**Government of Nepal**
**Ministry of Education and Sports**
**Department of Education**
**Sanothimi, Bhaktapur**

# REQUEST FOR EXPRESSIONS OF INTEREST
## (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

**NEPAL**
**Nepal Safer Schools Project (NSSP) — Project Preparation**
Grant No.: IDA E758-NP (Preparation Grant for Nepal Safer Schools Project)

**Assignment Title: ICT / System Infrastructure Specialist (Individual Consultant)**
**Reference No. (as per Procurement Plan):** NP-CLPIU EDU-578159-CS-INDV
**Date of Publication:** 7 November 2026 (2083/07/21 BS)

The Government of Nepal has received financing from the World Bank (International Development Association) toward the cost of the Preparation Grant for Nepal Safer Schools Project (IDA Grant No. E758-NP, under the Grant Facility for Project Preparation), and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include planning, deploying and maintaining the server, hosting, network and ICT infrastructure supporting the digital school infrastructure assessment system in line with the data security protocol, providing technical support to central, provincial and local users, and preparing, with the Cybersecurity Specialist, a tested disaster recovery and business continuity plan. The estimated level of effort is 6 person-months (132 working days), including approximately 15 days of travel outside Kathmandu Valley, on an intermittent basis over the period December 2026 to 15 July 2027, based at the Department of Education, Sanothimi, Bhaktapur. The assignment is expected to start in December 2026.

The detailed Terms of Reference (TOR) for the assignment (Annex 1) is attached to this request for expressions of interest, and can also be found at the following websites: www.cehrd.gov.np / www.moe.piu.gov.np.

The Department of Education (DOE), Ministry of Education and Sports, now invites eligible individual consultants ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services, including a cover letter, a detailed curriculum vitae, and copies of academic certificates and experience

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documents, together with a list of comparable assignments stating the client, period, the applicant's role and a referee who can confirm each.

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" September 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

The Consultant will be selected on the basis of qualifications and relevant experience. The procurement process will be in accordance with the Individual Consultant Selection (Open – National) method set out in the World Bank's Procurement Regulations.

Further information can be obtained at the address below during office hours, 09:00 to 16:00 hours (Nepal Standard Time), on Government working days.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail) by 12:00 hours (Nepal Standard Time) on 25 November 2026 (2083/08/09 BS).

Department of Education (DOE)
Attn: SDE Ashok Adhikari, Section Chief, Project Infrastructure Development Section (PIDS), Department of Education
Sanothimi, Bhaktapur, Nepal
Tel: +977-9851422340
Website: www.cehrd.gov.np / www.moe.piu.gov.np

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# ANNEX 1: TERMS OF REFERENCE

ICT / System Infrastructure Specialist- Individual Consultant

| | |
|---|---|
| **Project** | Nepal Safer Schools Project — National School Infrastructure Assessment for Safer Schools in Nepal |
| **Implementing Agency** | Ministry of Education and Sports (MoES) through Department of Education (DoE) |
| **Financing** | World Bank Grant Facility for Project Preparation (GFPP) Grant |
| **Procurement Plan Activity Ref.** | NP-CLPIU EDU-578159-CS-INDV |
| **Position** | Individual Consultant — ICT / System Infrastructure Specialist |
| **Market Approach** | Open-National |
| **Duty Station** | Department of Education, Bhaktapur, with travel to program districts as required |
| **Reports To** | Deputy Director General / Senior Divisional Engineer, Department of Education |
| **Selection Method** | Individual Consultant Selection, following an open national request for expressions of interest, in accordance with the World Bank's Procurement Regulations for IPF Borrowers, Seventh Edition, September 2025. |

## 1. Background and Context

The Government of Nepal, with support from the World Bank, is preparing a project to improve the safety and disaster resilience of selected existing school infrastructure and strengthen institutional systems for long-term, risk-informed planning and implementation of school infrastructure investments.

The project is aligned with Nepal's 16th Development Plan, School Education Sector Plan (SESP), Education in Emergencies and Crisis, School Physical Infrastructure Development and School Safety priorities. It will utilize Rapid Visual Screening (RVS), disaster-risk information, demographic and school-network analysis, and Integrated Education Management Information System (IEMIS) data to support evidence-based investment prioritization.

The project will comprise three major components: (1) Site Assessment and Technical Studies; (2) Strengthening Institutional Readiness; and (3) Project Management and Capacity Building.

The assignment supports the Three-Tier Assessment System comprising: Level-1 — a rapid, digital, risk-informed baseline assessment of all public schools; Level-2 — detailed technical assessment (structural, geotechnical, multi-hazard) of high-risk or priority schools identified through Level-1; and Level-3 — site master planning, technical design, cost estimation and investment/procurement readiness for priority schools.

## 2. Objectives of the Assignment

The objective of this assignment is for the ICT/System Infrastructure Specialist to plan, deploy and maintain the server, network and ICT infrastructure supporting the digital school infrastructure assessment system, and to provide technical support to system users.

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*Key focus of the assignment: Server and network infrastructure, system deployment, technical support, and uptime/performance management.*

## 3. Scope of Work

Under the overall guidance of the Team Lead/Coordinator, Team 3, the Consultant shall carry out the following tasks, including but not limited to:

### 3.1 Infrastructure Planning

- Support the Team Lead in planning server, hosting, network and ICT infrastructure requirements for the digital assessment system.

### 3.2 System Deployment and Operations

- Set up and configure servers, hosting environment and network infrastructure for the digital assessment system and database, in line with the data security protocol.
- Monitor system uptime, performance and capacity, and undertake troubleshooting and optimization as required.

### 3.3 Technical Support

- Provide technical support to central, provincial and local-level users of the digital system and resolve ICT-related issues.
- Coordinate with the Software Developer, Database Management Specialist and Cybersecurity Specialist on deployment, system reliability, security and incident handling.

### 3.4 Documentation and Sustainability

- Prepare ICT infrastructure documentation and operational guidelines to support institutionalization within the Department of Education.
- Prepare, with the Cybersecurity Specialist, a disaster recovery and business continuity plan, and test it at least once before handover. Operate the incident response procedure prepared by the Cybersecurity Specialist.

## 4. Deliverables and Reporting Schedule

| No. | Deliverable | Indicative Timeline |
|---|---|---|
| 1 | Individual work plan, aligned with the Team 3 integrated work plan | Within 2 weeks of commencement |
| 2 | ICT infrastructure plan and deployment configuration | Within 6 weeks |
| 3 | Operational server/network infrastructure with monitoring and technical support records | Ongoing, per approved work plan |
| 4 | Monthly progress report to the Team Lead | Monthly |
| 5 | ICT infrastructure documentation and handover note | End of assignment |

## 5. Reporting Arrangements

The Consultant shall work under the direct technical supervision and coordination of the Team Lead/Coordinator, Team 3, and shall report to the Deputy Director General / Senior Divisional Engineer, Department of Education. The Consultant shall coordinate closely with other members of Team 3 and, as required, with the other three thematic Technical Teams to ensure integrated, consistent assessment outputs. The Consultant shall submit periodic progress reports summarizing work completed, technical findings, planned activities, and any issues or risks requiring attention.

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## 6. Duration and Level of Effort

The assignment is expected to commence in November 2026 and continue until 15 July 2027, covering the required activities within Government of Nepal fiscal year 2083/84, aligned with the Team 3 integrated work plan. The total level of effort for the ICT / System Infrastructure Specialist is estimated at 6 person-months (132 days with requirement of travel outside Kathmandu Valley for project related activities for approximately 15 days), which may be adjusted within the overall assignment period.

## 7. Qualifications and Experience

Education: Master's degree in Computer Engineering, Information Technology or a closely related field.

**Minimum Professional Experience (required):**

- Minimum 3 years of relevant professional experience in ICT infrastructure and systems support.
- Demonstrated experience in server/network deployment, system uptime and performance management.
- Experience in server hardening, patching, monitoring tools, backup and disaster recovery, and network security.
- Experience supporting users with limited connectivity.

***Advantage: Experience supporting ICT infrastructure for government or large-scale public-sector digital systems.***

**General Requirements:**

- Excellent written and spoken English and Nepali.
- Applicants shall list comparable assignments, stating the client, period, the applicant's role and a referee who can confirm it.
- No conflict of interest with any current or anticipated bidder, contractor, or consultant under the Project.

## 8. Selection Method

The Individual Consultant shall be selected on the basis of qualifications and experience, following the Open – National market approach as approved in the Procurement Plan. The selection will be based in accordance with Individual Consultant Selection method, set out in the World Bank's Procurement Regulations for IPF Borrowers (Seventh Edition, September 2025).

## 9. Code of Conduct and Conflict of Interest

The Consultant shall perform the assignment with the highest standards of professional integrity, impartiality and accountability, with primary consideration for the safety, dignity and well-being of school children and other users of school facilities. The Consultant shall maintain confidentiality of all school, assessment and personal information obtained during the assignment and shall not disclose or use such information for unauthorized purposes. The Consultant shall avoid any actual, potential or perceived conflict of interest and shall immediately disclose any such conflict to the Department of Education. The Consultant shall comply with applicable Government of Nepal requirements and the Department of Education's Code of Conduct.

## 10. Facilities to be Provided by the Department of Education

The Department of Education will provide the Consultant with appropriate office space and access to relevant project documents, information and institutional resources required for effective performance of the assignment, including access to relevant IEMIS facilities and systems. The Department will facilitate coordination and communication with relevant divisions, government agencies and stakeholders, and will provide or facilitate access to

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internet connectivity and reasonable office equipment, survey/testing devices and accessories required for the assigned tasks.

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