**Section 4: Terms of Reference**

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Government of Nepal

**National Vigilance Centre**

Singhdurbar, Kathmandu, Nepal

**Terms of Reference**

**For**

**Training of Technical Auditor**

**(17th Batch)**

**Contract Identification No: - NVC/TAT/2075/076-01**

Address:

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**December, 2018**

**For providing Services on Technical Auditor's Training**

# 4.1 Background

National Vigilance Centre (NVC) was established based on article 37 of Corruption Control Act 2059 and its mandate was guided by article 38 of the same act. NVC play a preventive and vigilant role in order to promote good governance by creating fair economic discipline, moral ethics and transparency. For strengthening governance in infrastructure project, Technical Audit & Monitoring Division (TADM) was established in NVC. Major responsibilities of TAMD are carrying out Technical Audit (TA) of several public projects and providing Technical Auditor’s Training (TAT) to an engineer who will perform TA. For that purpose, National Vigilance Centre has to train professional engineers to be qualified as a technical auditor.

NVC has successfully completed 16th batches technical auditors training and 340 engineers are awarded as a Technical Auditor till now. Since demand of technical audit is increasing rapidly in infrastructure projects, its requirement is increasing accordingly. NVC is therefore enriched the pool of trained 'Technical Auditors' through the continuation of technical auditor training program in each year. NVC select the substantially responsive training service provider based on public procurement act and regulation. NVC has requested now to the qualified training institutes/firms to submit proposals to conduct technical auditor training (17th Batch) in Kathmandu.

# **4.2 Objectives**

The main objectives of the Technical Auditor's Training are

* To conduct third party technical audits in order to verify design standards, specification, procurement process, execution & impact evaluation of project in terms of Time, Cost and Quality.
* To develop technical audit capacity within the government and the private sector so that improvement in the performance of public sector projects.
* To expand the 'pool' of trained 'Technical Auditors.

**4.3 Scope of the Assignment**

TAT is given to well qualified and experienced engineer. An engineer who has at least Bachelor Degree in any Engineering field, registered to Nepal Engineering Council and has at least 10 years of working experience are the basic requirement of participant. The number of participants in TAT is to be 25. The participant may be either from in service public sector or from the private sector engineering field or the both.

The training module/course must be designed according to the NVC format which is derived from earlier held training, e.g.:

* Plan and design of overall Technical Audit Training
* Conduct intensive lecture class on relevant topics for trainee
* Arrangement of Field trip for trial Technical Audit
* Facilitation on Preparation of Technical Audit Report by trainee
* Arrangement for individual presentation and evaluation of trainee
* Prepare a comprehensive report about executed training program

**4.3.1 Skills/Concepts gained by participants** (what is to be learned?)

The participant shall learn about

* Understand concept of Technical Audit
* Plan technical auditing of infrastructure projects
* Audit infrastructure projects, and
* Prepare report of the technical audit.

**4.3.2 Expected Performance** (what the participant will be able to do at the end of training?)

The participant will be able to successfully perform technical audit of project with detail analysis and evaluation to obtain meaningful feedback for future and ongoing project.

**4.4 Methodology and Process of Training**

The contents and modules of the training will be as per developed curriculum/course information. During the training, feedback from the participants, resource persons and NVC representatives will be considered. The course content designed for earlier executed training program is attached to Annex-I. The training methodology shall be a combination of:

* Theoretical inputs on course content using illustrative talk, oral questioning, brainstorming, group and individual activities etc.
* Trail audit through project visits based on the terms of reference provided by NVC.
* Preparation of report and presentation to concerned project officials (of the audited infrastructural projects), evaluation committee and NVC.
* Submit report with the agreed findings and recommendations of improvement in future.

# Duration of Training

The date for training event will be mutually fixed later. However, the tentative starting date of technical auditors training is within one month from date of signing of contract. The duration of the training is 3 weeks with 18 working days as follows:

First week (6 days): Opening, Intensive theory input, class test

Second week (6 days): Planning and conducting Technical Audit

Third week (6 days): Report preparation and presentation, closing

* 1. **Team Composition and Requirement:**

For the purpose of the training, Training Institute shall use the expertise available in-house up to maximum possible extent but the services of other senior and well-qualified resource persons from outside organizations shall also be used for training purposes as and when necessary. Team composition of Personnel involved in the training are as follow, however they are not limited only to the following.

* Technical Auditors Training Expert (at least 3 person)
* ISO Audit Training Expert from any certified field (at least 1 person)
* Coordinator and Managerial Expert for training (at least 1 person)
  1. **Cost sharing:**

The training will not be free for the participants. Both Government Engineer (except NVC) and Non-government engineer have to pay NRs. 10,000/- (In words Ten thousand only) to the NVC revenue account as a training enrollment fee.

* 1. **Division of responsibilities:**

The responsibility of the training is divided as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Particulars** | **Responsibilities** | |
| **NVC** | **Institute** |
| **1** | Newspaper advertisement for Technical Auditor's Training | √ | - |
| **2** | Selection of Participants | √ | - |
| **3** | Curriculum adjustment | √ | √ |
| **4** | Training hall , equipment including consumables (stationeries, training materials and handouts) | - | √ |
| **5** | logistics (lunch and two times snacks, tea, transportation) | - | √ |
| **6** | Conducting and managing training | - | √ |
| **7** | Delivery of deliverables mentioned above | - | √ |
| **8** | overall coordination with different organizations for trial audit | √ | - |
| **9** | select sites for trial audit | √ | √ |
| **10** | assign five different team leaders for trial audit | √ | √ |
| **11** | Travel arrangement for the trial audit | - | √ |
| **12** | Overall monitoring | √ | - |
| **13** | Evaluation of the training | √ | √ |
| **14** | Preparation of Final training report | - | √ |

Although the responsibilities have been divided, and agreed upon, in mutual consultations, all parties have pledged to cooperate with each other at all stages of the training.

* 1. **Training Co-ordination:**

Following persons from following institutions shall be responsible for the co-ordination of training program:

Form National Vigilance Centre:

* Mr. Bishnu Raj Lamichhane, Joint Secretary
* Mr. Chiranjib Jha, Sr. Divisional Engineer

Form Training Institute for Technical Instruction:

* Mr. ………Executive Director
* Mr. ………Program Director

The above mentioned office bearers shall meet at least twice:

* Once before commencing the training, basically to review the arrangements made for the training, and
* Next after the completion of the training to take the stake of the training just concluded so as to incorporate 'lessons learned' into the next training.
  1. **Budget disbursement**

## 4.10.1 First payment

The first payment of 40% of agreed amount shall be paid as soon as the Institute/Firms submit report that contain evidence of completion of all lecture classes with participant attendance and resource person in NVC & its approval.

## 4.10.2 Final Payment

Remaining amount of 60% of agreed amount shall be issued as soon as the Final report of the training is submitted to National Vigilance Centre after completion of the training and its acceptance by NVC.

# Reporting Requirements

The following reporting requirement by Institute/Firm shall be followed:

1. The institute shall submit a training *plan* and work schedule along with the proposal.

1. Technical Audit and Monitoring Division of NVC shall monitor the training activities and field visit in the site as per the training plan and work schedule.
2. The photographs should be all in color Postcard size and clearly seen evidence for training conduction during different important events.
3. **Two copies** of Final Report shall be submitted within one week after the completion date which shall be discussed with the observer (supervisor).
4. Standard reporting formats shall be followed showing all major activities, evaluation and feedback for continuously improvement of the training.
5. Liquidated damage will be charged as per the PPA/PPR for the late submission of the report. Time extension may be granted to training institute if request is made to NVC in due time with justifiable reasons with no additional payment.
6. The Training Institute will be fully responsible on final report submitted to the NVC as per TOR, if any discrepancy find while studying by fourth party taking a Rights of Information 2064.

# Requirement of Training Institute

The Institute shall be a Government or private firm or JV of them. The Firm must have approved license/certificate for carrying out the Technical Training or Engineering and Management Training and have experiences with the similar nature of works at least 5 years. Person involved as a Trainer should have minimum qualification of Bachelor degree in Engineering with Technical Auditors' Training and have experience with the similar nature of works at least 10 years.

# Institute's Obligations

The Institute/firm's training coordinator will be responsible for managing all other necessary facilities and logistical support for its staff, transportation for Local & field visits for sample technical audit, office equipment, communications, utilities, office supplies and other support requirements that required to accomplish the proposed service and to produce the report.

The institute shall include all the cost required for necessary remuneration of personnel associated, logistic support, office space, staff, local and field transportation, office equipments, communication utilities, report preparation and trainee evaluation in his financial proposal.

# Facilities to Be Provided By Employer

The service contract will be with National Vigilance Center (NVC), Government of Nepal. NVC shall act as Employer on behalf of Government of Nepal.

The Institute will be provided with as official authority to carry out Technical Auditor's Training on behalf of NVC. NVC shall help the Institute in the coordinating with the related agencies for necessary documents and access to the works and other field information.

# Training Job Completion

The institute should have completed his/her training job within stipulated time. If the institute could not complete job within above mentioned time there will be no bound for payment to the institute by NVC.

**Course: Technical Auditor Training**

**Purpose:** this program is designed to prepare engineering professionals to develop competence in planning for technical auditing, conducting audits and reporting of audits for infrastructure projects in Nepal.

**Structure:** the first week of the training will provide the necessary theoretical inputs. In the 2nd week the participants will conduct an actual technical audit for a given infrastructure project. In the 3rd week of the training program participants will prepare and present an audit report for the project audited and this report will be evaluated by a team of evaluators.

Target Group: an individual with

* A Bachelor level degree in Engineering.
* At least 10 years of experience in infrastructure projects

**Goals:** At the end of the course, participants will be able to:

* Develop an audit plan.
* Assess conformance/non-conformance and the project status with its stated objectives.
* Suggest an agreed disposition for non-conformance.
* Audit Report writing.

**Methodology:** This training will utilize a wide variety of training methods such as lecturer, illustrated talk, individual/ group activities, simulated exercises etc. Participants will be required to conduct a trial audit of a given infrastructure project and write an audit report.

**Evaluation:** During the course, there will be a written test and the trainers and evaluation panel will evaluate the technical audit process followed by participant along with trial audit report.

**Certification:** National Vigilance Centre will award a certificate to those participants who successfully complete the training after jointly evaluation by NVC and Institute.

**AnnEX-I** Tentative Work Plan and course content of Technical Auditor Training

First Week

|  |  |  |  |
| --- | --- | --- | --- |
| S.N | Day | Topic / Course | Remarks |
| 1 | Sunday | * Opening course information * Technical audit: a general introduction * Status of Technical audit in Nepal * NVC Regulation and legal provisions for Technical Audit |  |
| 2 | Monday | * Prepare/review audit plan * Develop Audit Questionnaire * Review critical component of different sector projects like road, Irrigation, water supply, Bridge, hydropower, Building, electricity etc. |  |
| 3 | Tuesday | * Review project documents * Determine project objectives * Develop audit criteria * Conduct semi-structured interview * Collect audit evidence and other relevant evidence |  |
| 4 | Wednesday | * Determine earned value * Give managerial presentation * Application of standard bidding documents * Check the transparency of process * Construction material review |  |
| 5 | Thursday | * Assess a project’ claims and variation situation * Verify conformance * Issue a Non-conformance Report * Assignment for week 2 and 3 |  |
| 6 | Friday | * Appropriateness assessment (General, Planning, Design and Cost effectiveness) * Assess design appropriateness and cost effectiveness * Assess the sustainability of a project * Socio-economic & environment assessment of the project * Prepare an audit report * Written test weekly evaluation |  |

Second Week

|  |  |  |  |
| --- | --- | --- | --- |
| S.N | Day | Topics / Course | Remarks |
| 1 | Sunday | * Preparation and site visit for technical audit |  |
| 2 | Monday |
| 3 | Tuesday |
| 4 | Wednesday | * Analysis and preparation of technical audit report |  |
| 5 | Thursday |
| 6 | Friday |

Third Week

|  |  |  |  |
| --- | --- | --- | --- |
| S.N | Day | Topics / Course | Remarks |
| 1 | Sunday | * Preparation of technical audit report |  |
| 2 | Monday | * Preparation for presentation of report |  |
| 3 | Tuesday | * Report submission and report presentation |  |
| 4 | Wednesday |
| 5 | Thursday | * Debriefing |  |
| 6 | Friday | * Closing/certification |  |