

Government of Nepal  
Ministry of Industry, Commerce and Supplies  
**Nepal Strategic Road Connectivity and Trade Improvement Project  
(SRCTIP)  
Trade Facilitation**

Terms of Reference for  
**Occupational Health and Safety Expert**

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SRCTIP- Project Coordination Unit (PCU)

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**Terms of Reference (TOR) for Occupational Health and Safety Expert (individual National Consultant)**

**1. Background**

The Government of Nepal (GoN) is receiving support from the World Bank to improve the efficiency of cross-border trade, including through improving sanitary and phyto-sanitary (SPS) management, cross-border infrastructure and procedures, and trade-related capacity. This support is currently being provided through the trade-related components of two World Bank-financed transport projects, the Nepal Strategic Road Connectivity and Trade Improvement Project (SRCTIP), which have been effective since September 2013 and July 2020 respectively. SRCTIP in particular aims to improve the efficiency and safety of select transport infrastructure, improve the efficiency of cross-border trade, and strengthen capacity for strategic network management in Nepal.

A Project Coordination Unit (PCU) under MoICS manages the implementation of trade-related components of SRCTIP. The PCU undertakes this role in coordination with designated units in the agencies responsible for implementation of various activities to be implemented by Sub-Project Units (SPU) i.e. the Department of Customs (DOC), the Nepal Intermodal Transport Development Board (NITDB), the Department of Food Technology and Quality Control (DFTQC), the Plant Quarantine and Pesticides Management Centre (PQPMC), and Department of Livestock Services (DOLS).

The PCU is responsible for the satisfactory implementation of the project activities under its purview, including compliance with fiduciary requirements, and requirements for assessing and managing environmental and social impacts of the project, and in accordance with the requirements of the World Bank's environmental and social policies and standards, and in the case of the SRCTIP, its Environmental and Social Commitment Plan. For this, the PCU is staffed with the requisite experience and skills for managing the civil works, environmental and social risks and impacts, Occupational Health and Safety (OHS) risks, ensuring Gender Equality and Social Inclusion (GESI), and adhering to standards on financial management, procurement and contract management. The PCU also carries out capacity building activities, documents and shares knowledge and experiences, provides administrative and financial management services, and engages Project Management and Supervision Consultants for regular supervision, monitoring and reporting of project activities. Notably, the effective assessment and management of OHS risks and impacts under the trade-related project activities is critical. MoICS is currently seeking to recruit a well-qualified and highly experienced **OHS Expert** for the PCU and to support broader OHS capacity building.

**2. Objectives**

The main objectives for recruiting the OHS Expert are to:

- Support the PCU under MoICS and SPUs at DoC, NITDB, DFTQC DoLS, and PQPMC to assess and manage OHS risks and issues related to project activities of SRCTIP including to prepare OHS plans and carry out to check, guide and monitor in working areas of works, services, and goods etc. This includes providing support contractors to operationalize OHS Plans and to liaise with regulatory agencies to ensure that works are conducted in compliance with applicable national safety regulations, and the requirements of the World Bank Environmental and Social Standards (ESSs), safeguard requirements SRCTIP commitments outlined under the ESCP.
- Guide, train, and support capacity building of MoICS staff, project workers, contractors, suppliers and their staff on OHS planning and implementation.

**3. Scope of Services**

The tasks and scope of services comprise, but not limited to, the following functions:

- a) Ensure that OHS requirements in accordance with Environmental and Social Impact Assessment (ESIA)/ Environmental and Social Management Plan (ESMP), WBG General Environmental Health and Safety (EHS) Guidelines, ESS2 on Labor and Working Conditions and included in the Labor Management Procedures as applicable for SRCTIP, ILO Guidelines and other internationally accepted OHS requirements are incorporated in the Bidding Document and contractor's requirements for preparing and implementing OHS plans.
- b) Assess and carry out inspections on site to determine hazardous situations/accident prone sites or activities and create, implement and enforce safety instructions that reduce the risk of accidents. S/he should be familiar with and determine which instructions are necessary for the job site and how to enforce them.
- c) Provide support to build the capacity of MoICS, PCU and SPUs in assessing and managing environmental and social risks and impacts (particularly health and safety related), including through the development and delivery of OHS and CHS capacity building activities and trainings. Also includes identifying training and capacity building needs of contractors on OHS-related issues, prepare capacity building strategy and implementation plan, within resources available under the projects.
- d) Ensure that the Contractors abide by the OHS provisions in contracts, ESMF, BES/IEE/ ESIA/ ESMP during the execution of construction works.
- e) Ensure that fair working conditions are provided to workers through implementing following activities:
  - i. provide awareness-raising programs for workers at construction sites informing them about their opportunities, rights and duties.
  - ii. ensure that workers are fully aware of the insurance facilities provided under the contract and facilitate claims arising out of injuries, disabilities and death.
  - iii. enforce strictly the provisions of use of labor cards.
  - iv. provision of equal pay for both the men and women for equal volume of works performed.
  - v. provide training on OHS, community health and safety, environmental impacts and mitigation measures to the Contractors including contractors' workers. Provide support in investigating and resolving worker-related complaints and grievances.
- f) Prepare and update periodically the project plan on occupational health safety.
- g) Providing technical support to supplier and builders and PCUs/PIUs personnel in effective planning, designing, and execution of all planned OHS and community health and safety related activities in subprojects .
- h) Train and support Site engineers on the application of OHS related standards and activities as well as CHS aspects.
- i) Coordinate and interact with PCU and the SPUs for the necessary arrangements of OSH- and CHS - related activities in periodic maintenance and upgrading works.
- j) Supervise and assure quality of data collection, provide OHS information to update the Construction Site Monitoring (CMS).
- k) Undertake frequent visits to project sites /accompanying other team members and officials and help to identify and recommend remedial measures for enhancing health and safety performance of the project.
- l) Provide guidance and support to contractors in complying with activities as stated in the OHS requirements and Guidelines to be implemented as part of ESMPs: draft OHS policies, prepare site safety work plan and costs estimates, provide guidance/ support for preparing and or

forming an incident/accident reporting line, project site inspection checklist and create awareness materials.

- m) Work with environmental and social specialists to carry out community engagement and consultation, and specifically create awareness about the health and safety concerns related to works and labour influx.
- n) Develop necessary OHS and CHS awareness materials to be distributed.
- o) Assist in documenting good practices, report preparation, videos and other relevant materials from the projects and districts as knowledge sharing materials.
- p) Assist M&E officer to carry out research and development as per requirement.
- q) Monitor OHS and CHS practices in contractor's labour camps and construction site in project districts.
- r) Recommend and identify gaps in improving implementation of OSH Guidelines by contractors, PCUs and PIUs.
- s) Supporting and proposing measures to minimize the risk of COVID transmission among workers and with the community. This will include working with the PCU to ensure that project workers adhere to COVID-prevention protocols and other measures in order to minimize the risk of viral transmission between workers and with the community, such as ensuring social distancing on project sites and maintaining standards of hygiene and sanitation.
- t) Perform other OHS- and CHS-related duties as assigned by the supervisor.

#### **4. Qualification Requirement**

- Education: Bachelor degree in occupational health and safety or related scientific or technical field (engineering, risk assessment, etc.)  
Preferable:
- Qualifications in first aid will be an added advantage. Certification in Occupational Health and Safety Standards (such as ISOs), or as a registered health professional may be considered an advantage
- Experience: Minimum of 7 years relevant work experience especially in the area of OHS in construction and industry works in the supervision of high-risk projects. Preferable. Working experience as an Occupational health and safety specialist in World Bank funded project or in other multilateral Bank funded projects will be preferred. Demonstrated knowledge of World Bank safeguard policies and/or World Bank ESSs, and WBG EHS Guidelines. Working and/or practical knowledge of OHS Standards such as ILO or ISO or OSHA or any internationally accepted standards.

#### **5. Duration of Services**

The consultant will be selected for 3 years with the contract to be renewed after one year of contract date based on the need of project and satisfactory performance of the consultant.

#### **6. Supervisor and Reporting Requirements**

The consultant shall be under the immediate supervision of the PCU and will report to the Project Director. She shall prepare monthly and quarterly reports as well as highlighted report on specific issues as prescribed by the PCU and the World Bank.

#### **7. Remuneration and Compensation**

The followings shall apply:

- The consultant shall be provided with the remuneration as per the contract. The contract will mention a lump sum amount of remuneration per month, which shall include all his overhead, social charges and other associated costs including local transportation within Kathmandu Valley and insurance premium costs.
- The normal government calendar and the working hours shall be applicable. The consultant shall be stationed at the PCU office for SRCTIP in Kathmandu, with frequent visits to works sites.
- The consultant shall be responsible to clear all taxes and duties including the income tax as applicable in Nepal.
- In case of travel outside Kathmandu Valley for project-related assignments, the consultant shall be reimbursed travel and lodging expenses on actual-cost basis and a subsistence allowance to cover all other expenses.

#### **8. Facilities to be provided by the PCU**

The consultant shall be provided with working space at the PCU with basic furniture, internet access, stationery and photocopying facility.

#### **9. Selection Process**

Selection of the consultant will be carried out in accordance with the approved selection methods for Individual Consultants as stated in the “World Bank’s Procurement Regulations for IPF Borrowers, November 2020”.