	Civil Engineer	391
4	Env. Mont. Expert	505
5	Subject Expert (i. Hydrologist ii. Geologist iii. Biologist iv. Agronomist v. Livestock Expert)	49
6	Assistant	75
7	Environmental Assistant	255

5. Expected Outputs of the Services

- a. Inception report including work proposal and work plan on EMF trainings, monitoring of subprojects, and other assigned works.
- b. Training framework, monitoring and evaluation framework forms and formats to be used for monitoring of the sub projects prior to their application in field.
- c. Ensure through EMF orientation training that the responsible partner or community organization list out Environmental and Social impacts and mitigation measures with action plan while preparing sub project proposal and implement such plan during sub project implementation.
- d. Training report for each completed EMF orientation training.
- e. Environmental and social monitoring and evaluation reports of CO's sub projects with finding in field and practical recommendations, including filled up forms and formats used for monitoring. Monitoring report of infrastructure sub projects should also include review of technical design of structures for environment protection. Monitoring report will also report on how efficiently and effectively PAF EMF has been followed.
- f. Environmental data of sub projects fed and managed in MIS and reports on regular basis.
- g. Updated and revised EMF and Environmental Guidelines for sub projects as necessary.
- h. Participation and cooperation with external environmental audit whenever necessary
- i. Conduction of IEE according to Environmental Protection Regulation (EPR) and required reports whenever it becomes necessary for the sub project implementation.
- j. Reports and database for any other assigned works.

6. Client's Input to the Environmental Consultant

Orientation will be provided to key professionals regarding working approach of PAF. PAF will provide available information like relevant official reports, CO sub project proposals required for the Environmental Consultant's work. PAF will not provide other expenses such as office space and services expenses (office rent, Telephone, fax, copying, etc).

7. Environmental Consultant's Qualification Criteria

Sort listing of Environmental Consultant will be based on followings:

- (i) General Experience of the consultancy Firm- 20 percentage weight
- (ii) Relevant Experience of the firm-55 percentage weight
- (iii) Staffs and facilities in the firm- 25 percentage weight

Only the top six Consultants will be shortlisted based on above scores and provided RFP for preparation of detail proposal.

8. Duration of the Services

Upto March 2012.

9. Reporting/Performance Requirements

The Environmental Consultant will report to the PAF secretariat, Executive Director or Environmental Officer. Details on Environmental Consultant reporting obligation are provided in Annex 1.

10. Selection Method

The Environmental Consultant will be selected on the basis of World Bank Guidelines selection of Consultants by using Quality and Cost Based Selection (QCBS) giving quality 80 percentage weight and cost 20 percentage weight. And the contract will be lump sum contract.

Annex 1: Environmental Consultant's Reporting Obligation

1. Training Program for Environmental and Social Assessment of Sub Projects:

- 1 copy of training materials, documents and handouts etc. before each training assignment within 10 days of assignment.
- 2 copies of training reports within 7 days of the completion of training program. The report should be supported with following documents.
 - General background
 - Adopted methodologies and processes
 - Program proceedings including contents to the training
 - List of the participants and trainers with attendance
 - Training content and materials used
 - Training logistics: venue, food accommodation time
 - Detailed lesson plan and schedules
 - Major observations and recommendations
 - Problems and possible solutions for further improvement in future training.

2. Environmental and Social Monitoring and Evaluation of Sub projects:

- Monitoring on sub project samples will be undertaken at least once in six-month providing information to Implementation Support Mission (or preferably once in four-month feeding into GoN portfolio review).
- 2 copies of draft reports of monitoring and evaluation of sub projects of each district within 10 days after returning back from site. The report should contain methodology employed for monitoring and evaluation, findings, conclusion and recommendations along with relevant evidences and photographs.
- 4 copies of final report of monitoring and evaluation of sub projects within 5 days of comments on draft report.
- Monitoring and evaluation report of community infrastructure sub projects should also include review of structures constructed or engineering measure implemented for environment protection.

3. IEE of Sub project:

- 10 copies of ToR for IEE within 15 days of receiving of work order to carryout IEE of individual sub project
- 5 copies of revised ToR for IEE within 7 days of receiving comments on draft report of individual of sub project
- 10 copies of draft report of IEE within 30 days of approval of ToR of individual sub project
- 5 copies of final report of IEE within 7 days of receiving comments on draft report of individual of sub project.

4. Feeding, Managing and Organizing Environmental Information on MIS:

- Update on both hard copy and soft copy of information fed on MIS each month.
- Consolidated report on environmental information on quarterly basis.

5. Other Works:

- 2 copies of draft report of each assignment within 7-30 days after receiving work order to carryout individual assignment.
- 4 copies of final report of each assignment within 7 days of receiving comments on draft report of individual assignment.

Apart from these, the Environmental Consultant will be responsible for Half-yearly analytical presentations of outcomes of Consultant's work (progress report) to PAF secretariat.

All deliverables reports/documents shall be accompanied by their respective soft copies on CD.

Annex 2: Classification of Districts

(Based on PAF Human Resource and Financial Preparation Guidelines for PAF POs)

Remote Districts (Category A districts) –

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|-----------|----------|------------|
| 1. Manang | 3. Mugu | 5. Kalikot |
| 2. Humla | 4. Dolpa | 6. Bajura |

Moderately Remote Districts (Category B districts) –

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|-------------------|-----------------|-------------------|
| 1. Mustang | 13. Khotang | 25. Ramechhap |
| 2. Jumla | 14. Okhaldhunga | 26. Dolkha |
| 3. Bajhang | 15. Solukhumbu | 27. Rasuwa |
| 4. Darchula | 16. Myagdi | 28. Sindhupalchok |
| 5. Rukum | 17. Rolpa | 29. Dhading |
| 6. Jajarkot | 18. Salyan | 30. Lamjung |
| 7. Dailekh | 19. Pyuthan | 31. Gorkha |
| 8. Accham | 20. Dadeldhura | 32. Gulmi |
| 9. Taplejung | 21. Baitadi | 33. Arghakhachi |
| 10. Sankhuwashava | 22. Doti | 34. Baglung |
| 11. Bhojpur | 23. Panchther | 35. Parbat |
| 12. Terathum | 24. Dhankuta | |

Non Remote District (Category C district)-

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|-----------------|-------------|
| 1. Kanchanpur | 31. Sunsari |
| 2. Kailali | 32. Morang |
| 3. Surkhet | 33. Jhapa |
| 4. Bardiya | 34. Illam |
| 5. Banke | |
| 6. Dang | |
| 7. Kapilbastu | |
| 8. Rupandehi | |
| 9. Palpa | |
| 10. Syanja | |
| 11. Tanahu | |
| 12. Kaski | |
| 13. Nawalparasi | |
| 14. Chitwan | |
| 15. Makwanpur | |
| 16. Kathmandu | |
| 17. Bhaktapur | |
| 18. Lalitpur | |
| 19. Nuwakot | |
| 20. Kavre | |
| 21. Sindhuli | |
| 22. Udayapur | |
| 23. Parsa | |
| 24. Bara | |
| 25. Mahottari | |
| 26. Dhanusha | |
| 27. Rautahat | |
| 28. Saptari | |
| 29. Siraha | |
| 30. Sarlahi | |

