



Government of Nepal
 Ministry of Water Supply
 Department of Water Supply & Sewerage Management
Urban Water Supply and Sanitation (Sector) Project
PROJECT MANAGEMENT OFFICE
 Panipokhari, Kathmandu

Request for Expressions of Interest (EOI)

12 October 2020 (First Date of Publication)

- Nepal has received financing from the Asian Development Bank (ADB) towards the cost of Urban Water Supply and Sanitation (Sector) Project for improving the delivery of inclusive and sustainable water supply and sanitation services in project municipalities of Nepal. Part of the proceeds is intended to apply the funds to eligible payments under the contract for which this EOI is issued.
- The Project Management Office (PMO) intends to engage 5 (five) Individual Consultants (Intermittent/ Continuous) as Institutional Support and Service Advisory Consultant (ISSAC) to support Institutional Support and Service Advisory Unit (ISSAU) under DWSSM in accordance with ADB Procurement Policy 2017 (Policy) and Procurement Regulations for ADB Borrowers 2017 (as amended from time to time) (Procurement Regulations).
- The scope of consulting services of the consultants will include, but not necessarily be limited to the following tasks:

Overall scope of ISSAC team:

- Preparation of following deliverables to increase the operational efficiencies of the water utility operators/ WUSCs as well as present DWSSM as a better lead agency for WASH in the country
 - Standard Operating Procedures (SOP) for System Calibration (reviewing of the previously prepared documents), Assess Evaluation Criteria for second layer (Key Performance Indicators), Assess Efficiency Criteria for Third Layer, Preparation of guidelines for Service Centre, Milestone setting for grant at different layers, Directives for Merging of different WUSCs (operators) and Preparation of MoU between N- Wash and Fiscal Commission,
 - Upgraded Water Operators' Business Manuals, Utility Status of operators like NWSC and KUKL, NRW Reduction Action Plan including major milestones, Up- gradation of PIS, and Review of Project modalities under DWSSM.
 - Assess possibility of Water Banks, WASH based Public-Private Partnership (PPP) prospects and Co-operative models and "Share" (like IPO) prospective for Water Utility Operators
 - Preparation of Water Tariff Guidelines, System Servicing Guidelines, Operators' Regulating Guidelines as per the new regulation of service implementation procedure, SWM (Solid Waste management) Guidelines, Improvisation of Handover and Takeover Guidelines, Insurance Guidelines, Benefit Monitoring Guidelines and Standard of Financial and Economic analysis
- Development of business plan for WUSCs/ utility operator looking at the legal structure (company/board) for appropriate levels of population/service areas; non-revenue water analysis and reduction, preparation of standard operating processes for operation and maintenance, consumer complaint redress and handling emergencies; and supporting DWSSM in updating DWSSM business plan, updating NWSSTC business plan and formulation of SEIU business plan; and implementing institutional support and management models based on systematic capacity gaps assessment on WUSCs' technical, legal, operation, financial and sustainability issues etc.
- Review the existing norms and provide support to prepare updated Norms and new norms as required for prefeasibility study and detailed feasibility study including report preparation for water supply and sanitation projects, wastewater projects, storm drainage projects, integrated water supply and sewerage project, water treatment plant and wastewater treatment plants.

Position	Assignment duration (16 Dec 2020-15 Dec 2022)	Key responsibilities
1. Water and Sanitation Utility Specialist (Team Leader)	18 person months (Intermittent)	<ul style="list-style-type: none"> Prepare and update detailed action plan of ISSAC team Lead, facilitate and support for the preparation of ISSAC main deliverables Manage and coordinate the overall ISSAC services as the Team Leader and provide project management support to DWSSM in the establishment and initial operations of the ISSAU through analytical and intellectual leadership. Provide Institutional Services for WUSCs/ Utility Operators, Advisory Support for DWSSM, Leadership and Coordination Report to ISSAU Chief, and work under the overall guidance of the DDG, while ensuring coordination with entire ISSAC team
2. Institutional and Financial Management Specialist	18 person months (Intermittent)	<ul style="list-style-type: none"> Work with and support Water Utility Specialist for the preparation of ISSAC main deliverables Carry out all required institutional and financial management of WUSCs/ Utility operators for the effective operation and sustainability of WASH services and support in the updating and implementation of DWSSM business plan as described in and that follows from the ISSAU Action Plan. Work as part of the core ISSAC team to review and improve WUSCs/ Utility operators' practices in tariff, loan repayment, accounting including documentation and preparing financial statements, and put in place specific measures for improving robust financial management practices, financial health, and meeting auditing requirements and compliance. Report to ISSAU Chief through the Team Leader, and work as core member of ISSAC team
3. Legal Specialist	12 person months (Intermittent)	<ul style="list-style-type: none"> Provide legal outputs to the Team Leader for preparation of ISSAC main deliverables Provide legal support to DWSSM for developing/improving customized agreements with other parties such as user groups, private sector, contractors etc. and identify and help improvements in agreements from the viewpoint of efficiency and enforceability. Work as part of the core ISSAC team to carry out all required legal development activities of WUSCs/ Utility operators for the effective planning, management and sustainability of water and sanitation WUSCs/utilities and ensure that updated DWSSM business plan/ NWSSTC business plan / SEIU business plan is in line with the sector policy, rules and regulations. Report to ISSAU Chief through the Team Leader, and work as core member of ISSAC team
4. Senior Program Associate (Senior Engineer)	24 person months (Continuous)	<ul style="list-style-type: none"> Facilitate Water Utility Specialist/Team Leader in the preparation of ISSAC main deliverables. Work directly with Team Leader as core member of ISSAC team and provide continuous support to ISSAC chief for the achievements of specified outputs Report to ISSAU Chief through the Team Leader
5. Program Associate (Engineer)	24 person months (Continuous)	<ul style="list-style-type: none"> Facilitate Water and Sanitation Utility Specialist in the preparation of ISSAC main deliverables Work directly with Team Leader and Senior Program Associate and provide continuous support to ISSAC chief for the achievements of specified outputs Report to ISSAU Chief through the Team Leader

- PMO now invites EOIs for the above consulting services from interested eligible **national consultants**. It is expected that the consulting services period will be from **16 Dec 2020- 15 Dec 2022**.
- The Terms of References for the consulting services is accessible from ADB's consulting services recruitment notice (<http://csr.n.adb.org>). The same information can also be downloaded from PMO's website <http://uwssp.gov.np>. To ensure that all data required to assess for shortlisting are obtained, interested consultants are required to provide information following ADB's standard EOI form. The interested individuals must provide description of completed similar assignments, work experience in the specified areas and relevant skills to show their technical and managerial competence to perform the services.
- Interested consultants are requested to submit their EOI through ADB's consultant management system (registration and access through <http://csr.n.adb.org> or <http://csr.n.adb.org>) by **26 October 2020** before 17:00 hours (NST).
- PMO reserves the right to reject any or all of the EOIs at any stage without assigning any reason whatsoever and without incurring any liability to the consultants.