1. **Background**

   Good Neighbors International (GNI) has been working in Nepal since 2002 with the objective of improving lives of poor people, especially children through education, income generating activities, health services, child protection, disaster risk reduction, advocacy and network building. Currently, GNI Nepal has been operating its activities in 20 districts.

   During the time of delivering various services to the community, GNI Nepal has been engaged in various construction works and school building, ORCs, etc are few among them. After the massive earthquake on 25th April 015 and 12th May 015, GNI Nepal has completed the construction of 5 RCC School buildings at Phinam, Dhunegade and Kalleri. The school buildings have followed the standard norms and guidelines of NRA, CLPIU and DUDBC.

2. **Objective of the Service**

   The specific objectives of technical audit of school buildings are:
   
   i. To conduct onsite survey and technical inspection of school buildings.
   
   ii. To take measurements of the buildings as per original design and estimate.
   
   iii. To prepare a validation summary report of the structures built as per approved design, budget and technical specifications.

3. **Scope of the Work**

   Technical audit should be based on primary data. However, secondary data may be used wherever needed.

4. **Activities**

   For conducting the technical audit, the consultant/firm is expected to use fitting tools and techniques that ensure quality outputs. The consultant/firm shall:
   
   i. Conduct standard methods of the technical audit in consultation with organizational technical team.
   
   ii. Prepare final estimate of the building as per onsite implementation confirming the specification and standard as per original design and estimate.
iii. Submit final report of all the buildings detailing the quantity of materials and works in the completion of the structure.

iv. Conduct timely meetings with GNI Nepal and other relevant stakeholders for any discrepancies and difficulties.

5. **Expected Deliverables**

Expected results of the survey are as follows:

i. Inception Report with detailed methodology and work schedule within seven days of contract.

ii. Draft Report with detailed methodology, findings, conclusion, and recommendation.

iii. Final Report incorporating the feedback from GNI Nepal.

The final delivery should include:

i. Quantity and specification of material used during the construction of the building.

ii. Detail report of each building showing actual measures of the onsite building and the original design.

iii. Detail estimation of each building as per onsite technical audit.

iv. Specification of materials and methodology used during the construction period.

The report shall be submitted in English Language in the form of:

- Signed hard copy and an electronic copy of the estimation and report.

6. **Duration**

The project will start immediately after the agreement signed by both parties and must be completed on the 15th of December 2018.

7. **Budget**

The auditor shall submit a budget sheet with detailed breakdown including applicable taxes at the time of proposal submission. The budget covers auditor fee plus travel and accommodation costs and other applicable budget lines, the amount of which shall be agreed between GNI Nepal and the auditor. The auditor shall bear all tariffs, duties, and applicable taxes or charges levied at any stage during the execution of the work. GNI Nepal will release 30% of the agreed amount upon signing of the contract. Upon receipt of the final report, GNI Nepal will make the final payment.
8. **Acceptance of EOI**

All rights to accept/reject proposal, without giving any reason, shall be reserved with GNI Nepal. If deemed necessary, the firm/consultant shall be asked for modifications and presentations of the proposal before approval.

9. **Management of the Service:**

The selected auditor shall manage the assessment and be accountable for timely delivery of the expected quality products.

10. **General Qualification of the company/firms:**

Public, private, and non-governmental organizations/individuals registered with an authorized agency of the Government of Nepal and having proven experience in the field of ‘Technical Audit’ are eligible to apply.

11. **Composition of the Team**

**Chief Architecture (one):**
- Chief architecture shall have at least a Master degree Architecture (PhD holder will be preferable) and possess strong working knowledge of design, estimation, structural analysis and preparation of specification of materials and work methodology.
- The incumbent shall be responsible for ensuring that the designs are correctly prepared and reported.
- S/he shall have an extensive knowledge in building design and analysis work for rural area.
- Be responsible for coordinating all the activities mentioned in this ToR.
- Possess very good interpersonal, technical and communication skills.
- Have proficiency in written and spoken English and Nepali language.

**Structural Engineer (one):**
- The Structural Engineer shall have a Master Degree in Structural Engineering along with at least three years of experience in structural analysis.

**Civil Engineer (one):**
- The Civil Engineer shall have a Bachelors Degree in Civil Engineering along with at least three years of work experience in construction field.

**Sub Engineer:**
- The Sub Engineer shall have a Diploma in Civil Engineering or Architecture along with at least 3 years of work experience in construction field.
12. **Termination of the Contract**

GNI Nepal may terminate the agreement, if the auditor commits a breach in the performance or observance of any of its obligations under this ToR. The auditor shall be notified in writing seven days prior to the termination of the agreement.

13. **Responsibilities of the auditor**

The selected auditor will be responsible to accomplish the task outlined by this ToR and ensure the delivery of outputs stated above within the agreed budget and timeline.

14. **Confidentiality**

During the performance of the assignment or any time after expiry or termination of the agreement, the auditor shall not disclose to any person or otherwise make use of any confidential information which the auditor has obtained or may obtain in the course of the project to GNI Nepal respondents or otherwise.

15. **Copyright**

The copyright of the documents produced by the auditor under this ToR completely belongs to GNI Nepal.

16. **Documents to be Submitted by the Auditor**

The application shall contain following documents:

**A. Technical and financial proposal**

a) Technical Proposal-Concept note of the approach, methodology and work plan, flowchart and timeline of activities

b) Financial Proposal- Detail budget with breakdown including Tax

**B. Detail of the Auditor**

a) Organization profile with relevant experiences

b) Signed CV of the Team leader

c) Copy of company/organisation registration

d) Organisation profile

e) A copy of Tax clearance certificate

f) VAT/ PAN registration

g) Audit report

h) Any other relevant documents
The EOI should reach the address below via courier or hand delivery by the 5th of December, 2018, 17 hrs (Nepal Local Time). Please, enclose the EOI in an envelope, do seal and mark it with “EOI for Technical Audit of RCC School Buildings” and send to:

Good Neighbors International, Nepal
Ekantakuna-13, Lalitpur, Nepal
GPO: 8975, EPC 1605, Kathmandu, Nepal
Email: eoi@gninepal.org
# ANNEX I

## List of Schools

<table>
<thead>
<tr>
<th>SN</th>
<th>School</th>
<th>Location</th>
<th>Design</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Saraswoti SS</td>
<td>Phinam</td>
<td>RCC – 2 Blocks</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Dhungegade BS</td>
<td>Dhungegade</td>
<td>RCC – 3 Blocks</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Indrakanya SS</td>
<td>Kalleri</td>
<td>RCC – 2 Blocks</td>
<td></td>
</tr>
</tbody>
</table>