



THE KATHMANDU POST

WITHOUT FEAR OR FAVOUR

Nepal's largest selling English daily

Printed simultaneously in Kathmandu, Bhatnagar, Bharatpur and Nepalgunj

Vol. XXXIX No. 254 | 10 pages | Rs. 5
Wednesday, November 03, 2021 | 17-07-2078

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Bhatnagar, Nepal



Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Development Cooperation Implementation Division
Jwagal, Lalitpur

Request for Expression of Interest (REOI)

Notice No.: SRCTIP/5/078-79

Date of First Publication : November 3, 2021

The ministry of Physical Infrastructure and Transport, Department of Roads (DoR) invites eligible individual Consultants for the Assignment Title mentioned below to indicate their interest in providing the Services indicating the contract number.

S.N.	Contract Identification No.	Assignment Title	Duration of Total Service
1	SRCTIP-DOR-CS-IND-22	Procurement and Contract Management Specialist (PCMS)	5 Years

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 address below (in Person or by email) by 19th November 2021 within office hours.

Project Director

Government of Nepal
Ministry of Physical Infrastructure and Transport
Department of Roads
Development Cooperation Implementation Division
Jwagal, Lalitpur

Procurement of Individual Procurement and Contract Management Specialist [PCMS]
Contract Identification Number: SRCTIP-DOR-CS-IND-22
Notice No. SRCTIP/5/078-79

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Country: Nepal

NAME OF PROJECT: Strategic Road Connectivity and Trade Improvement Project
Credit No.: 6673-NP

Assignment Title: Individual Consultants - Procurement and Contract Management Specialist

Reference No. SRCTIP-DOR-CS-IND-22

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”) include **hiring 1 (one) Individual Consultant as indicated in the table below in order to implement the project efficiently.**

Anticipated date for commencement of the services is **December 2021** and the tentative duration of the assignment is about **5 Years** from commencement of services.

The Ministry of Physical Infrastructure and Transport, Department of Roads (DoR), now invites eligible individual Consultants to indicate their interest in providing the Services . 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 specialist position are indicated below:

S.N.	Contract no.	Assignment Title	Duration of Total service (years)
1	SRCTIP-DOR-CS-IND-22	Procurement and Contract Management Specialist	5 years

The attention of interested Consultants is drawn to Section III of the *Procurement Regulations for IPF Borrowers, 4th edition November 2020*. (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest. A consultant will be selected in accordance with the Selection Methods for Individual Consultant set out in the World Bank’s “Procurement Regulations for IPF Borrowers”, 4th edition November 2020.

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 **19 November 2021 within office hours**.

Attention: Project Director

Strategic Road Connectivity and Trade Improvement Project,

Jwagal, Lalitpur, Nepal

Government of Nepal
Ministry of Physical Infrastructure & Transport
Department of Roads
Development Cooperation Implementation Division
Strategic Road Connectivity and Trade Improvement Project
Jwagal, Lalitpur

Terms of Reference (ToR)
For
Procurement and Contract Management Specialist [PCMS]

1.0 INTRODUCTION

Nepal is a geographically small, landlocked country surrounded by India in the south, east and west and the People's Republic of China in the north. Nepal's access to international trade markets depends on efficient and reliable transport infrastructure and logistics services and transit facilities in neighboring countries, particularly India.

The Government of Nepal has received financing from the World Bank toward the cost of the Strategic Road Connectivity and Trade Improvement Project (SRCTIP) for the improvement of Nagdhunga - Naubise - Mugling Road and Kamala - Dhalkebar - Pathlaiya Road sections.

Development Cooperation Implementation Division, Department of Roads under the Ministry of Physical Infrastructure and Transport intends to apply part of the proceeds for consulting service of the Procurement and Contract Management Specialist (PCMS). *The Procurement and Contract Management Specialist will be selected based on World Bank Procurement Regulations for IPF Borrowers fourth edition November 2020.* The scope of the Individual Consultant is to perform support for Procurement of Works, Goods and Consulting Services in Bank financed projects and contract management related to SRCTIP project and other Donor Agency funding under the DoR (*Hereinafter called 'Services*).

2.0 OBJECTIVE

The main objective of the consulting services of the Procurement and Contract Management Specialist is:

- To support for ensuring the procurement of consulting services, goods and works as per agreed Bank guidelines and procurement act and regulations as applicable as per the project Financing agreement,
- To support the project PCU in preparing procurement plan with consideration of project requirements and uploading procurement activities documents using the Bank systems (STEP),
- To assist PCU in the Contract Management of World Bank funded Construction contracts.
- To assist PCU in the Contract Management of World Bank funded Consultancy Service Contracts.

3.0 SCOPE OF WORKS

The service of an experienced **Procurement and Contract Management Specialist** is required to carry out various project related procurement for goods, services, non consulting services, and works and assist the PCU in Contract Management of Construction Works and Consulting Works. The Expert should also provide expert advice to the PCU in the areas of Procurement and Contract Management. The Consultant shall perform the following services but not limited to:

- Support in preparing procurement documents required for the procurement of goods, works, services, and non consulting services including drafting and issuing tender documents (Prequalification Documents, Bid Documents, Terms of References, Expressions of Interest, Requests for Proposals,), specifications, cost estimates, work schedules, evaluation criteria;
- Support DoR in the revision/implementation of Project Procurement Strategy for Development of SRCTIP project;

- Assist in preparation of bidding documents, RFPs, amendments, clarifications, bid/proposal evaluation reports for works, goods, consulting and non consulting services and recommend for necessary approval from the Department and the World Bank;
- Assist in preparation and updating of the procurement plan periodically for submission to the World Bank and also shall provide procurement advice to the DoR to ensure that procurement of all works, goods and services are undertaken in accordance with the approved procurement Plan.
- The Consultant shall prepare weekly and monthly progress reports of procurement activities in acceptable format to the World Bank.
- Assist in the Contract Management of World Bank/other Donor Agency funded projects/contracts.

4.0 EXPERTISE & EDUCATION

The Consultant for the post of **PCMS** should have following necessary education and expertise:

Area	Qualifications
Education	<p>Minimum:</p> <ul style="list-style-type: none"> ▪ Graduate degree in <i>Civil Engineering</i> <p>Preferable:</p> <ul style="list-style-type: none"> ▪ Masters degree in Highway Engineering/Transportation Engineering/Civil Engineering/Construction Management ▪ Training in Procurement ▪ Training in ES Framework of World Bank and ▪ Training on FIDIC Condition of Contracts
	<p>A. General:</p> <ul style="list-style-type: none"> ▪ Minimum 15 years in Road Project(contract) Management/procurement related works. ▪ Preferable: 25 years in Road Project(contract) Management/procurement related works.

Experience	<p>B. Specific:</p> <p>i. Procurement Management</p> <p>1. Bid Document/PQ document Preparation :</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Experience in Preparation of PQ document/Bid Document of minimum 2 high value Road Works Contracts (ICB) of minimum estimated work value USD 40 Million in multilateral Bank Funded projects; <p>Preferable:</p> <ul style="list-style-type: none"> • Preparation of PQ document/Bid Document of 4 high value Road works Contracts (ICB) of minimum estimated work value USD 40 Million in multilateral Bank Funded Projects. • Preparation of Bid Document of 2 Road contracts including PBMC provisions. <p>2. Bid Evaluation/PQ Evaluation:</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Experience in PQ/Bid Evaluation of 2 high value Road works Contracts (International bidding) of minimum estimated work value USD 40 Million in multilateral Bank Funded projects; <p>Preferable:</p> <ul style="list-style-type: none"> • Experience in PQ/Bid Evaluation of 4 high value Road works Contracts (International bidding) of minimum estimated work value USD 40 Million in multilateral Bank Funded projects. <p>3. Consulting Services:</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Experience in evaluation of expression of interest and short-listing, evaluation of technical and financial proposals of at least 2 consulting services of civil engineering works (International) with
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	<p>for Consulting Service of minimum estimated value of USD 2 million.</p> <p>Preferable:</p> <ul style="list-style-type: none"> • Experience in evaluation of expression of interest and short-listing, technical and financial proposals of 4 consulting services of civil engineering works (International) with minimum estimated value of USD 2 million. <p>ii. Contract Management:</p> <p>Minimum:</p> <ul style="list-style-type: none"> • 3 Years experience in Road Project supervision/Contract Administration of FIDIC contracts. <p>Preferable:</p> <ul style="list-style-type: none"> • 7 Years experience in Road Project Supervision/Contract Administration of FIDIC contracts. <p>iii. Experience in Donor Funded Project</p> <p>Minimum:</p> <ul style="list-style-type: none"> • 1 Year experience as Procurement and Contract Management Specialist in Donor Funded Projects. <p>Preferable:</p> <ul style="list-style-type: none"> • 2 Years experience as Procurement and Contract Management Specialist in Donor Funded Projects. <p>iv. Others:</p> <ul style="list-style-type: none"> • Experience in using STEP shall be an advantage. • Experience in preparation of Project Procurement Strategy for Development (PPSD) shall be an advantage.
Language and Computer Skill	<ul style="list-style-type: none"> ▪ Capable in reading, writing and speaking English and Nepali Language. ▪ Capable in using Microsoft Office Excel, Word.

5.0 PAYMENT

The remuneration to the individual Consultant shall be on the monthly basis, as a time based contract.

Transportation outside Kathmandu Valley shall be paid as per actual.

Other reimbursable expenses are paid as per contract.

Price Adjustment shall be applied only to remuneration only. Remuneration paid in local currency shall be adjusted every 12 months (and, the first time, with effect for the remuneration earned in the 13th calendar month after the date of the Contract Effectiveness date) by applying the following formula:

$$R_l = R_{l_0} \times \left[0.1 + 0.9 \frac{I_l}{I_{l_0}} \right]$$

where

R_l is the adjusted remuneration;

R_{l_0} is the remuneration payable on the basis of the remuneration rates in local currency;

I_l is the official index for salaries in the Client's country for the first month for which the adjustment is to have effect; and

I_{l_0} is the official index for salaries in the Client's country for the month of the date of the Contract.

Salary Index, Private Institution, Officers published by the Nepal Rastra Bank shall be used for salaries corresponding to I_l and I_{l_0} in the adjustment formula for remuneration paid in local currency.

6.0 DURATION OF CONSULTANT'S SERVICE

Consultant shall commence the work from the date of signing agreement and last for 5 (five) years upon satisfactory performance of consultant, business need and availability of budget.

7.0 WORKING DAYS

The working days and office holidays will be as per Government rules and practice. The Consultant should submit the monthly work plan at the start of each month. In addition to holidays as per Government Rules and Practice, there shall be provision of one day additional paid leave per month which shall not be accumulated for next month.

8.0 TAX

The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The Consultant must be registered in VAT after signing the contract agreement, if not registered. The consultant will be responsible for the costs of the premium of any insurance plan including accidental insurance he/she takes up.

9.0 TECHNOLOGY TRANSFER

PCMS shall consider the technology transfer as an important aspect of the service. PCMS shall provide one day training to DCID team regarding evaluating bids/ proposals and contract management per year. PCMS should also provide minimum half day training to 20 DoR officials in different aspects of procurement per year. DCID shall provide the training hall and other necessary logistics for training.

10.0 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 within Kathmandu valley however *Transport expenditures incurred during visiting to work sites outside of Kathmandu valley shall be reimbursed as per actual bill.*

11.0 CONSULTANT'S RESPONSIBILITY

The Consultants shall not, during the term of this Contract and after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client. The Consultant shall keep full records relating to all aspects of the work covered by his service contract. All original drawings, work sheets, field notes, computer programs, reports and other documents relating to the study shall become the property of the Government.

In addition to the above, the Consultant shall submit the reports not limited to following during the course of services:

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

12.0 AGREEMENT

The Consultant shall be required to enter into an agreement with Development Cooperation Implementation Division on time based. An agreement shall be signed by both parties before the commencement of the work.