

Government of Nepal
Ministry of Finance
PEFA Secretariat

Integrated Public Financial Management Reform Project (IPFMRP)
TERMS OF REFERENCE (ToR) for Hiring
Procurement Consultant

1. Introduction

The Government of Nepal (GON), Ministry of Finance has signed a grant agreement on the implementation of the Integrated Public Financial Management Reform Project (IPFMRP) funded by the Nepal PFM Multi Donor Trust Fund administered by the World Bank (IDA). It has been designed to implement PFM reform activities of different implementing agencies of the government in an integrated approach. It is the PEFA Secretariat which is responsible for coordinating, managing and facilitating the implementation of all the parts or components of this project, including consolidating project annual work plans, procurement plans and reports from all implementing agencies. This is a three-year project with the objectives of strengthening the effectiveness of selected Public Financial Management institutions and procurement institutions, systems and procedures at the federal and sub-national levels.

The project consists of the following four components: (1) Strengthening public expenditure and revenue management in federal and subnational governments; (2) Strengthening the office of the auditor general; (3) Improving public procurement; and (4) Public financial management reform management and coordination. There are three sub-components under each component.

There is an apex body of PFM Reform Steering Committee which shall provide overall policy direction and general oversight over this project implementation. This steering committee is chaired by the Secretary of Ministry of Finance and representation of secretary level and joint secretary level from different government ministries, secretariats, and PFM related stakeholder agencies.

There are all together 9 (nine) implementing agencies under this project for initiating and implementing respective project activities. For this purpose, a dedicated project team has been formed with a coordinator in each implementing agency.

2. Background

All goods, non-consulting services and consulting services required for the project and to be financed out of the proceeds of the Grant shall be procured in accordance with the "World Bank Procurement Regulations for IPF Borrowers" and the Recipient's procurement plan for the Project. The project will use the e-GP platform for procurement in an open national procurement approach. The project will use STEP (Systematic Tracking of Exchanges in Procurement), the World Bank's online procurement planning, and transactions system



The PEFA Secretariat will coordinate the implementation of procurement activities. Each responsible implementing agency will prepare its own procurement plans and carry out their respective procurement activities independently. If required, assistants will be sought from the PEFA Secretariat, which will have adequate procurement capacity to support the implementing agencies.

In view of this, the Secretariat realized that the service of a procurement consultant is required in order to smooth implementation of the project particularly from the perspective of procurement activities.

In this context, PEFA Secretariat intends to engage a procurement consultant with extensive exposure in procurement regulations of GoN, World Bank and other renowned procurement principles and practices to facilitate the procurement functions in the project

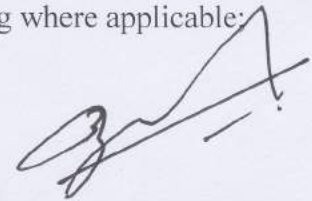
3. Objectives

The main objective of the assignment is to assist & support the procurement process, compliance with the "Procurement Regulations" of the World Bank's & GoN, and enhance the quality of the procurement/contract management of the project in the given time.

4. Scope of the Services

The Procurement Consultant will be responsible for the following procurement related services of the project:

- a. Preparing and updating project procurement plan periodically;
- b. Assist in preparing concept notes and terms of reference (ToR) for the procurement of consulting and goods in relation to activities of the sub-project activities of PEFA Secretariat, FCGO, OAG, PPMO, MoF, NPC, PACS, MoFAGA, and ICAN as required and in cooperation with these entities.
- c. The Consultant shall assist in uploading/ updating the procurement plan/documents and all procurement processes on the STEP system on a real time basis;
- d. Decide on optimal procurement methods, including packaging, and processing procurement, including advertising, pre-qualifying and short listing etc;
- e. Preparation of procurement related documents such as RFP, RFB, contract agreement etc required for the procurement of goods, consulting services and works (if any);
- f. Assist in pre-bid meetings, prepare answers/clarification/ modification;
- g. Assist in receiving bids/ proposals and examining & evaluating the same and in writing evaluation reports;
- h. Assist in negotiating with bidders, when required, and preparing contract documents, for "no objection" of The World Bank;
- i. Assist in finalizing specifications and preparing shortlists based on needs and investigation of related market, identify suitable vendors with due consideration to price, quality, delivery time, warranty and after sale servicing where applicable;



- j. Assist in maintaining records and other documentations required for audit and progress reporting purposes;
- k. Prepare monthly progress report of procurement activities in acceptable format to World Bank;
- l. Administration of the contract and the performance management of the contractors, legal considerations and payment conditions as well as risk assessment;
- m. Work in close collaboration/ consultation with PEFA Coordinator and Coordinators of the implementing agencies of the project.

5. Performance and Reporting Requirement (Deliverables):

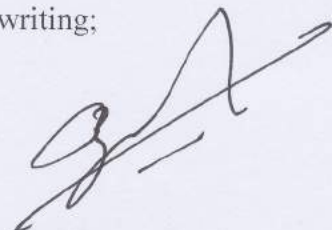
The Procurement Consultant shall support and advise in carrying out the procurement activities in IPFMRP implementation agencies as directed by the PEFA Coordinator and the Member Secretary of the Secretariat. The Consultant shall report to the PEFA Secretariat and offices of other implementing agencies as per the supports extended to those agencies.

6. Duration and Commencement of Contract:

The expected contract duration of the Procurement Consultant is for the period of one year from the date of contract signing with intermittent inputs not exceeding 180 days in a year. The contract may be renewed and extended depending upon need and satisfactory performance of the consultant. The tentative commencement of the service will be in April 2019.

7. Required Qualification and experience

- Should have minimum Bachelor's Degree in Management/Public Administration or Engineering discipline, preferably Master's Degree.;
- Should possess minimum 8 years of working experience in Government/ Public Enterprise/ NGO/ INGO/ National or International Bank or Financial Institution/ UN agencies
- Should possess minimum 5 years of working experience in procurement in the capacity of procurement adviser/consultant/specialist/expert/manager/officer with involvement in procurement management of DP funded projects.
- Should be fully conversant with the Government of Nepal and World Bank procurement policies, procedures and guidelines; experience of at least one successful procurement of consulting services and one successful procurement of goods in World Bank funded projects is preferable;
- Certifications or professional training in public procurement is preferable.
- Should be fluent in English language speaking and writing;



- Should be proficient in the use of computers (especially in the use of standard office applications), and have good report writing, negotiations, and presentation skills.



8. Facilities and logistics to the expert by the Client:

The Consultant shall be provided with the office space and necessary logistic support by the Client.

- 9. Selection Method:** Consultant will be selected in through Individual Consultant Selection through open national method set out in the "Procurement Regulations" of the World Bank.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.