



Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads

Development Cooperation Implementation Division
Strategic Road Connectivity and Trade Improvement Project (SRCTIP)
Babarmahal, Kathmandu

Request for Expression of Interest (REOI)

Notice No.: SRCTIP/02/080-81

Date of Publication: 27 February, 2024

It is notified that Strategic Road Connectivity and Trade Improvement Project requested all the eligible Individual Consultants to submit expression of interest in providing the following services.

| S. N. | Contract Identification No. | Specialist Position | Duration of Total Service | Market Approach |
|-------|-----------------------------|---------------------------------|---------------------------------------|-------------------|
| 1 | SRCTIP-DOR-CS-IND-38 | Financial Management Consultant | 18 months input over 36 months period | Open and National |
| 2 | SRCTIP-MOPIT/DOR-CS-IND-39 | Technical Advisor (Road Safety) | 18 months input over 36 months period | Open and National |

Interested Consultant may obtain Terms of Reference (TOR) for the mentioned assignment title and further detail relevant information from <https://dor.gov.np/home/notices>.

Expression of Interest must be delivered in written form to the given address (in Person or by email) by 13th March, 2024 office hours.

Project Director

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Development Cooperation Implementation Division
Babarmahal, Kathmandu

Procurement of Individual Specialist
Notice No. SRCTIP/02/080-81

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Date of first publication: February 27, 2024

Country: Nepal

NAME OF PROJECT: Strategic Road Connectivity and Trade Improvement Project

Credit No.: 6673-NP

Assignment Title: Individual Consultant - Financial Management Consultant, Technical Advisor (Road Safety)

Reference No. SRCTIP-DOR-CS-IND-38, SRCTIP-MOPIT/DOR-CS-IND-39

The Government of Nepal has received financing from the International Development Association (IDA) toward the cost of **Strategic Road Connectivity and Trade Improvement Project** and intends to apply part of the proceeds for consulting services. The consulting services (“the Services”) includes **hiring 2 (Two) Individual Consultant as indicated in the table below in order to implement the project efficiently.**

Anticipated date for commencement of the services is **April 2024** and the tentative duration of the assignment of individual consultant is depicted in the same table.

The Ministry of Physical Infrastructure and Transport, Department of Roads (DoR), now invites eligible individual Consultants for the post mentioned below to indicate their interest in providing the Services indicating the contract number. Interested Individual Consultants should provide latest Curriculum Vitae (CV) and any other information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The details of contract and duration for each specialist position are indicated below:

| S.N. | Contract no. | Specialist Position | Duration of Total service | Market Approach |
|------|----------------------------|---------------------------------|---------------------------------------|-------------------|
| 1 | SRCTIP-DOR-CS-IND-38 | Financial Management Consultant | 18 months input over 36 months period | Open and National |
| 2 | SRCTIP-MOPIT/DOR-CS-IND-39 | Technical Advisor (Road Safety) | 18 months input over 36 months period | Open and National |

Consultants will be selected in accordance with the Selection Methods for Individual Consultant set out in the World Bank, Procurement Regulations for IPF Borrowers, 5th Edition, September 2023.

Interested Consultant may obtain Terms of Reference (ToR) for the mentioned assignment title and relevant information from <https://dor.gov.np/home/notices>.

Further information can be obtained at the address below during office hours.

Expression of interest must be delivered in written form to the address below (in Person or by email) by **13th March, 2024 office hours.**

Attention: Project Director
Strategic Road Connectivity and Trade Improvement Project,
Department of Roads,
Babarmahal, Kathmandu
Tel: +977-01-5428220
Email: dorfc@dor.gov.np; Website: <http://www.dor.gov.np>

Terms of Reference

for

Individual Financial Management Consultant (FMC)

Contract Identification No.: SRCTIP-DOR-CS-IND-38

1. Background:

Government of Nepal (GoN) has received financing from the International Development Association ("World Bank") toward the cost of Strategic Road Connectivity and Trade Improvement Project (SRCTIP). The Department of Roads (DoR), Development Cooperation Implementation Division under the Ministry of Physical Infrastructure and Transport (MOPIT) is the implementing agency for the Component 2 & 3 of this project, and responsible for implementation, management, supervision and coordination. A Project Coordination Unit (PCU) has been established under the Development Cooperation Implementation Division (DCID) of DoR for carrying out activities related to the project which is responsible for coordination and implementation of the respective project activities. The PCU comprises of a Project Director (PD), Project Coordinators, Project Engineers (PE), Chief Financial Officer. There are other technical and managerial support staffs/consultants working within the PCU. Apart from PCU, for the smooth implementation of the Project, there will be separate project site offices with required technical, managerial and financial staffs. Department of Roads, Development Cooperation Implementation Division now intends to strengthen its project implementation capacity in financial management sector through the assistance of Financial Management Consultant.

The Project Development Objective (PDO) of SRCTIP is to improve the efficiency and safety of selected transport infrastructure, improve the efficiency of cross-border trade, and strengthen capacity for strategic road network management in Nepal. SRCTIP will comprise the following five components:

Component 1: Trade Facilitation (Estimated Cost US\$ 41.2 million; IDA financing of US\$ 35.0 million)

Component 2: Regional Road Connectivity (Estimated Cost US\$ 400.7 million; IDA financing of US\$ 333.8 million).

Component 3: Institutional Strengthening (Estimated Cost US \$91 million; IDA financing of US\$ 77.4 million).

In addition to above mentioned project, DCID also works as a PCU for another WB funded project, Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS) – Nepal Phase 1.

Thus, DCID intends to hire a Financial Management Consultant to assist PCU in financial management related activities as provisioned in the Financing Agreement for the SRCTIP project and ACCESS. The PCU shall ensure production of interim un-audited financial reports for the activities audited Financial Statements acceptable to the Bank. So, the Financial Management Consultant (FMC) will assist all the financial management activities accomplished by the PCU in a timely manner. The FMC shall work in close coordination with the PCU, Implementation units within the Project, especially with Chief Financial Officer of the Project within the PCU and the World Bank.

2. Objective

The purpose of this consulting service is to assist Project Coordination Unit (PCU) in financial management aspects of the SRCTIP and ACCESS. Additionally, the input from the consultant would ensure adoption of proper financial management system in the project.

3. Duties and Responsibilities:

The Financial Management Consultant (FMC) shall coordinate and manage the financial management functions for SRCTIP and ACCESS, PCU. S/he will assist the PCU on all the project related financial management matters. S/he will help in producing interim un-audited and audited financial reports for the activities and furnished to the World Bank in form and substance satisfactory to the World Bank and the PCU and all the reports relating to financial matters as required by the World Bank and Government of Nepal. S/he will transfer the knowledge to the PCU.

Specific responsibilities of the FMC include but not limited to the followings:

- Assist PCU to prepare annual program and budget and consolidate the annual program of SRCTIP and ACCESS;
- Provide necessary arrangement of annual budget appropriation and its release to cost centers;

- Timely and reliable collection of financial reports and other necessary financial information from project offices;
- Prepare and maintain up to date Project Accounts including all kinds of accounting ledgers and financial reports as per the need of the WB and GoN;
- Provide periodic reports on programs and activities to the Project Director;
- Support in smooth running of existing Integrated Public Financial Management System (IPFMS) including Computerized Government Accounting System (CGAS), Line Ministry Budget Information System (LMBIS), Revenue Administration Management System (RAMS) etc. at PCU and train the PCU and project staffs;
- Prepare disbursement requests for pre-finance from Ministry of Finance;
- Prepare periodic Statement of Expenditure and support Project Director for submission of withdrawal applications, expenditure claims, reimbursement requests to WB;
- Coordinate for internal and final audit of the project accounts to complete in a timely manner,
- Ensure all the financial information and reports including the Audit Report are submitted in timely manner to the World Bank,
- Maintain a sound record of audit arrears and assist in clearing the audit arrears by preparing and updating the Audit Arrears Resolving Action Plan (AARAP);
- Advise Project Director on eligible expenditure;
- Provide training and support to staff on preparing the reports relating to the financial matters as required by the WB and GoN and transfer the knowledge to the finance section of the Department of Roads for the support of Institutional capacity development;
- Assist in developing and revising the relevant documents relating to the project financial matters;
- Support PCU and WB team in review missions by providing necessary information and documents,
- Support the project offices in financial management matters,
- Provide additional support as required and requested by the Project Director in any financial matters related to SRCTIP and ACCESS.

- Provide capacity development training to the PCU staffs in financial reports related to Donor Agency funding, understanding of Audit Report (National and International Firms) and Taxation system applicable for International and National Consultants (Firms and Individuals) and Contractors

4. Duty Station and Working Arrangements:

The Finance Management Consultant (FMC) will work in the PCU, SRCTIP and ACCESS. S/he will report and work under the supervision of the Project Director. S/he will receive technical guidance and advice from Chief Financial Officer of the PCU. The Consultant will be stationed in the PCU established within DCID, DoR in Kathmandu. PCU will provide office space and other facilities for performing the services as mentioned in the duties and responsibilities.

5. Required Qualification and Experience:

The Consultant for the post of FMC should have following necessary expertise and education

| Area | Qualifications and Experience of the Consultant |
|------------|---|
| Education | <ul style="list-style-type: none"> ▪ Minimum: Master's Degree in Business Management/ Finance/ Accounts/ Public Administration/ Charter Accountant or relevant field ▪ Preferable: Training in Financial Management aspects. (Training of more than one month duration shall be considered) |
| Experience | <p>A. General:</p> <ul style="list-style-type: none"> ▪ Minimum: 10 years ▪ Preferable: 15 years or more <p>B. Specific:</p> <p>i. Public Financial Management</p> <ul style="list-style-type: none"> ▪ Minimum: 5 years of demonstrated work experience in the field of public financial management ▪ Preferable: 10 years of demonstrated work experience in the field of public financial management <p>ii. Project Financial Management in MDB funded Project</p> |

| Area | Qualifications and Experience of the Consultant |
|----------|---|
| | <ul style="list-style-type: none"> ▪ Minimum: 5 years of experience in the project financial management in Multilateral Development Bank funded project, ▪ Preferable: 10 years of experience in the project financial management in Multilateral Development Bank funded project <p>C. Other Requirements:</p> <ul style="list-style-type: none"> ▪ Demonstrated capabilities in report writing ▪ The ability to work simultaneously on a variety of issues and tasks, while independently adjusting priorities to achieve agreed objectives and deadlines is essential. ▪ A demonstrated ability to simplify technical and complicated material in a creative manner is necessary. ▪ Strong interpersonal skills and an ability to work effectively with internal/external partners are essential. <p>(Note – Category “C” will not be given technical score while evaluating, but will be taken into consideration at the time of contract negotiation)</p> |
| Language | <ul style="list-style-type: none"> ▪ Capable in reading, writing and speaking English and Nepali Language |

6. Remuneration and Payment

The remuneration to the individual Consultant shall be on the monthly basis, as a time based contract. Reimbursable expenses are paid as per contract in fixed lump sum except for transportation cost. Transportation cost shall be reimbursed in actual basis.

7. Duration of Consultant's Service

Consultant shall commence the work from the date of signing of agreement. The total input of the Consultant shall be 18 months over a period of 36 months, subject to satisfactory performance of the consultant, business need and availability of budget.

8. Working Days

The total 25 days input (worked days) will be considered as one man-month. The Consultant should submit the monthly work plan at the start of each month.

9. Tax

The Consultant shall be fully responsible for all taxes applicable as per the prevailing tax laws of the Government of Nepal. The Consultant must be registered in VAT before signing the contract agreement. The consultant will be responsible for the costs of the premium of any insurance plan including accidental insurance he/she takes up.

10. Logistic And Other Assistance Provided By The Client

The following shall be provided to the Consultant by DOR:

- Related reports available in DoR
- Access to other necessary documents and data available in DOR required for the performance of the consultant's services.
- Office space with furniture
- Email and internet access
- Required office stationery

The Consultant will be provided an office space in premises of the Development Cooperation Implementation Division. Transportation shall have to be arranged by consultant himself/herself for within Kathmandu valley however Transport expenditures incurred during visiting to Project Offices at sites outside of Kathmandu valley shall be reimbursed as per actual bill, if any.

11. Consultant's Responsibility

The Consultant shall submit the reports not limited to the following during the course of services:

- Monthly progress report on overall Financial Management activities under World Bank funded projects under DCID
- Completion Report at the end of Service period

12. Agreement

The Consultant shall be required to enter into an agreement with Development Cooperation Implementation Division on time-based Contract as per the Provision of Procurement Regulation for IPF Borrowers, 5th Edition, September 2023. An agreement shall be signed by both parties before the commencement of the work.