

Terms of reference
NATIONAL HIGHWAYS AUTHORITY OF INDIA
(Ministry of Road Transport & Highways)

Empanelment of retired officers from Government / Private Sector as Road Safety Experts on short term basis

The National Highways Authority of India (NHAI) is responsible for development, maintenance and management of National Highways entrusted to it and for matters connected therewith or incidental thereto. It invites application from retired Government Officers/ Private Professionals for empanelment as Road Safety Experts to assist in the conduct/supervision of Road Safety Audit Works as detailed at Para 5 below for an initial period of two years which may be further extended based on the requirement of NHAI, and subject to satisfactory performance. Experts holding full time employment with any organisation shall not be considered for empanelment. Final shortlisting for empanelment shall be made based on interaction/interview of candidates possessing the requisite Qualification and Experience.

2. Essential Qualifications

- i. Degree in Civil Engineering from recognised university/ institute. Preference will be given to graduates of IITs/NITs.
- ii. Should have completed 15 days Road Safety Audit certification program from any institute recognised by IRC.

3 Essential Experience

A. For retired government officers

- i. Retired officers from Central/State Govt./PSUs/Any Govt. Institution.
- ii. He has at least 10 years' experience in the design, construction and maintenance of Roads.
- iii. Have a minimum of 03 years practical experience in road safety.
- iv. Have completed at least five road safety audits, at least three of which must be at the design stage.

B. For Private Professionals

- i. Should possess 20 years' experience in the field of Highway/ Expressway/ Design, Preparation of DPRs for the Highway Projects, Road Safety Audit of the projects at design, construction and post operation stage
- ii. Should have worked on at least 03 highway projects as Team Leader or Road Safety Expert & submitted Safety Audit Reports of Highway Projects (4-lane or more) of at least 100 kms.

4. Age Limit: 65 Years on the closing date of application.

5. Role and Responsibility

- i. The Expert shall carry site inspection and assess Road Safety Audit system in place on the project assigned in terms of the relevant guidelines.
- ii. He shall verify safety audit reports and their recommendations confirming with IRC, MoRTH, NHAI, BIS & as per good engineering practice and compliance of safety measures already approved by competent authority on project site. This shall include, but not limited to, the following:
 - a. Review Safety Audit (Design) Reports of DPR Consultants/ Contractors/ Concessionaire with the specific purpose of identifying and remedying any potential design deficiencies in terms of road safety.

- b. To verify Road Safety measures has been implemented by the Contractor/ Concessionaire on project site as per provisions of agreement etc. and specify the additional safety measures if required.
- c. To verify adequacy and feasibility of Road Safety measures yet to be taken at site.
- d. To verify accident data collection, analysis, reporting and implementation at site.
- v. He shall inspect the Blackspot sites to investigate & determine crash reasons, and suggest remedial measures for implementation.
- vi. He shall be responsible to clearly highlight the inadequacies and non-conformities pertaining to road safety with applicable standards, and norms prescribed in the IRC codes.
- vii. He shall submit Inspection reports along with the recommendations/mitigation measures to achieve the overall objectives of total conformity to specified requirements to NHAI Hq. All relevant details viz. affected document, reference document, etc. shall be clearly mentioned in the report.
- viii. He shall subsequently conducted follow-up audit to review the corrective action taken by the Contractor/ Concessionaire & submit the follow-up compliance report to NHAI HQ.
- ix. Any other task related to Road Safety.

6. Assignment, Reporting and Timelines

- i. The entrustment of assignment to the empanelled expert will be done by CGM (RS) provided there is no conflict of interest with the Contractor/ Concessionaire / AE/ IE/ SC etc. associated with the projects. A certificate to this effect shall be furnished by the expert prior to taking up the assignment. Empanelment does not guarantee assignment of work; assignment of work shall be on as required basis.
- ii. He shall adhere to the following timelines for completion of the assignment; starting from the date of entrustment (T) by NHAI.
 - a. The duration of site visit will be as specified in the assignment order.
 - b. Site visit for Document Verification & Road Safety Audit Inspection, $T_1 = T + 5$ days
 - c. Submission for Inspection Report to NHAI HQ, $T_2 = T_1 + 6$ days
 - d. Site visit for follow-up on compliance of required corrective actions, $T_4 = T_3 + 4$ days

Where T_3 = Time for corrective actions as per (vi) above for 30 days, whichever is less.

- e. Submission of Closure Report to NHAI HQ, $T_5 = T_4 + 7$ days.

7. Remuneration

The retired officer to be engaged as Expert will be paid the fees & expenses as under:

S.NO.	Particular	Amount payable
i.	Fee for site visit or meeting at site.	Rs. 25,000/- per day
ii.	Fee for meeting not at site.	Rs. 10,000/- per day
iii.	Travelling expenses during site visit.	Economy class by air; Ac first class by train; Ac taxi by road

iv.	Lodging & Boarding during site visit.	Rs. 10,000/- per day (Metro Cities); or Rs. 7,500/- per day (in other cities); or Rs. 3,000/- per day (own arrangement)
v.	Fee for preparation of inspection report	Rs. 30,000/- (Lump-sum), per project upto 100 km Rs. 50,000/- (Lump-sum), per project more than 100 km
vi.	Fee for preparation of follow up compliance report	Rs. 10,000/- (Lump-sum)
vii.	Conveyance during site visit.	To be arranged by PIU.
viii.	Local conveyance	As per actual, but not exceeding Rs 2000/- per day

Note:

- Lodging, boarding and travelling expenses will be allowed only for those experts who are residing more than 50 kms away from the place of meeting/visit.*
- Delhi, Mumbai, Chennai, Kolkata, Bangalore and Hyderabad shall be considered as Metro Cities.*
- The payment of the experts will be released on completion of each assignment. At any point of time an expert will have no more than two assignments.*
- Inordinate delay in submission of inspection report/ closure report may result in de-empanelment.*
- Periodic feedback of the performance of expert for Road Safety Audit shall be gathered. NHAI reserves the right to remove an expert from the panel at any time without specifying any reason and any notice. No claim for compensation shall be entertained by the NHAI in this regard.*

7. Submission of Application

Duly filled - in applications, along with requisite information / documents states in above paras, should be sent by Registered/ Speed Post to address mentioned in application form latest by 15.12.2022 up to 18.00Hrs. It is noted that the advance copy of application along with all relevant documents may be sent through e-mail (mkbansal@nhai.org). This notice is also available on NHAI website: <http://www.nhai.org>. The envelope containing the application should be super-scribed application for the post of Road safety expert on Short Term Contract basis. Corrigendum or Addendum to this advertisement, if any, shall be published only on the website of NHAI. Therefore, the candidates are advised to check the website of NHAI regularly.