

Government of Nepal
Ministry of Physical Infrastructure & Transport
Department of Roads
Development Cooperation Implementation Division
Accelerating Transport and Trade Connectivity in East South Asia
(ACCESS)
Chakupat, Lalitpur
Terms of Reference (ToR)
For
Technical Advisor, Procurement and Contract Management Specialist
[TAPCMS]

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 Accelerating Transport and Trade Connectivity in East South Asia (ACCESS)-Phase-I Project for Upgrading of Butwal-Gorusinghe-Chanauta section of East-West Highway from two to four lanes and Detailed Design, Construction, and Construction Supervision of a Green Resilient Urban Bridge at Butwal.

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 Technical Advisor, Procurement and Contract Management Specialist (TAPCMS). *The Technical Advisor, Procurement and Contract Management Specialist will be selected based on World Bank Procurement Regulations for IPF Borrowers seventh edition September 2025* The scope of the Individual Consultant is to provide technical assistance, support for Procurement of Works, Goods and Consulting Services in Bank financed projects and contract management of the contracts under ACCESS Phase-I project and other Donor Agency funding under the DoR (*Hereinafter called 'Services'*)

2.0 OBJECTIVE

The main objective of the consulting services of the Technical Advisor, 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.
- To provide technical assistance in different technical related matter and provide technical advice as necessary.

3.0 SCOPE OF WORKS

The service of an experienced **Technical Advisor, Procurement and Contract Management Specialist (TAPCMS)** is required to provide technical assistance in various project related activities, carry out procurement works, goods, services, and non-consulting services, related to projects under DCID 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 ACCESS Phase-I project;
- Assist in preparation of bidding documents, RFBs, 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 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.
- Assist in preparation of technical specifications/employer’s requirements for green resilient/ special bridges.
- Assist in check and verification of design of roads and bridges of the World Bank funded projects / contracts.

4.0 EXPERTISE & EDUCATION

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

Area	Qualifications
Education	<p>Minimum:</p> <ul style="list-style-type: none"> ▪ Bachelor’s degree in <i>Civil Engineering</i> <p>Preferable:</p> <ul style="list-style-type: none"> ▪ Master’s degree in Highway Engineering/Transportation Engineering/Civil Engineering/Construction Management ▪ Training on Procurement Framework of the World Bank Aided Projects/FIDIC

Area	Qualifications
	<p>Condition of Contract</p> <ul style="list-style-type: none"> ▪ Training on Contract Management and Dispute Resolution
Experience	<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. <p>B. Specific:</p> <p>i. Procurement Management</p> <p>1. Preparation of Bid Document/PQ document /RFBs and RFPs (Works) :</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Experience in Preparation of Bid Document/PQ Documents/RFBs/RFPs of minimum two(2) road works Contract lots (ICB) of minimum estimated work value USD 10 Million in MDB funded projects <p>Preferable:</p> <ul style="list-style-type: none"> • Experience in Preparation of Bid Documents/PQ Documents/RFBs/RFPs of additional two road works Contract (ICB) of minimum estimated work value USD 10 Million in MDB funded projects . <p>2. Bid Evaluation/PQ Evaluation/RFB and RFP (Works) Evaluation:</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Experience in PQ/Bid Evaluation / RFB and RFP (Works) Evaluation of two(2) Road works Contracts lots (ICB) of minimum estimated work value USD 10 Million. <p>Preferable:</p> <ul style="list-style-type: none"> • Experience in PQ/Bid Evaluation/RFB and RFP (Works) Evaluation of additional two Road works Contracts (ICB) of minimum

Area	Qualifications
	<p>estimated work value USD 10 Million.</p> <p>3. Consulting Services:</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Experience in evaluation of RFP (technical and Financial) of consulting services for selection of consultant for Construction Supervision of 1 (one) road works contract (ICB) with a minimum estimated value of USD 2 million. <p>Preferable:</p> <ul style="list-style-type: none"> • Experience in evaluation of RFP (technical and financial) of consulting services for selection of consultant for Construction Supervision of additional one road works contract (International) with a minimum estimated value of USD 2 million. <p>ii. Contract Management:</p> <p>Minimum:</p> <ul style="list-style-type: none"> • 2 Years experience in Road Project supervision/Contract Administration of FIDIC based contracts. <p>Preferable:</p> <ul style="list-style-type: none"> • Additional three(3) years' experience in Road Project Supervision/Contract Administration of FIDIC based contracts. <p>iii. Technical Advisor</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Experience in checking, verification and finalization of design and drawings of bridges/roads of 2 roads project. <p>Preferable:</p> <ul style="list-style-type: none"> • Additional experience in checking, verification and finalization of design and drawings of bridges/roads of 2 roads projects. <p>iv. Others:</p> <ul style="list-style-type: none"> • Experience in PBMC Contract Document Preparation/Implementation shall be an advantage

Area	Qualifications
	<ul style="list-style-type: none"> • Experience in preparation of Project Procurement Strategy for Development (PPSD) shall be an advantage.
Language and Computer Skill	<ul style="list-style-type: none"> ▪ The consultant shall be capable in reading, writing and speaking English and Nepali Language. ▪ Shall have sound knowledge of IT applications such as MS Office, Excel and other basic computer skills. ▪ Shall have strong presentation, interpersonal and communication skill

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.

The index for the category "Technicians and Associate Professionals" of "Salary and Wage Index by NSCO" 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 twenty(20) months upon satisfactory performance of consultant, business need and availability of budget.

7.0 WORKING DAYS

A man-month shall be defined as equivalent to twenty-six (26) billable working days. The calculation of a man-month shall be based on the total number of billable working days divided by twenty-six (26). Any days worked in excess of twenty-six (26) days within a calendar month shall not be considered for the purpose of man-month computation. Public holidays, as declared in the annual calendar published by the Government of Nepal (GoN), shall be treated as non-billable days.

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

TAPCMS shall consider the technology transfer as an important aspect of the service. TAPCMS shall provide one day training to DCID team regarding evaluating bids/ proposals and contract management per year. TAPCMS 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.