

Government of Nepal  
Ministry of Industry, Commerce and Supplies  
**Nepal Strategic Road Connectivity and Trade Improvement Project  
(SRCTIP)**

Terms of Reference for  
**Procurement and Contract Management Expert (National)**

December, 2021

SRCTIP- Project Coordination Unit (PCU)

Bhadkali, Kathmandu

Tel: 977-1-4267534 / 4248261

Fax: 977-1-4254816

Email: [srctip@moics.gov.np](mailto:srctip@moics.gov.np)

**Terms of Reference (TOR) for Procurement and Contract Management Expert (individual National Consultant)**

**1. Background**

The objective of the Nepal Strategic Road Connectivity and Trade Improvement Project is to improve the efficiency and safety of select transport infrastructure, improve the efficiency of cross-border trade, and strengthen the capacity for strategic road network management in Nepal.

The primary beneficiaries of the project are the users of the road corridors, cross-border points and SPS facilities. The road sections proposed for improvement and upgrading under the Regional Connectivity component pass through districts with a combined population of nearly 7 million people. The importers and exporters will benefit from improvement of roads that fall in two corridors for Nepal's trade, cross-border points which account for 95% of trade in goods via land, and SPS. These benefits will consequently accrue to people across Nepal who rely on trade via these corridors and cross-border points for receiving goods for their own consumption and as inputs for production and for exporting their products. These direct and indirect users will benefit from the efficient transportation, logistics and trade services to be provided at a lower cost and reach higher level social services in a shorter time. Direct users and communities residing next to the roads being improved will benefit from reduction in loss of lives and injuries due to road crashes. Additionally, the traffic volume based periodic maintenance of roads will further extend the benefit to a much larger population throughout the country.

The project has 4 components. The aim of the Trade Facilitation Component is to:

- a. reduce the time taken for goods transit at selected border crossing points;
- b. improve capacity and efficiency for sanitary and phyto-sanitary (SPS) management at selected locations and for targeted products; and
- c. enhance capacity for managing trade through:
  - Augmentation of physical infrastructure, equipment, inspection and related border transit management systems that are required to absorb increasing traffic and trade volumes at key border crossing points including Birgunj, Bhairahawa and Biratnagar.
  - Augmentation of equipment and training, and construction and/or renovation of laboratory buildings at key border locations.
  - Knowledge and capacity building for continuous improvement of the trade policy environment; monitoring of trade performance; and development and implementation, and monitoring and evaluation, of targeted trade promotion measures.
  - Support for implementation, coordination, monitoring and supervision of this Component 1 of the Project.

The PCU under MoICS, in coordination with designated units in DOC, NITDB, DFTQC, PQPMC and DOLS: responsible for implementation of various sub-project activities will manage the day-to-day implementation of this component. For this, in addition to the key staff seconded from MoICS, the PCU engages key experts for necessary planning, procurement, implementation, and compliance monitoring activities. The proposed **Procurement and Contract Management Expert** as a national individual consultant will coordinate with these agencies to oversee and ensure the environmental management and compliance with applicable environmental requirements for the infrastructure or the equipment to be procured.

## 2. Objectives

- Objective of the assignment is to support the Project Coordination Unit (MOICS-PCU), MoICS and designated Sub-Project Unit (SPU) in DOC, NITDB, DFTQC, PQPMC and DOLS in planning and management of procurement activities and to support in management of various contracts under the project and sub-projects and ensure the procurement of goods, works, non-consulting and consulting services comply with the applicable procedures in accordance with the Financing Agreement, PPSD and Procurement Plan.
  
- to supervise any construction works under any sub PCU as per the advice and direction of the National Project Director/ Project Coordinator of the PCU.

## 3. Scope of Services

The service of an experienced **Procurement and Contract Management Expert** (consultant) is required to carry out various project related procurement for goods, services, non consulting services, and works and provide expert advice to the PCU in the areas of procurement and contract management. The tasks and scope of services comprises, but not limited to the following functions:

- a. Prepare and update periodically the project procurement plan using the Bank system.
- b. Advise on optimal procurement methods to PC, FM and PIU Coordinator based on Type and volume of procurement activities.
- c. In close coordination with PC, FM and PCU Coordinators, prepare and finalize procurement and contract document required for the procurement of goods, works and consulting services including drafting of TOR, REOI, RFP, Bidding Documents, Specifications and Evaluation Criteria.
- d. Support the PCU and SPUs to coordinate with the WB for necessary no objection and or Bank procurement guidelines and Bank documents, as necessary.
  - (a) Participate in or provide support to PCU and SPUs for the pre-qualification, short-listing, evaluation and selection of winning bids/ proposals and will also assist in (i) the organization of pre-bid or pre-proposal meetings, preparing answers/ clarifications/ modifications/ amendments; (ii) receiving, opening, and examining bids/ proposals; (iii) facilitating technical evaluation committees, and participating where appropriate; and (iv) assist PCU and SPU in preparing bid /proposals evaluation report in standard format to be submitted to the World Bank;
- e. Assist the PCU and SPUs in negotiating with bidder, when required, and preparing contract documents, for approval/ clearances by the concerned authority and the World Bank.
- f. Assist in maintaining records and other documentation required related to the procurement and contract management for audit and progress reporting purposes.
- g. Prepare monthly progress reports of procurement and contract activities, regular progress reports in acceptable format to the World Bank; including uploading of essential documents in STEP.
- h. Carry out training activities on procurement and contract policies, processes to PCU and SPU staff.
- i. Other administrative and project and contract management activities of the PCU as instructed by Project Director or the Project Coordinator.
- j. Assist in preparing Annual Work Plan and Budget.

- k. Support the PCU and SPUs in the interpretation of the Technical Specifications and the Contract Documents;
- l. Assist PCU and SPUs in coordinating Contractors and other consultants, holding meeting with them when needed, to resolve critical issues;
- m. Assist PCU and SPUs in finalizing extension of expected completion time, if necessary;
- n. Assist PCU and SPUs team in finalizing price adjustment matters, if any;
- o. Assist the PCU and SPUs in dispute resolution activities.
- p. Supervise any procurement works as per the advice of the National Project Director/Project Coordinator
- q. Assist PCU in drafting various correspondence letter to the bank/ bidder/ contractor.
- r. Undertake any other work assigned by the PCU.
- s. Assist the Bank's team in ex-post review of selected sample contracts by furnishing all the necessary procurement and contract implementation information and documents.

#### **4. Qualification Requirement**

- a. Education: At least Bachelor's Degree in Civil Engineering or relevant field; Post graduation degree in similar field preferred; Training on Public Procurement and contract management as well as familiarity to STEP is preferred.
- b. Experience: A minimum of 10 years of general work experiences specially in procurement; Four year's working experience as procurement and contract management activities in World Bank/ multilateral Banks funded project will be preferred; Excellent knowledge of World Bank Procurement and contract Policies, Procedure and Guidelines; Excellent knowledge of Government of Nepal's Procurement Policies, and possess hands-on experience procurement and contract administration; Good Knowledge of Computer Skills; Excellent knowledge of English and Nepali ;should have fair knowledge in conversing and writing report in English language.

#### **5. Duration of Services**

The consultant will be selected for 3 years with the contract to be renewed after one year of contract date based on the need of project and satisfactory performance of the consultant.

#### **6. Supervisor and Reporting Requirements**

The consultant shall be under the immediate supervision of the PCU and will report to the Project Director. She shall prepare monthly and quarterly reports as well as highlighted report on specific issues as prescribed by the PCU and the World Bank.

#### **7. Remuneration and Compensation**

The followings shall apply:

- The consultant shall be provided with the remuneration as per the contract. The contract will mention a lump sum amount of remuneration per month, which shall include all his overhead, social charges and other associated costs including local transportation within Kathmandu Valley and insurance premium costs.

- The normal government calendar and the working hours shall be applicable. The consultant shall be stationed at the PCU office for SRCTIP in Kathmandu, with frequent visits to works sites.
- The consultant shall be responsible to clear all taxes and duties including the income tax as applicable in Nepal.
- In case of travel outside Kathmandu Valley for project-related assignments, the consultant shall be reimbursed travel and lodging expenses on actual-cost basis and a subsistence allowance to cover all other expenses.

#### **8. Facilities to be provided by the PCU**

The consultant shall be provided with working space at the PCU with basic furniture, internet access, stationery and photocopying facility.

#### **9. Selection Process**

Selection of the consultant will be carried out in accordance with the approved selection methods for Individual Consultants as stated in the “World Bank’s Procurement Regulations for IPF Borrowers, November 2020”.