

TERMS OF REFERENCE (ToR)

**Short-Term Consultant: Development of Inclusive
Construction and Road Dust Management Policy
and Regulatory Framework for Punjab, Pakistan**

Air Pollution Mitigation Intervention Under Action Area Air

ToR

About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile – and frontline to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international organisation established in 1983, that is working to make this critical region greener, more inclusive and climate resilient. For more information, read our [Strategy 2030](#) and explore our [website](#).

Consultancy Overview

Air pollution remains a major environmental and public health challenge in Punjab, Pakistan, with particulate matter (PM_{2.5} and PM₁₀) frequently exceeding national and WHO air quality standards, particularly in Lahore. While industrial and vehicular emissions are important contributors, construction and road dust from infrastructure development, excavation, demolition, roadwork, and material handling are significant and often inadequately regulated sources of particulate pollution.

Unmanaged dust also creates substantial occupational health risks for construction workers, road maintenance personnel, equipment operators, and other roadside workers, while occupational health and safety measures, including dust suppression, PPE, worker training, health surveillance, and gender-responsive practices, remain inconsistently implemented.

Although Pakistan's National Clean Air Policy (NCAP) 2023 and the Punjab Clean Air Action Plan recognise dust as an important pollution source, a dedicated and integrated policy and regulatory framework for construction and road dust management is still needed. ICIMOD, in collaboration with Environment Protection and Climate Change Department (EPCCD), therefore intends to engage a qualified consulting firm to develop an inclusive construction and road dust management policy and regulatory framework, integrating regulatory provisions, technical standards, institutional responsibilities, practical mitigation measures, OHS, GESI, and monitoring and compliance mechanisms.

Purpose and Objectives

To address the identified gaps, ICIMOD in collaboration with the EPCCD, Government of Punjab, Pakistan, is initiating the development of a comprehensive and socially responsible policy and regulatory framework for inclusive construction and road dust management for Punjab, Pakistan. The initiative aims to review the existing policy, regulatory, institutional, and technical landscape; identify key gaps and opportunities; and develop context-specific policies, technical standards, regulatory mechanisms, and institutional arrangements to effectively manage construction and road dust while strengthening occupational health and safety (OHS) for workers. The framework

will also recommend practical dust mitigation measures and a robust monitoring and compliance system to support effective implementation and improved urban air quality.

The specific objectives of the consultancy are to:

1. Establish baseline understanding of existing environmental and social safeguarding policies, municipal bylaws, and sector practices, with a specific focus on construction and road dust emissions and the occupational health and safety of sector workers.
2. Develop and customize robust policies, regulatory mechanisms, institutional arrangements, technical standards, and actionable guidelines for mitigating construction and road dust, accompanied by worker safety protocols.
3. Propose a functional system for dust emission mitigation, performance monitoring, and audit-linked compliance verification.

Scope of the work

The consultant/firm will be responsible for the following tasks:

Task 1: Policy & Regulatory Review and Baseline Assessment

The first task involves reviewing existing government policies, strategies, and relevant literature related to construction and road dust management, as well as occupational health and safety. This review will be supported by secondary data analysis.

Task 2: Development of Enabling Policies and Frameworks

The second task is to suggest enabling policies, regulations and institutional arrangements for construction and road dust management, as well as occupational health and safety.

Task 3: Field Evidence Study

The third task focuses on generating field-based evidence. Insights from the desk review will guide the design of a research study aimed at translating existing and proposed policies (Task 1 & Task 2) into practical measures, particularly in the areas of construction and road dust management and occupational safety and health (OSH) practices.

Task 4: Development of Technical/air pollution mitigation and Social Standards and guidelines

The fourth task entails developing technical and social standards and guidelines grounded in existing government policies and strategies. These standards will address construction and road dust mitigation and occupational health and safety measures applicable across all phases of construction and roadwork. Along with this, the consultant will also prepare an outreach plan to engage and raise awareness among stakeholders including companies, health bodies and chambers of commerce regarding policy shifts.

Task 5: Institutional Coordination and Accountability Systems

The fifth task relates to suggesting necessary institutional arrangements that will enable implementation of rules and regulations, compliance of standards, audit systems and platforms for ensuring effectiveness and accountability.

Task 6: Design of Monitoring & Compliance Verification Systems

A functional system will be suggested to enable dust emission mitigation monitoring, performance measurement, and audit-linked compliance verification.

Deliverables and Timeline

The consultant will accomplish the following deliverables:

S. No.	Deliverables	Timeline
1.	Comprehensive policy & regulatory gap analysis report with recommendation of existing dust and construction management and OHS policies, including secondary data analysis.	30 September, 2026
2.	Field study conceptual framework, methodology, and structured questionnaire	30 October, 2026
3.	Field evidence report of field-based findings and evidence gathered from multi-stakeholder consultations.	15 November, 2026
4.	Construction and road dust mitigation guidelines & Code of Conduct (CoC) and Standard Operating Procedures (SOPs) for worker's health and safety management including outreach plans to engage and raise awareness among stakeholders	15 December, 2026
5.	M&E framework & compliance system for monitoring checklists, verification protocols, and the suggested audit-linked compliance system	31 January 2027

Expected Outcomes

Outcome 1: A comprehensive and robust policy, regulation and institutional arrangements to reduce emissions from this sector is developed to promote environmentally and socially responsible practices in the construction sector, with a strong focus on dust emission management and its impact on male and female workers.

Outcome 2: Demonstrated and enhanced capacity of relevant stakeholders and regulatory bodies demonstrate enhanced capacity and active participation in awareness-raising exercises. This ensures the effective implementation of construction and road dust emissions, technical standard measures; and occupational and health safety (OHS) guidelines.

Outcome 3: A robust Monitoring & Evaluation (M&E) framework is established to track dust mitigation performance, worker safety, and compliance across construction and road sectors.

Qualifications and Experience

The consulting institute or firm should possess strong institutional capacity and a multidisciplinary background to effectively address the environmental, technical, and social aspects of dust and construction mitigation analysis. Key requirements include:

- Proven experience in air quality assessment, environmental policy research, and the development of national-level regulatory frameworks.
- Demonstrated capability in analyzing construction sector dynamics, including roadwork, demolition practices, and related emissions-reduction initiatives.
- Strong experience in conducting rapid environmental assessments, field-based survey studies, and socio-economic research with a focus on Gender Equality and Social Inclusion (GESI).
- Deep familiarity with Pakistan's environmental governance framework, particularly the National Clean Air Policy (NCAP) 2023, the Punjab Clean Air Action Plan, the Punjab Environmental Protection Act, and relevant occupational health and safety legislation.
- Experience in developing actionable technical standards, Code of Conduct (CoC) documents, and Standard Operating Procedures (SOPs) for industrial or construction applications.
- Excellent technical report-writing skills and the ability to facilitate high-level stakeholder consultations and training workshops.

The proposed team should comprise the following key experts with relevant qualifications and experience:

1. Team Leader / Environmental Policy and Air Quality Specialist

- Advanced degree (Master's or PhD) in Environmental Science, Environmental Engineering, Atmospheric Science, Environmental Policy, or a related field.
- Minimum 10 years of professional experience in environmental management, air quality management, environmental policy, or regulatory analysis.
- Proven experience in air pollution mitigation, particularly particulate matter (PM_{2.5}/PM₁₀) and construction and road dust management.
- Demonstrated experience in reviewing and developing environmental policies, regulatory frameworks, institutional arrangements, and implementation strategies.
- Strong understanding of emission sources, emission factors, air quality monitoring, and technical measures for particulate matter and dust reduction.
- Proven experience leading multidisciplinary teams and coordinating with government agencies, development partners, private sector, and other stakeholders.
- Excellent technical report-writing, stakeholder consultation, and presentation skills.
- Familiarity with Pakistan's environmental governance framework, NCAP 2023, Punjab Clean Air Action Plan, and relevant environmental regulations is desirable.

2. Technical, Standards and Compliance Specialist

- Advanced degree (Master's or PhD) in Environmental Engineering, Environmental Science, Civil Engineering, Industrial Management, Occupational Health and Safety, or a related field.
- Minimum 8 years of professional experience in construction, road infrastructure, environmental management, dust mitigation, technical standards, or occupational health and safety.
- Demonstrated expertise in developing technical standards, dust mitigation guidelines, Codes of Conduct (CoC), and Standard Operating Procedures (SOPs) for construction and roadwork activities.

- Strong knowledge of practical dust-control measures covering construction, demolition, excavation, material handling, roadwork, transportation, and site management.
- Experience in developing monitoring checklists, verification protocols, compliance systems, and audit-linked mechanisms.
- Knowledge of occupational health and safety measures, including worker protection, PPE, exposure reduction, and workplace risk management.
- Experience in assessing the technical and economic feasibility of mitigation measures, including cost-effectiveness or cost-benefit analysis, is desirable.
- Experience with environmental compliance and institutional capacity-building programmes will be an advantage.

3. Social and Gender Specialist

- Advanced degree (Master's or PhD) in Social Sciences, Gender Studies, Development Studies, Sociology, or a related discipline.
- Minimum 7 years of professional experience in Gender Equality and Social Inclusion (GESI), social assessment, environmental programmes, or related fields.
- Proven ability to assess the social and gender dimensions of air pollution and construction/road dust, including differentiated impacts on male and female workers and vulnerable groups.
- Demonstrated experience integrating GESI and social safeguards into policies, technical guidelines, implementation frameworks, and stakeholder engagement processes.
- Experience conducting gender-responsive stakeholder consultations, field assessments, and participatory approaches.
- Strong understanding of gender-responsive planning, social safeguards, and inclusive approaches in environmental and occupational health programmes.
- Experience working with government agencies, development partners, contractors, workers, and local stakeholders will be an advantage.

4. Monitoring, Evaluation and Data Management Specialist

- Advanced degree (Master's or PhD) in Data Science, Computer Science, Geoinformatics, Environmental Management, Environmental Science, Statistics, or a related field.
- Minimum 7 years of professional experience in environmental monitoring, data management, monitoring and evaluation, compliance systems, or related fields.
- Demonstrated experience developing M&E frameworks, monitoring checklists, verification protocols, and audit-linked compliance systems for environmental or infrastructure programmes.
- Strong experience in handling environmental datasets, data analysis, visualisation, and development of digital monitoring or compliance tools.
- Experience in developing or supporting digital platforms for compliance verification, reporting, and performance monitoring will be an advantage.
- Ability to translate field and technical information into measurable indicators, reporting mechanisms, and practical compliance tools.
- Experience in institutional capacity building and training on monitoring, reporting, data management, and compliance systems will be an advantage.

Duration and Notice Period

The contract period for this assignment is till 31st January 2027. The exact start and end date of the consultancy will be mentioned in the consultancy contract.

The consultancy assignment may be terminated by either party upon providing 15 days prior written notice. In such cases, payment shall be made on a pro-rata basis for the work satisfactorily completed up to the effective date of termination, subject to approval by ICIMOD. However, in the case of misconduct by the consultant, such notice period is not applicable.

Reporting requirements

The consultant will work closely with Action Area Air's Pakistan Focal Person, Action Area Air Lead, Intervention Manager-Air Pollution Mitigation of Action Area Air. All deliverables will be reviewed and approved by the project team prior to finalisation.

Proposal

Technical proposal

Applicants must include the following sections in the technical proposal:

- **Technical approach and methodology**
In this section, applicants should explain their understanding of the objectives of the assignment, approach to the services, and methodologies to be utilised to obtain the expected output.
- **Organisation and experts**
Applicants should propose the structure and composition of their team, mentioning their qualifications and skills as requested in the section 'Qualifications and experience'. Applicants should list the main discipline of the assignment, the key expert responsible, and the proposed technical and support staff.
- **Relevant past experience**
Applicants must include the past experience of their organisation and experts relevant to this request for proposals.

Financial proposal

The bidder should provide the financial quotations with the breakdown of all the costs, including applicable tax, in the budget:

- Breakdown of the experts' charges, number of days, and rate
 - Breakdown of any other costs, item, unit, quantity, rate
- Refer to the table provided along with this ToR for the detailed budget

Evaluation criteria

The technical proposal will be evaluated using a 100-point scale. A minimum score of **60%** is required to qualify for the financial evaluation.

Criteria	Maximum Score	Details
Quality of Proposal	10	Structure and comprehensiveness of the proposal based on the ToR requirement
Understanding and Approach on the proposed task	20	-Clarity and comprehensiveness of the proposal in addressing construction and road dust management in Punjab, Pakistan -Robustness of the methodology for field evidence gathering, policy review, and the co-development of communication strategies. - Alignment with the National Clean Air Policy (NCAP) 2023, the Punjab Clean Air Action Plan, and relevant environmental and occupational health legislation.
Organizational Experience	20	-Proven institutional experience in air quality policy, OHS development, and national regulatory frameworks. -Demonstrated capability in conducting rapid environmental assessments and GESI-focused field research. -History of successful engagement Government of Punjab, Government of Pakistan, or international development partners.
Human Resources (Experts and Team Composition)	20	-Qualifications of the 4-expert member team explained on Qualifications and Experts section
Proposed Timeline and Deliverables	10	- Feasibility of the work plan to complete the 6 tasks within the timeframe. -Logical sequencing of the 6 key deliverables, from baseline analysis to the final M&E and communication handover.
Management and Operational Plan	20	-Clarity of the internal management structure and coordination with ICIMOD and government stakeholders. -Quality control mechanisms for scientific rigor, data verification, and internal peer review of reports.

The service provider will be selected based on the highest cumulative scores obtained in the technical and financial proposals using the following formula:

- Technical score = Score obtained based on technical proposal (total 100).
- Financial score = Score obtained based on financial proposal (total 100)
- Total weightage score = 60% of technical proposal + 40% of financial proposal

The service provider scoring the maximum weightage score based on the criteria will be awarded. However, the service provider should score at least 60 % in the technical proposal.

Terms of payment

Payments will be made upon satisfactory completion of deliverables for each task as follows:

Milestone	Payment (%)
Upon signing of the contract	30%
Completed reports for Task 1,2,3,4,5	50%
Upon submission of final report incorporating all inputs (Task 1-6)	20%

Method of Application

Applicants are requested to apply before 28 August 2026 (11:59 pm Nepal Standard Time, UTC+05:45) by sending in the following documents to consultancyhr@icimod.org, The completed proposal should be submitted through email to consultancyhr@icimod.org by 28 August 2026 (11:59 pm Nepal Standard Time, UTC+05:45) with the subject line, '**Application for construction and road dust policy for Punjab**'.

Two separate files of technical and financial proposals should be submitted along with the valid legal documents as follows:

1. Legal registration and renewal certificate
2. Tax registration certificate (e.g. TPIN/PAN/VAT certificate) issued by the relevant statutory authority in the country where the organisation is legally registered.
3. Institutional profile and other relevant documents related to the nature of procurement
4. Tax clearance or annual tax return of the last fiscal year
5. Audit report of the last three (3) years including audited financial statements
6. CVs of all major team members

As per ICIMOD's policy, English is the official language for all agreement documents. Therefore, all required documents must be submitted in English. If any certificates or supporting documents are issued in a national or local language, a certified English translation must accompany the original document.

For further inquiries or to submit proposals, please contact:

consultancyhr@icimod.org | ICIMOD | Kathmandu, Nepal.

ICIMOD's Core Values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's consultant selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct (including child abuse), by our staff, representatives, or stakeholders is not condoned or tolerated.

Ethical consideration

The consulting institutions/firm will be required to take all the necessary actions to handle the collected data responsibly (see [ICIMOD Responsible Data Policy](#)) to ensure data privacy, anonymity, and confidentiality.

Commitment to the prevention of sexual harassment

ICIMOD is committed to prevention and redressal of sexual harassment at the workplace and promoting the welfare of children, young people and adults and expects all staff, consultants/consulting firms, volunteers to share this commitment. We will do everything possible to ensure that only those who are suitable to work within our values are selected to work for us.

Confidentiality/non-disclosure

All material issued in connection with this ToR shall remain the property of ICIMOD and shall be used only for the purpose of this procurement exercise. All information provided shall be either returned to ICIMOD or securely destroyed by unsuccessful applicants upon completion of the procurement exercise.

During the performance of the assignment or at any time after expiry or termination of the Agreement, the consulting institutions/firm shall not disclose to any person or otherwise make use of any confidential information which s/he has obtained or may during this agreement relating to partner organisation/ICIMOD, the respondents or otherwise.

The consulting institutions/firms will be required to sign a non-disclosure/confidentiality agreement as part of their undertaking of this work.

Intellectual property, copyright, and ownership of all prepared information

The consulting institutions/firm shall retain all rights to pre-existing (background) intellectual property or materials used by the firm in the delivery of this study. All arising intellectual property, ideas, materials, processes, or processes formed in contemplation, course of, or as a result of this study shall be passed to ICIMOD without restriction.

The consulting institutions/firm shall warrant that all arising intellectual property, materials and/or products produced in pursuit of this study shall be original and shall not infringe on any third party's claim. All technical or business information, in whatever medium or format, originated, collated, or prepared by or for the consulting institutions/firm in contemplation, course of, or as a result of this assignment shall be transferred to ICIMOD without restriction on completion and shall not be used by the firm for any other purpose without express written permission of ICIMOD.

Copyright of all arising documents, data, information, or reports produced by the consulting institutions/firm under this agreement shall belong to ICIMOD and will be passed to ICIMOD without restriction. Such documents, data, information, and reports shall not be used by the firm for any other purpose other than in conjunction with this assignment, without the express written permission of ICIMOD's Head of Programme Finance.