

Madhesh Province Government
Ministry of Physical Infrastructure Development.
Infrastructure Development Directorate
Provincial and Local Road Improvement Program (PLRIP)
Provincial Project Management Unit (PPMU)
Madhesh Province

Terms of Reference (ToR)
for
Contract Management and Procurement Specialist (CMPS)
Contract ID: PLRIP/MADHESH/CS/IND/CMPS/1/082-83

1.0 INTRODUCTION

- 1.1. Government of Nepal (GoN) is receiving the development grant & credit to implement the Provincial and Local Road Improvement Program (PLRIP), from the International Development Association (IDA). A part of this financial assistance is to be used for consultancy services for hiring individual consultant(s) in the capacity of **Contract Management and Procurement Specialist (CMPS)**
- 1.2. Main objective of the program is to enhance all-weather connectivity, efficiency, and resilience of local and provincial road networks, and strengthen the capacity of the participating provincial governments and local levels. Followings will be the components of PLRIP:

Component 1: Enhancing efficiency and resilience of Provincial Roads

- Upgrading or rehabilitating provincial roads and bridges from existing fair-weather to all-weather standards,
- Preservation of road assets through routine, periodic and emergency maintenance of the existing provincial road and bridge network.

Component 2: Enhancing all-weather connectivity and access to Rural Municipalities

- Providing critical connectivity to remote municipalities that are not yet connected to the national or provincial road network,
- Improving the existing roads to remote municipalities to all-weather, green and safe roads and bridges.

Component 3: Institutional Strengthening and Capacity Development

- Harmonizing the program level guidelines and standards,
- Training and capacity building of the Provincial Governments and Local Levels, including establishing a Technical Center of Excellence at each Province and specialized laboratories facility at DoLID,
- Introduction of scientific planning and management systems as well as standard processes for feasibility and design studies and work execution considering environmental and social safeguards,
- Strengthening of the existing quality monitoring and evaluation system,
- Comprehensive policy and program for the sustainable development of both Provincial and Local Roads including adoption of an appropriate maintenance framework,
- Supporting preparation of future projects through relevant preparatory studies, feasibility, detailed design and E&S studies.

Component 4: Improvement of complimentary infrastructure and services

- Road Safety,
- Rural Transportation Services.

Component 5: Contingent Emergency Response

- Immediate response to an eligible crisis or emergency due to major natural disaster, pandemic, or any other unforeseen extreme events

1.3. PLRIP will be implemented through province and local governments in close coordination with federal government. Central Project Coordination Unit (CPCU), established under Department of Local Infrastructure Development (DoLID) will be in coordination role from the federal government and Infrastructure Development Offices (IDOs) and Technical Units of participating local levels will be the main implementing bodies of this program. Provincial Project Management Unit (PPMU) will be established under Infrastructure Development Directorate (IDD) in each province to manage the program in province level. **Contract Management and Procurement Specialist (CMPS)** to be based at PPMU will be hired to support PPMU. From this fiscal year 2080/81, PLRIP will be implemented in three provinces (Madhesh, Karnali and Sudurpashchim) including some selected Rural/Municipalities, and will be extended to all provinces in forthcoming fiscal years.

1.4. The PLRIP, PPMU/, Madhesh Province now intends to hire an individual consultant as **Contract Management and Procurement Specialist (CMPS)** to be based at PPMU for assisting the PPMU in overall procurement management of the province in entire procurement cycle of project procurement starting from procurement planning to contract completion including reviewing the compliance of documents received in PPMU.

2.0 OBJECTIVES OF THE CONSULTANCY SERVICES

2.1 General

The main objective of the consultancy services is to support PPMU and IDOs for entire procurement cycle of project procurement starting from procurement planning to contract completion.

2.2 Specific

The specific objectives of the consultancy services are as follows:

- To support the overall procurement management of PPMU,
- Procurement documents prepared are issued in a timely manner for each procurement package;
- Updated Procurement Plan is submitted to the World Bank and updating project procurement implementation progress on monthly basis.

3.0 SCOPE OF THE CONSULTANCY SERVICES

The consultant shall have to work under the management of Provincial Project Management Unit (PPMU) in close coordination with Central Program Management Unit (CPCU) for the for entire procurement cycle of project procurement starting from procurement planning to contract completion. He/She shall work under the guidance of PPMU chief or his/her authorized representative. The consultant shall however ensure that the services carried out are fully adequate to attain the objectives set out in **Para “2,”** of this Terms of Reference (ToR).

The Consultant's duties shall include but not necessarily be limited to,

- Prepare and update project procurement plan periodically as well as when required;
- Assist the PPMU in uploading/updating the procurement documents and processes in the STEP on a real time basis.
- Assist on deciding appropriate procurement methods and Processing procurement including advertising, pre-qualifying and short listing etc.
- Prepare Model Bidding Documents for Goods, Works, and Non- Consulting Services for National Competitive Bidding (NCB) and International Competitive Bidding (ICB) incorporating the caveats provided in the PPSD (Project Procurement Strategy for Development) for the World Bank's review and clearance.
- Preparation of procurement-related documents required for the procurement of goods, works, consulting services, and non-consulting services.
- Prepare (with the help of relevant staff of the project procurement unit) project specific scope of work, Terms of Reference, specifications, cost estimates, work schedules and evaluation criteria etc.
- Attend in pre-bid meeting and assist in preparation answer/ clarification/modification if necessary.
- Assist in receiving bids, proposals and evaluating the same and in preparing evaluation reports.
- Assist/Attend in negotiating with successful consultants & bidders, when required, and prepare contract documents for approval by the concerned authority and subsequent reviews by the World Bank.
- Prepare training materials and carry out training activities for procurement unit staff and beneficiaries about the procurement related matters.
- The Specialist shall assist in maintaining procurement records/contracts and other documentation required for audit and procurement progress reporting.
- Assist the project in all aspects of contract administration and management, including;
 - Drafting, reviewing, and finalizing contract agreements.
 - Ensuring compliance with contractual terms and conditions.
 - Monitoring contractor performance and deliverables.
 - Managing contract amendments, variations, and extensions.
 - Handling claims, disputes, and resolution processes in coordination with relevant stakeholders.
 - Maintaining a comprehensive contract register and ensuring timely renewals or closures.
 - Preparing periodic reports on contract status and performance for submission to the World Bank and project authorities.
- Monitor the procurement activities carried by concerned Provincial PCU and Municipalities;
- Prepare and present progress report of procurement activities in acceptable format to the World Bank;
- Assist economic analysis of the project activities, enterprises development plan.
- Checking the variation orders and assist the IDO in negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the IDO.

4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligibility criteria:

- The applicant must have Master Degree in Business Administration/ Commerce/ Management/ Engineering/Economics/ or equivalent from a recognized University/Institution,
- Minimum 15 (Fifteen) years of general experience,
- Minimum 5 (Five) years of specific working experience in Public Procurement implementation supports including procurement operations and contract management.
- Minimum 3 (Three) years of specific procurement and contract management experience in development projects financed by Development Partners (DPs);
- Sound knowledge of Public Procurement Act and Regulations of Nepal including latest changes and e-GP System.
- Familiarity with the World Bank Procurement Regulations for IPF Borrowers
- General computer skills (MS office, MSWord and MS Excel Access) including dashboards and pivot tables;
- Knowledge on economic analysis tools.

5.0 SELECTION METHOD

The consultant selection shall be based on the *Procurement Regulations for IPF Borrowers Fifth Edition September 2023* ("Procurement Regulations"), Open Competitive Selection of Individual Consultants.

6.0 REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

The Consultant shall be provided with the remuneration and other logistic supports as below:

- The Consultant's remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- The reimbursable expense such as travel cost, DSA and others will be paid as per actual expenditure; this also will be decided through negotiation.
- In case of failure of negotiation, the consultants in waiting list in order of merit will be called on for negotiation.
- The price escalation is not applicable to this consulting service.
- The Consultant shall be paid by PPMU every month on the submission of his/her invoice and time-sheet with the obligatory reports as mentioned in subsequent **Para "7"**. The invoice must be associated by the consultant's VAT bill having readable PAN.
- The office space and working furniture (Table & chair) will be provided to the consultant within premises of PPMU office.
- The PPMU shall avail the electricity, internet and printing facility to the consultant during working hours.
- The consultant shall have his/her own laptop for working.

7.0 CONSULTANT'S REPORTING OBLIGATIONS

The Consultant shall deliver the following reports to PPMU in the standard format:

- Monthly Progress Report,
- Quarterly Progress Report,
- Annual Progress Report,
- Other Reports as and when asked by PPMU in connection with the project works.

Note: Electronic copy of each report shall also have to be submitted.

8. DURATION OF CONSULTANCY SERVICES

- The duration of the Consultant's services shall be for approximately Three (3) years fulltime basis. The services shall start tentatively from February 2026 and services may be extended beyond three years based on sound performance and requirements under the Project. The contract shall be terminated if the project does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultants as evaluated by the PPMU. Performance evaluation of the consultant will be made in every six (6) months.
- In case of the termination of the contract within the contract period by the project (client), the client will inform the consultant in writing one (1) month before.
- If the Consultant wishes to leave the project; he/she shall mandatorily inform the PPMU in writing two (2) months before leaving the program.

9.0 TAXATION

The Consultant shall be fully responsible for all taxes imposed by the Government of Nepal. The Consultant must be registered in the Value Added Tax (VAT) after the contract agreement signed. The consultant will be responsible for the costs of the premium of any insurance plan he/she takes up.

10.0 AGREEMENT

The Consultant shall be required to enter into an agreement with the PLRIP-PPMU/IDD on time-based contract.