

Government of Nepal  
Ministry of Physical Infrastructure & Transport  
Department of Roads  
**Development Cooperation Implementation Division**  
**Strategic Road Connectivity and Trade Improvement Project**  
*Babarmahal, Kathmandu*  
**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 fifth edition September 2023.* 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  | <ul style="list-style-type: none"> <li>▪ Masters degree in Highway Engineering/Transportation Engineering/Civil Engineering/Construction Management</li> <li>▪ Training in Procurement/FIDIC module1/FIDIC module2</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Experience | <p><b>A. General:</b></p> <ul style="list-style-type: none"> <li>▪ Minimum 15 years in Road Project(contract) Management/procurement related works.</li> <li>▪ Preferable: 25 years in Road Project(contract) Management/procurement related works.</li> </ul> <p><b>B. Specific:</b></p> <p><b>i. Procurement Management</b></p> <p>1. Bid Document Preparation &amp; Evaluation of Works :</p> <p>Minimum:</p> <ul style="list-style-type: none"> <li>• Experience in Preparation of Bid Document and evaluation of bid of minimum 2 Road works Contracts of minimum estimated work value USD 10 Million in Multilateral Bank Funded Projects.;</li> </ul> <p>Preferable:</p> |

| Area                        | Qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <ul style="list-style-type: none"> <li>• Preparation of Bid Document and evaluation of bid of up to 4 Road works Contracts of minimum estimated work value USD 10 Million in multilateral Bank Funded Projects.</li> </ul> <p><b>2. Consulting Services:</b></p> <p>Minimum:</p> <ul style="list-style-type: none"> <li>• 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) of minimum estimated value of USD 2 million.</li> </ul> <p>Preferable:</p> <ul style="list-style-type: none"> <li>• Experience in evaluation of expression of interest and short-listing, evaluation of technical and financial proposals of up to 4 consulting services of civil engineering works (International) with minimum estimated value of USD 2 million.</li> </ul> <p><b>ii. Contract Management:</b></p> <p>Minimum:</p> <ul style="list-style-type: none"> <li>• 3 Years experience in Road Project supervision/Contract administration of <b>FIDIC</b> contracts.</li> </ul> <p>Preferable:</p> <ul style="list-style-type: none"> <li>• 7 Years experience in Road Project Supervision/Contract Administration of <b>FIDIC</b> contracts.</li> </ul> <p><b>iii. Others:</b></p> <ul style="list-style-type: none"> <li>• Experience in the preparation of Project Procurement Strategy for Development (PPSD) shall be an advantage.</li> <li>• Experience in using STEP (Systematic Tracking of Exchanges in Procurement) of World Bank</li> </ul> |
| Language and Computer Skill | <ul style="list-style-type: none"> <li>▪ Capable in reading, writing and speaking English and Nepali Language.</li> <li>▪ Capable in using Microsoft Office Excel, Word.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

## **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 13<sup>th</sup> calendar month after the date of the Contract Effectiveness date) by applying the following formula:

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

where ,

$R_l$  is the adjusted remuneration.

$R_{lo}$  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

$I_{lo}$  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  $I_{lo}$  in the adjustment formula for remuneration paid in local currency.

## **6.0 DURATION OF CONSULTANT'S SERVICE**

The consultant shall commence the work within 15 days from the date of signing the agreement and last for 24(Twenty four) months 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.

#### **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 on the Job training to DCID Engineers regarding evaluating bids/ proposals and contract management.

#### **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 the following during 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 the Development Cooperation Implementation Division on time based. An agreement shall be signed by both parties before the commencement of work.