Terms of Reference
for
Developing Training Packages on Natural Resource Safeguard in Linear Infrastructure Development

1. Background
The Government of Nepal, in collaboration with various development partners and private sector has been implementing linear infrastructure projects like road, railways, transmission lines and irrigation canals across the country. These projects often traverse through forest and ecologically sensitive areas, potentially posing risks to natural resources and ecosystems. To address these concerns, USAID funded Asia's Linear Infrastructure safeguarding Natural (ALIGN) Project aims to enhance the development and implementation of effective, high-quality linear infrastructure safeguards that protect people and nature from harm with three objectives – i) support to strengthen natural resource safeguards related laws, policies, regulations, frameworks, and standards and implementation ii) enhance partnerships with government agencies, national and international financing institutions, private sector (consultants and contractors), civil society organizations, academia, and training institutions and iii) support in capacity development of government agencies, national and international financial institutions, private sector (consultants and contractors) and civil society organizations.

Under objective 3 of Annual Work Plan (AWP) year 3, the ALIGN Project will focus on enhancing the capacity of project stakeholders to implement NR (natural resource) safeguards in LI projects. For this training modules developed by the LISA Project will be contextualized to Nepal’s requirements. Additionally, training package modules will be based on the capacity gap assessment recommendations conducted by the Project, which will support to achieve one of the project milestones “Capacity of project stakeholders enhanced through implementation of capacity-building packages” of AWP year 3.

Therefore, consultancy firm/consultants will be hired to develop the natural resource safeguard in LI training package with different modules for key government ministries/departments at federal and provincial levels, municipalities, private sector, financial sector, and civil society organization (CSO).

2. Objectives
The overall objective of this assignment is to develop comprehensive and contemporary training course package for officials of government agencies, private sector (consultants and contractors), financial institutions, academic institutions, and CSOs working for Natural Resource Safeguard in Linear Infrastructure (Roads, Railways, Power Lines, Irrigation Canals) Development. Other objectives are to:

1. develop thematic modules having detailed content, session plans and activities, expected results, teaching method and required materials/stationery with time duration and schedule, tailored to need of specific stakeholders.
2. produce supplementary guides and resource packs with reference materials for both trainers and participants to ensure easy understanding of the topic.
3. support in building a pool of skilled trainers/resource persons, matching expertise with course requirements for conducting training modules.
4. produce a training manual for trainers.

3. Rationale

Natural resource safeguards in infrastructure are important to reduce the adverse impact of infrastructure development on biodiversity such as habitat loss and fragmentation, lack of genetic exchange, accidental killings of important fauna, and avian species. Such adverse impacts should be considered from the preliminary phase of project development, like project selection, funding, planning, design, permitting/approval, construction and post construction. This requires proper knowledge and information to ensure that natural resource safeguards are integrated into the whole project cycle of infrastructure development.

The LISA project found that there is a need to increase capacity to address wildlife friendly linear infrastructure development safeguards in Asia including Nepal. The LISA project’s main recommendation was to increase capacity of all stakeholders to address natural resources safeguards in linear infrastructures particularly wildlife friendly infrastructures.

Recently completed capacity gap assessment carried out by the ALIGN Project observed that the capacity of all stakeholders on natural resource’s safeguards and interface of infrastructure and environment is inadequate and recommended to design/conduct training package on “Fundamentals of NR safeguards” covering safeguards in all phases of development cycles, relevant policy frameworks, role of ecosystems in environment friendly structures, best practices and standards and “Advanced level NR safeguards” for those who have completed fundamental course.

This term of reference (ToR) has been prepared to provide guidance on the process for developing training course package with different thematic modules for natural resource safeguard in linear infrastructure development.

4. Methodology

The ALIGN Project will hire a consulting firm/pool of consultants for developing training course package with thematic modules. Following are the methodologies and scope of work for the assignment:

i. Desk and literature review to know the present context of the natural resource safeguard in linear infrastructures and develop the course accordingly.

ii. Submission and presentation of inception report with detailed methodologies and timeline

iii. Consultation and coordination with concerned stakeholders like, government agencies, private sector, financial institutions, CSOs for their feedback.
iv. Collaboration with educators, subject matter experts, and professionals to create high-quality learning resources and course modules.
v. Expert review on the draft training course modules and manual developed.
vi. Submission and presentation of draft training package with modules
vii. Presenting draft course package in a national level workshop.
viii. Submission of final training course package with detailed modules, course manual and training materials developed.

5. **Scope**

- The training package will be developed for the government agencies, private sector (consultants and contractors), financial institutions and CSOs.
- Total duration of the training package will be half a day for the fundamental course (basic orientation for awareness raising) and up to 3 days for the advance level course with half to two days for field visit (depending on the venue) according to recipient’s’ requirements as given in Table 1.
- Training package with modules should be based on scientific evidence of linear infrastructure impact on biodiversity and the natural environment with proven examples of mitigation actions for safeguarding.
- Research, publications, data, materials used in the training package modules development should be cited in respective sections.
- Course content should be supported by appropriate graphics, photographs, audio visuals etc.
- LISA training modules and other related reference materials should be referred during the development of training course modules.
### Table 1: Target Recipients, Related Modules with Specific Sessions, and Duration

<table>
<thead>
<tr>
<th>Organization</th>
<th>Department / units</th>
<th>Modules</th>
<th>Specific focused sessions</th>
<th>Duration (proposed)</th>
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</table>
- Determining spacing and sizing of crossing structures based on species, home range, and openness ration consideration for roads.  
- Consideration for design and costing of structural measures - wildlife underpass, overpass (over crossing) flyover (elevated road) bridge and buried bridge (arch) style canopy bridge etc.  
- Considerations for design and costing of non-structural measures for reducing wildlife casualty - cautionary signage, speed limit, animal detection systems, acoustic devices, and habitat improvement.                                                                                                                                 | 3 days (Half Day for field visit) |


<table>
<thead>
<tr>
<th>Organization</th>
<th>Department /units</th>
<th>Modules</th>
<th>Specific focused sessions</th>
<th>Duration (proposed)</th>
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</thead>
</table>
| Ministry of Physical Infrastructure and Transport and its departments       | Department of Railways | Module 1: Introduction to Safeguards and Protected/Forest Area and linear infrastructures. Module 2: Existing Legislations for Safeguards Compliance Module 3.a: Ecological Assessment and Planning Module 3.b: Ecosystem Health and Climate Resilience Module 4: LI impacts documentation and pre and post construction data needs Module 5: Mitigation strategies for LI development impacts | • Understanding migratory and residential wildlife, their habitats, and ecological significance and their behavior.  
• Determining spacing and sizing of crossing structures based on species, home range consideration for railways. | 3 days (Half Day for field visit) |
<table>
<thead>
<tr>
<th>Organization</th>
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<th>Modules</th>
<th>Specific focused sessions</th>
<th>Duration (proposed)</th>
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</thead>
</table>
| Ministry of Energy Water Resources and Irrigation and its departments       | Department of Water Resources and Irrigation | Module 1. Introduction to Safeguards and Protected/Forest Area and linear infrastructures. Module 2. Existing Legislations for Safeguards Compliance Module 3.a Ecological Assessment and Planning Module 3.b Ecosystem Health and Climate Resilience | - Understanding migratory and residential wildlife, their habitats, and ecological significance and their behavior.  
- Determining spacing and sizing of crossing structures (super)                                                                                      | 3 days (Half Day for field visit) |

Module 6: Engineering considerations in the design of wildlife crossings and their maintenance  
Module 8: Case Studies, Best Practices and Lesson Learned  
Module 9. Exposure Visit for Field Exercise

- Consideration for design and costing of structural measures for reducing wildlife mortality -  
  wildlife underpass, overpass (over crossing) flyover (elevated railway track) railway bridge, canopy bridge  
- Consideration for design and costing of non-structural measures for reducing wildlife casualty -  
  cautionary signage, speed limit, animal detection systems, acoustic devices  
- Importance of maintaining ecosystem health for climate resilience and develop understanding on sustainable infrastructure development, ecosystem protection, and measures for reducing climate change impacts on people and infrastructure  
- Inundation and waterways management
<table>
<thead>
<tr>
<th>Organization</th>
<th>Department /units</th>
<th>Modules</th>
<th>Specific focused sessions</th>
<th>Duration (proposed)</th>
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<tbody>
<tr>
<td>planning, designing, supervision and executing)</td>
<td></td>
<td>Module 4: LI impacts (including social impacts) documentation and pre and post construction data needs Module 5: Mitigation strategies for LI development impacts Module 6: Engineering considerations in the design of wildlife crossings and their maintenance Module 8: Case Studies, Best Practices and Lesson Learned Module 9.Exposure Visit for Field Exercise</td>
<td>passage) based on species, home range. • Consideration of design and costing of structural measures for reducing wildlife mortality with special considerations for passage, guiding fence, ramps, water holes • Importance of maintaining ecosystem health for climate resilience and develop understanding on sustainable infrastructure development, ecosystem protection, and measures for reducing climate change impacts on people and infrastructure • Basic standards for wildlife friendly infrastructure construction in Nepal</td>
<td></td>
</tr>
<tr>
<td>Department of Electricity Development</td>
<td>Module 1.Introduction to Safeguards and Protected/Forest Area and linear infrastructures. Module 2.Existing Legislations for Safeguards Compliance Module 3.aEcological Assessment and Planning Module 3.b Ecosystem Health and Climate Resilience Module 4: LI impacts documentation and pre and post construction data needs Module 5: Mitigation strategies for LI development impacts Module 6: Engineering considerations in the design of wildlife crossings and their maintenance</td>
<td>• Introduction of Important Bird Areas (IBA) and rerouting to avoid IBA, flyways, and other important migratory ways • Mitigation measures (Modification of poles and conductor wires like, single pole, minimizing vertical layers of conductor wires etc.)</td>
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<tr>
<td>Organization</td>
<td>Department / units</td>
<td>Modules</td>
<td>Specific focused sessions</td>
<td>Duration (proposed)</td>
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</tbody>
</table>
| Ministry of Forests and Environment and its departments                      | Department of National Park and Wildlife Conservation                               | Module 1. Introduction to NR Safeguards and Protected/Forest Area and linear infrastructures. Module 2. Existing Legislations for Safeguards Compliance Module 3.a Ecological Assessment and Planning Module 3.b Ecosystem Health and Climate Resilience Module 4: LI impacts documentation and pre and post construction data needs | • Roles and responsibilities of government agencies and stakeholders in implementing safeguards.  
• Structural and non-structural mitigation measures for minimizing wildlife casualties.  
• Pre and post-construction data collection techniques | 3 days (Half Day for field visit) |
<table>
<thead>
<tr>
<th>Organization</th>
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<th>Modules</th>
<th>Specific focused sessions</th>
<th>Duration (proposed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Forests and Environment and its departments (Technical staff and other officials related to biodiversity conservation - Ecologist/Biologist/Forester)</td>
<td>Department of Forest and Soil Conservation</td>
<td>Module 1. Introduction to Safeguards and Protected/Forest Area and linear infrastructures. Module 2. Existing Legislations for Safeguards Compliance Module 3.a Ecological Assessment and Planning Module 3.b Ecosystem Health and Climate Resilience Module 4: LI impacts documentation and pre and post construction data needs Module 5: Mitigation strategies for LI development impacts Module 6: Engineering considerations in the Module 8: Case Studies, Best Practices and Lesson Learned Module 9. Exposure Visit for Field Exercise</td>
<td>• Roles and responsibilities of government agencies and stakeholders in implementing safeguards. • Structural and non-structural mitigation measures for minimizing wildlife casualties. • Pre and post construction data collection techniques for biodiversity baseline assessment (BBA), critical habitat assessment (CHA). • Importance of maintaining ecosystem health for climate resilience and develop understanding on sustainable infrastructure development, ecosystem protection, and measures for reducing climate change impacts on people and infrastructure</td>
<td>3 days (Half Day for field visit)</td>
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<tr>
<td>Organization</td>
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<td>Specific focused sessions</td>
<td>Duration (proposed)</td>
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</table>
- Data collection tools: GPS tracking, camera traps, remote sensing technologies and field survey  
- Basic standards for wildlife friendly infrastructure construction in Nepal-  
- Determining spacing and sizing of crossing structures based on species, home range, and openness ration consideration for roads.  
- Consideration for design and costing of structural measures for reducing wildlife mortality - wildlife underpass, overpass (over crossing) flyover (elevated railway track) railway bridge, canopy bridge  
- Consideration for design and costing of non-structural measures for reducing wildlife casualty -cautionary signage, |
<table>
<thead>
<tr>
<th>Organization</th>
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<th>Modules</th>
<th>Specific focused sessions</th>
<th>Duration (proposed)</th>
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<tbody>
<tr>
<td>Private Sector (engineering consulting firms)</td>
<td>Module 1. Introduction to Safeguards and Protected/Forest Area and linear infrastructures. Module 2. Existing Legislations for Safeguards Compliance Module 3.a Ecological Assessment and Planning Module 3.b Ecosystem Health and Climate Resilience Module 4: LI impacts documentation and pre and post construction data needs Module 5: Mitigation strategies for LI development impacts Module 6: Engineering considerations in the design of wildlife crossings and their maintenance Module 8: Case Studies, Best Practices and Lesson Learned Module 9. Exposure Visit for Field Exercise</td>
<td><strong>speed limit, animal detection systems, acoustic devices</strong>  • Importance of maintaining ecosystem health for climate resilience and develop understanding on sustainable infrastructure development, ecosystem protection, and measures for reducing climate change impacts on people and infrastructure  • Implementation of safeguard measures  • Basic standards for wildlife friendly infrastructure construction in Nepal</td>
<td><strong>Determining spacing and sizing of crossing structures based on species, home range, and openness ration consideration for roads.</strong>  • Consideration for design and costing of structural measures for reducing wildlife mortality - wildlife underpass, overpass (over crossing) flyover (elevated railway track) railway bridge, canopy bridge  • Consideration for design and costing of non-structural measures for</td>
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<td>Organization</td>
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<tr>
<td>Civil society organizations representing indigenous people, women, Dalits and other marginalized groups</td>
<td>Introduction to Safeguards and Protected/Forest Area and Module 10 - Environmental and social impacts of LI along with following modules: Module 1. Introduction to Safeguards and Protected/Forest Area and linear infrastructures. Module 2. Existing Legislations for Safeguards Compliance</td>
<td>• Role of CSO in promoting safeguard measures during the project lifecycle on biodiversity and linear infrastructure development</td>
<td>1 Day</td>
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<tr>
<td>Banking and Financial Institutions (BFI)</td>
<td>Module 1. Introduction to Safeguards and Protected/Forest Area and linear infrastructures. Module 2. Existing Legislations for Safeguards Compliance Module 3.a Ecological Assessment and Planning</td>
<td>• Economic analysis tools: valuation, cost-benefit analysis and other economic analysis tools, Green finance concept, modality and regulatory policy</td>
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<tr>
<td>Organization</td>
<td>Department /units</td>
<td>Modules</td>
<td>Specific focused sessions</td>
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</tbody>
</table>
| Elected representatives and other relevant officials of municipalities | Basic Orientation module | Module 3.b Ecosystem Health and Climate Resilience Module 7 Economic Considerations and green financing | • Green finance incentives scheme  
• Risk and economic analysis  
• Importance of maintaining ecosystem health for climate resilience and develop understanding on sustainable infrastructure development, ecosystem protection, and measures for reducing climate change impacts on people and infrastructure | Half Day |
6. **Detail Tasks**

The service provider (consultancy firm/consultants) will develop the following training course modules along with lesson plans based on the topics given under each module. The module structure is not limited to the topics given but new topics could be added according to the relevancy of the training course.

**Module 1. Introduction to Safeguards and Protected/Forest Area and linear infrastructure**

- Glossary of related basic terms used for NRS in LI
- Historical evolution of NRS in LI in global and Nepalese context
- Definition and significance of safeguards in linear infrastructure development
- Overview of different types of forest/protected areas and their ecological importance and type of linear infrastructures
- Habitat, connectivity, and biodiversity conservation and importance of ecological corridors for wildlife

**Module 2. Existing Legislations for Safeguards Compliance**

- Understanding national regulatory framework related to NRS in LI like, Forest Act, Forest Rules, Environmental Protection Act, Environmental Protection Rules, National Park and Wildlife Conservation Act and Rules, Wildlife Friendly Linear Infrastructure Construction Directive etc.
- International guidelines and best practices for incorporating safeguards in LI development like, Green Infrastructure Design for Transport Projects: A Road Map to Protecting Asia’s Wildlife Biodiversity, 2019 ADB, Eco-Friendly Measures to Mitigate Impacts of Linear Infrastructure on Wildlife, 2016, Wildlife Institute of India etc.
- Roles and responsibilities of government agencies and stakeholders in implementing safeguards.
- Compliance measures for ensuring adherence to environmental impact assessment and mitigation plans.
- Critical issues of the project development process and implementation
- Consequences of non-compliance like legal, financial, and reputational repercussions.

**Module 3.a Ecological Assessment and Planning**

- Techniques for conducting ecological assessments and surveys in the context of linear infrastructure development at the landscape scale like, environmental assessment (IEE/EIA)
- Identifying and assessing sensitive habitats, species, and ecological corridors
• Understanding migratory wildlife for species diversity, their habitats, and ecological significance and their behavior.
• Introduction of ecological connectivity, importance of migration routes and corridors for species survival and ecosystem health.
• Incorporating natural resource safeguard considerations into all phases of project cycle – selection, planning, funding, permitting, designing, construction and post construction

Module 3.b Ecosystem Health and Climate Resilience

• Importance of maintaining ecosystem health for climate resilience.
• Cyclic interface: sustainable infrastructure development, ecosystem protection, reducing climate change impacts on people and infrastructure.
• Approaches for protecting ecosystem in infrastructure development (nature positive infrastructure development).

Module 4: LI impacts documentation and pre and post construction data needs

• LI impacts including social impacts and biodiversity conservation
• Pre-construction data collection for biodiversity baseline assessment (BBA), critical habitat assessment (CHA).
• Techniques for tracking wildlife movement, habitat changes, and behavior for pre-construction data collection.
• Data collection tools: GPS tracking, camera traps, remote sensing technologies and field survey
• Techniques for post-construction monitoring and evaluation of LI Impact
• Adaptive management strategies to address unforeseen impacts and changing conditions

Module 5: Mitigation strategies for LI development impacts

• Natural resource safeguards in the construction of linear infrastructure
• Mitigation hierarchy for addressing LI impacts
• Wildlife crossings (underpass, overpass, flyover) culverts, and bridges for habitat connectivity
• Installing wildlife-friendly fences, guiding fences
• Using cautionary signage, speed limit to prevent collisions, acoustic devices to minimize noise pollution.
• Habitat restoration measures like construction of conservation pond and enhancing forage availability.
• Mitigation measures for power transmission lines and irrigation canals
Module 6: Engineering considerations in the design of wildlife crossings and their maintenance

- Engineering approaches for mitigating ecological impacts of LI
- Designing of wildlife crossings: scales and methods used
- Determining spacing and sizing of structures based on species, home range, etc.
- Wildlife underpass design and costing, openness ration consideration
- Consideration of design and costing of wildlife overpass (over crossing)
- Flyover (elevated road/railway track) design and costing consideration
- Wildlife underpass design and costing, openness ration consideration
- Bridge and buried bridge (arch) style wildlife overpasses design and costing consideration
- Canopy bridge design and costing consideration
- Wildlife friendly and guiding fence design and costing consideration
- Consideration of design and cost of cautionary signage, speed limit, animal detection systems, acoustic devices
- Techniques for erosion control, water management, and slope stabilization
- Basic standards for wildlife friendly infrastructure construction in Nepal
- Data analysis, management, monitoring and reporting
- Safe operation and maintenance of safeguard measures and costing

Module 7. Economic Considerations and green financing

- Economic analysis tools: valuation, cost-benefit analysis and other economic analysis tools
- Green finance concept, modality and policy – global and national context
- Green finance taxonomy and green bond principles
- Green Finance regulatory framework for identification, assessment, and management of environmental and social risks associated with green projects.
- Green finance incentives scheme to encourage financial institutions to lend to development of green projects
- Risk Analysis
- Economic analysis for evaluating NRS in linear infrastructure projects passing from forest/protected areas.

Module 8: Case Studies, Best Practices and Lesson Learned

- Showcasing of successful linear infrastructure projects integrating safeguards within protected areas
- Lessons learned from case studies across different regions and ecosystems
- Highlighting innovative approaches, technologies, and strategies for sustainable linear infrastructure development
Module 9. Exposure Visit for Field Exercise

- Exposure visit objective, plan and schedule to observe mitigation measures applied in infrastructure construction project.
- Template for documentation of field visit reflection and lessons learned and reporting format
- Consultation and interaction mechanism for practical experience with relevant stakeholders, agencies, or organizations during visit

Module 10 - Environmental and social impacts of LI

- Environmental and social impacts due to linear infrastructure development
- Role of CSO in promoting safeguard measures during the project lifecycle on biodiversity and linear infrastructure development
- Role of CSOs in monitoring and evaluation of natural resource safeguards in linear infrastructure development

Basic Orientation training module

- Overview and significance of safeguards in linear infrastructure development
- Linear infrastructure development impacts and mitigation measures
- Regulatory requirements related to NRS in LI
- Important provisions of Wildlife Friendly Infrastructure Construction Directive, 2022

7. Deliverables and Timeframe

Key deliverables and due dates are:

<table>
<thead>
<tr>
<th>SN</th>
<th>Key deliverables</th>
<th>Due date</th>
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<tbody>
<tr>
<td>1</td>
<td>Inception report with detailed methodologies and format for training course modules and training manual development</td>
<td>One week after signing the contract</td>
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<tr>
<td>2</td>
<td>Draft training course with modules, lesson plans and training manual submission and presentation in the interaction workshop</td>
<td>Seven weeks after signing the contract</td>
</tr>
<tr>
<td>3</td>
<td>Final detailed training course with modules, lesson plans and training manual submission. Additionally, submission of online training version with training videos and online training materials</td>
<td>Eight weeks after signing the contract</td>
</tr>
</tbody>
</table>
The consultancy firm will provide hard copy and electronic versions of written deliverables including online training version with training videos and online training materials. The consultancy firm/consultants will be responsible for communication and coordination with all concerned stakeholders for consultation meetings.

**Timeframe:** Total 56 days (eight weeks) are allocated for this consultancy work.

- Desk review (5 days)
- Inception report preparation and presentation (5 days)
- Consultation, coordination and expert views collection (10 days)
- Drafting training course modules and manual (25 days)
- Draft report submission and presentation in interaction workshop (5 days)
- Finalization training course modules and manual (6 days)

8. **Team Composition, Qualifications, Competency, Inputs and Key tasks**

A consultancy firm/consultants will be identified to carry out this assignment with following team composition as given in Table 2.

**Table 2. Team Composition, Qualifications, Competency, Inputs and Key tasks**

<table>
<thead>
<tr>
<th>SN</th>
<th>Expert</th>
<th>Qualification</th>
<th>Experience</th>
<th>Input (apprx. days)</th>
<th>Key tasks</th>
</tr>
</thead>
</table>
| 1  | Team Leader/Curriculum Development Expert   | Master’s degree/Preferably PhD in education or relevant field | - At least 10 years’ experience of capacity development and designing training courses.  
- Experience of designing NR safeguard related training courses will be an asset | 50                  | - Overall lead to guide, coordinate, and supervise consultant team        |
<p>|    |                                             |                                                         |                                                                            |                     | - Lead course module writing process and development of course manual in alignment with NRS in LI development sector |
|    |                                             |                                                         |                                                                            |                     | - Assist team members for consultations with stakeholders.               |
|    |                                             |                                                         |                                                                            |                     | - Responsible for maintaining quality and schedule of delivery           |</p>
<table>
<thead>
<tr>
<th>SN</th>
<th>Expert</th>
<th>Qualification</th>
<th>Experience</th>
<th>Input (aprx. days)</th>
<th>Key tasks</th>
</tr>
</thead>
</table>
| 2  | Natural Resource Safeguard and Biodiversity Expert   | Master’s degree in natural resource /wildlife management /environmental science, climate resilience or related field | • At least 10 years of experience of working in NR safeguard related capacity development  
• Experience of designing NR safeguard, climate resilience related training courses will be an asset | 20                 | • Assist Team Leader for designing training courses in alignment with the natural resource safeguard in linear infrastructure development.                                                                 |
| 3  | Green Finance Expert                                 | Master’s degree in business management or related field                       | • At least 10 years’ experience of working in finance sector, particularly in sustainable infrastructure investment  
• Experience of designing green finance related training course will be an asset | 10                 | Assist Team Leader for designing training course modules related to green finance for infrastructure development.                                                                                         |
| 4  | Infrastructure Development (civil engineer) Expert    | Master’s degree in engineering (Civil) or related field                       | • At least 10 years’ experience of working in infrastructure development sector  
• Experience of designing training courses related to wildlife crossings will be an asset | 20                 | Assist team leader for designing training course modules related to engineering structures for natural resource safeguard in linear infrastructure development.                                             |
**Note:** Input days mentioned in the table above are tentative. They can be modified in the financial proposal as deemed necessary. However, the overall timeframe for the assignment should remain within eight weeks (56 days) after signing the contract.

Apart from above qualifications and experience, these consultants should have following skills and competencies:

- Strong interpersonal skills in interacting with multiple stakeholders like, government, academia, private sector, financial institutions, CSOs, WWF Nepal
- Excellent English writing and analytical skills
- Expertise in the technical field related to engineering design and biodiversity and natural resource safeguards.

**9. BRANDING AND MARKING**

The ALIGN Project Branding Strategy and Marking Plan will be ensured in all promotional materials. All the publications and reports will follow the branding guideline.

**10. SUPERVISION AND COORDINATION**

The consultancy firm will work closely with the Sustainable Infrastructure Specialist of WWF Nepal who will also act as the focal person for coordinating with Project Management Team (PMT) members of the ALIGN project and key stakeholders for collecting and disseminating feedback and suggestions.

**11. PROPOSAL SUBMISSION REQUIREMENT**

WWF is inviting qualified firms and consultants to submit a hard copy of a technical proposal in a sealed envelope, along with a cover letter. A hard copy of the financial proposal should be submitted in a separately sealed envelope.

**A. Technical Proposal:**

- Present proposed contents, methodology, approaches, and overall workplan
- A clear demonstration of capabilities and expertise in carrying out the requirements.
- In addition, the following document/information should be provided along with the proposal:

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<tbody>
<tr>
<td>1</td>
<td>Organization registration certificate with latest renewal if applicable</td>
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<tr>
<td>2</td>
<td>VAT registration certificate</td>
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<tr>
<td>3</td>
<td>Latest tax clearance certificate</td>
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<tr>
<td>4</td>
<td>Latest Audit Report</td>
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</table>
Signed Curriculum Vitae of all team members involved

Role and relevant years of experience of each team member for this assignment (in addition to CV). All experience must be counted from the date of completion of degree with which the experts have applied.

Organizational profile focusing on relevant work experience

B. Financial Proposal:

- A clear and detailed layout of costs required to perform this assignment with itemized budgets and explanatory notes. Please refer to Annex 1 for preparing the financial proposal.
- The payment is subject to tax deduction as per prevailing government rules.

Both envelopes should indicate the consultancy applied for, and be submitted together to the following address:

WWF Nepal, ALIGN Project
PO Box: 7660 Baluwatar, Kathmandu, Nepal

12. DEADLINE OF SUBMISSION

Both proposals must be submitted by 5:00 pm on DD/MM/YY.

Interested consultancy firm/institutions should ensure that proposals are delivered in a timely manner and to the correct address as indicated above. In case of late submission, the submitted proposal will not be considered for evaluation.

13. PAYMENT

The payment will be made based on the existing norms of WWF Nepal.
Annex-1: Financial Details/Budget Template:

The consultancy firm/consultant should submit a financial proposal that includes a detailed breakdown of the budget. The payment is subject to a tax deduction as per prevailing government rules. Please use the following budget template and may revise the description as per the applicability.

**Estimated budget template (can be changed as appropriate)**

<table>
<thead>
<tr>
<th>SN</th>
<th>Description</th>
<th>Academic Degree</th>
<th>Relevant Experience after Receiving Degree (in Years)</th>
<th>Unit</th>
<th>Quantity</th>
<th>Rate (NRs)</th>
<th>Amount (NRs)</th>
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<tbody>
<tr>
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