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: Procurement Specialist (Individual Consultant)
Reference No. (as per Procurement Plan): NP-CLPIU EDU-5/6638-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 day-to-day procurement management assistance to DOE in accordance with the World Bank's Procurement Regulations; supporting preparation/updating of the Project Procurement Strategy for Development (PPSD) and the first 18-month Procurement Plans, and uploading procurement documents in STEP; preparation of bidding/request for proposals documents and evaluation reports; procurement records, audit readiness and risk mitigation; contract management support; and capacity building of DOE staff on procurement procedures of the World Bank. The estimated level of effort is 180 person-days (6 person-months) on a full-time basis over approximately 6 months (planned 15 December 2026 to 14 June 2027), completing within FY 2083/84, based at DOE, 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

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

Official Use Only

cover letter, a detailed curriculum vitae and copies of academic certificates and experience documents.

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 – Competitive) 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

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

Official Use Only

ANNEX 1: TERMS OF REFERENCE

Individual Procurement Specialist

Project	Nepal Safer Schools Project (NSSP) — Project Preparation Phase
Implementing Agency	Ministry of Education and Sports (MoES), through the Department of Education/Project Implementation Unit (DOE/PIU)
Financing	International Development Association (IDA) Grant No. E758-NP – Preparation Grant for Nepal Safer Schools Project, under the World Bank Grant Facility for Project Preparation (GFPP)
Grant Agreement	Letter Agreement between Nepal (Recipient) and the International Development Association, signed on 30 August 2026; Grant amount SDR 1,100,000; Grant Closing Date 31 December 2027
Grant Activity (Annex, Section 2.01)	Component 3: Project Management and Capacity Building – Part (e) Project Management (fiduciary management, including the procurement strategy) and Part (f) Capacity Building (World Bank instruments and fiduciary systems)
Procurement Plan Activity Ref.	NP-CLPIU EDU-576638-CS-INDV
Name of Consulting Service (as per Approved Procurement Plan)	Procurement specialist: hiring of procurement specialist preparation of bid documents for works and consulting services.
Position	Individual Consultant — Procurement Specialist (one position)
Market Approach	Open – Competitive
Duty Station	DOE/PIU, Bhaktapur, with travel to project districts as required
Selection Method	Individual Consultant Selection Method, as per Section VII: Approved Selection Methods for Individual Consultant, of the World Bank's Procurement Regulations for IPF Borrowers, updated version dated September 2025.

1. Background and Context

Nepal is one of the most disaster-prone countries in the world, highly exposed to earthquakes, floods, landslides, and increasingly severe climate-related hazards. School infrastructure is particularly vulnerable: a large share of Nepal's public school buildings were constructed before the adoption of modern building codes and are inadequately equipped to withstand seismic events or climate shocks. The 2015 Gorkha earthquake destroyed or damaged approximately 32,000 classrooms, and successive disasters have continued to highlight the structural fragility of the school building stock.

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

Official Use Only

In response, the Government of Nepal, through the Ministry of Education and Sports (MoES) and its Department of Education/Project Implementation Unit (DOE/PIU), is preparing the Nepal Safer Schools Project (NSSP) with World Bank financing.

The project's development objectives are to (i) improve the safety and disaster resilience of selected existing school infrastructure in Nepal, and (ii) strengthen the institutional systems needed for long-term, risk-informed planning and implementation of school infrastructure investments for disaster risk reduction.

The Government of Nepal has received a grant from the International Development Association (IDA) of the World Bank, in an amount of SDR 1,100,000 (Grant No. IDA E758-NP – Preparation Grant for Nepal Safer Schools Project), under the Grant Facility for Project Preparation (GFPP), through a Letter Agreement signed on 30 August 2026 (the "Grant Agreement"), to support project preparation and implementation readiness, including the preparation of procurement planning documents and the execution of preparatory procurement activities.

Under Section 2.02 of the Grant Agreement, the Recipient carries out the grant-financed Activities through its project implementing unit under MoES, or any successor thereto, which is now the Department of Education/Project Implementation Unit (DOE/PIU). This assignment is financed under Component 3 (Project Management and Capacity Building), Part (e) Project Management, which supports fiduciary management and the preparation of associated instruments, including the procurement strategy, together with Part (f) Capacity Building, which supports capacity development on World Bank instruments and fiduciary systems, as described in Section 2.01 of the Annex to the Grant Agreement. Consulting services are eligible expenditures under Category (1) of Section 3.01 of the Grant Agreement, financed at 100% inclusive of taxes. The Grant Closing Date is 31 December 2027 (Section 3.03 of the Grant Agreement); all services under this assignment shall be completed within the Grant period.

DOE/PIU is seeking to engage one qualified Procurement Specialist to support the day-to-day management of procurement activities and the preparation of procurement documents, in accordance with the World Bank's Procurement Regulations for IPF Borrowers.

2. Objectives of the Assignment

The objectives of this assignment are to:

- Support DOE/PIU in timely implementation of procurement activities to meet the Grant's objectives. This entails providing day-to-day procurement management assistance to DOE/PIU, ensuring all procurement activities are carried out in accordance with the World Bank's Procurement Regulations and applicable national procurement laws.
- Support DOE/PIU to develop/update the Project Procurement Strategy for Development (PPSD) for efficient and strategic execution of procurement and the first 18-month Procurement Plan for the Project.
- Strengthen DOE/PIU's procurement capacity by mentoring and supporting DOE/PIU staff in applying World Bank procurement procedures, tools (including STEP), and systems.
- Ensure procurement compliance and accountability by maintaining accurate procurement records, supporting audit readiness, and proactively identifying and mitigating procurement risks.
- Support contract management by assisting DOE/PIU in monitoring contract performance, processing payments, and resolving contract-related issues in a timely manner.

3. Scope of Work

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

Official Use Only

The Procurement Specialist will assist DOE/PIU in executing procurement activities in accordance with the World Bank's Procurement Regulations for IPF Borrowers and the Legal Agreement (Grant Agreement for IDA Grant No. E758-NP), works as envisioned in School Physical Infrastructure Assessment, Master plan development and Implementation Procedure,2083, including but not limited to the following:

3.1 Procurement Process Management

- Prepare and process project procurement plans for the World Bank's no-objection through STEP, taking into account cost estimates, appropriate selection/procurement methods, and market analysis; support DOE/PIU in keeping STEP records complete and current on a real-time basis.
- Support DOE/PIU in preparing procurement notices for publication/advertising, including Expressions of Interest, Invitations for Bids, Requests for Proposals, Contract Awards, Notification of Intention to Award (Letter of Intent), and Notification of Award (Letter of Award).
- Support DOE/PIU in preparing procurement documents for goods, works, consulting, and non-consulting services — including cost estimates, specifications, bidding documents, Requests for Quotation (RFQ), Terms of Reference, and Requests for Proposals (RFP) — in accordance with agreed procedures and the World Bank Procurement Regulations.
- Assist in preparing evaluation criteria; receiving, opening, and evaluating bids, proposals, and CVs; preparing shortlists; and drafting evaluation reports.
- Assist in and, where required, attend negotiations with successful bidders/consultants, and prepare contract documents for approval by the appropriate authority.

3.2 Contract Management Support

- Assist DOE/PIU in drafting, reviewing, and finalizing contracts for the procurement of goods, works, consulting, and non-consulting services.
- Support DOE/PIU in monitoring supplier/consultant performance against contract milestones, deliverables, and quality standards.
- Assist in processing contract variations, extensions, and amendments in compliance with World Bank regulations.
- Support the resolution of contract disputes, claims, and performance issues, escalating to the DOE/PIU Project Director and the World Bank Task Team as necessary.
- Maintain a comprehensive contract register and ensure all contract documentation is properly filed and accessible for review and audit.

3.3 Development of Procurement Planning Documents

- Prepare the Project Procurement Strategy for Development (PPSD) in accordance with World Bank requirements for the Nepal Safer Schools Project.
- Prepare a detailed Procurement Plan covering the first 18 months of NSSP implementation, addressing works, goods, and consulting and non-consulting services.
- Update the existing PPSD, if required, and Procurement Plan periodically to reflect changes in project scope, market conditions, or implementation progress.

3.4 Capacity Building and Institutional Support

- Mentor and coach DOE/PIU procurement staff on the application of World Bank procurement procedures, standard documents, and the STEP system.
- Support the development of standard operating procedures/checklists for recurring procurement processes within DOE/PIU.
- Support DOE/PIU's preparedness for procurement post-reviews, audits, and Bank implementation support missions.

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

Official Use Only

4. Deliverables and Reporting Schedule

The Consultant shall produce the following deliverables (indicative timeline from contract signing; to be finalized with DOE/PIU at inception):

SN	Deliverable	Indicative Timeline
1	Inception note and detailed work plan	Week 2
2	Draft Project Procurement Strategy for Development (PPSD) for NSSP	Week 4 from contract signing
3	Draft procurement plan for the first 18-month of the project	Week 4 from contract signing
4	Finalized PPSD and 18-month procurement plan, including updating the Project's STEP system with the first 18-month activities	Week 8 from contract signing, or before Project negotiations if earlier
5	Monthly progress reports summarizing procurement activities, STEP status, and issues/risks	Monthly, throughout the assignment
6	Updated contract register and STEP records	Continuous / updated monthly
7	End-of-assignment report, including status of all procurement activities and handover notes	End of assignment

All deliverables shall be submitted in English, in editable electronic format, and shall meet the quality standards required for World Bank review and no-objection.

5. Reporting Arrangements

The Consultant shall report to the DOE/PIU Project Director and Deputy Project Director (or designated DOE/PIU staff), and shall coordinate closely with the World Bank Task Team's procurement staff on technical matters. The Consultant shall submit monthly progress reports in a format agreed with DOE/PIU, summarizing work completed, planned activities, and any issues or risks requiring attention.

The Consultant's monthly progress reports shall also provide inputs to the semi-annual Activities Report, which the Recipient is required to furnish to IDA not later than fifteen (15) days after each calendar semester, covering that semester (Section 2.04 of the Grant Agreement).

6. Duration and Level of Effort

The assignment is planned to run for an overall duration of approximately 6 months from contract signing to contract completion (planned 15 December 2026 to 14 June 2027), so that the assignment is completed within FY 2083/84 (by 15 July 2027) and well within the Closing Date of IDA Grant No. E758-NP (31 December 2027, Section 3.03 of the Grant Agreement). The contract will be executed on a full-time basis, with a total estimated level of effort of 6 person-months (180 person-days). There is a possibility of extension subject to satisfactory

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

performance and continuing project preparation needs. Actual start and end dates will follow the finalized selection and contract-signing schedule. The Consultant will be based at the DOE/PIU office in Sanothimi, Bhaktapur, and may be required to travel outside the Kathmandu Valley for project-related procurement activities.

7. Qualifications and Experience

- At least a Bachelor's degree in Business Administration, Commerce, Management, Public Administration, Engineering, Economics, or a related discipline; a Master's degree in a relevant subject is preferred.
- Relevant training on public procurement. Additional training on the procurement procedures of the World Bank, ADB or other multilateral development banks (MDBs), or on contract management and dispute resolution, will be an advantage (training of at least 3 days' duration preferred).
- A minimum of 10 years of general professional experience in government, public enterprises, INGOs, or multilateral/UN agencies.
- A minimum of 7 years of specific experience in public procurement in government agencies/ donor-funded development projects, and/or multilateral agencies. Preferred familiarity with World Bank's/ADB's procurement procedures and the STEP system, substantiated by prior involvement in Bank-financed procurement activities.
- Proven experience in preparing bidding documents and bid evaluation reports of at least two (2) works contracts, including experience in the procurement and contract management of building construction works.

- Registered for PAN/VAT, in accordance with Nepal's applicable tax regulations for individual consultants.
- No conflict of interest with any current or anticipated bidder, contractor, or consultant under the Project (see Section 9).

Preferred skills

- Excellent communication and written skills in English and Nepali.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and standard office IT tools.

8. Selection Method

The Individual Consultant shall be selected on the basis of qualifications and experience, following the Open – Competitive market approach. The selection will be based in accordance with Individual Consultant Selection method, set out in the World Bank's Procurement Regulations for IPF Borrowers dated September 2025, as specified in Section 1.02(j) of the Grant Agreement.

9. Code of Conduct and Conflict of Interest

- The Consultant shall not have been involved in the preparation, design, or specification of any procurement package under the Project for which they would subsequently participate in evaluation, nor hold any financial or personal interest in firms likely to bid for Project contracts.
- The Consultant shall maintain strict confidentiality of all procurement information, including cost estimates, technical evaluations, and bidder/consultant submissions, prior to public disclosure.

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

Official Use Only

- The Consultant shall sign DOE/PIU's Code of Conduct and Conflict of Interest declaration prior to contract signing and shall disclose any actual or potential conflict of interest arising during the assignment without delay.
- The Consultant shall observe the World Bank's Anti-Corruption Guidelines ("Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by IBRD Loans and IDA Credits and Grants", dated October 15, 2006, revised in January 2011 and as of July 1, 2016), which apply to this Grant as specified in Section 1.02(a) of the Grant Agreement.

10. Facilities to be Provided by DOE/PIU

- Office space (except IT equipment), and access to relevant project documents, systems (including STEP), and key DOE/PIU and Bank counterparts.

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

Official Use Only