



Government of Nepal
Ministry of Infrastructure Development
Department of Local Infrastructure Development
Provincial and Local Roads Improvement Program
Central Program Coordination Unit
Pulchowk, Lalitpur

Terms of Reference (TOR)

of

Procurement and Contract Management Specialist

1. Background

The Government of Nepal (GoN) has received financing of US\$ 100 Million as a Credit, to implement the Provincial and Local Roads Improvement Program (PLRIP) from the World Bank. The project will be implemented at the province and local levels. The project activities will be implemented in three (3) provinces, i.e. Madhesh, Karnali and Sudurpaschim, as well at the local level. The main objective of the program is to enhance all-weather connectivity, efficiency, and resilience of provincial and local road networks, provide critical connectivity to remote municipalities that are not yet connected to the national or provincial road network, and strengthen the capacity of the participating governments at federal, provincial and local levels. Project activities include upgradation/rehabilitation and construction of new roads and bridges.

PLRIP is being implemented through province government and local levels in close coordination with federal government. Central Program Coordination Unit (CPCU), established under Department of Local Infrastructure Development (DoLID), plays a coordination role from the federal government, while Infrastructure Development Offices (IDOs) and Technical Units of participating local governments are the main implementing bodies of this program. Provincial Program Management Unit (PPMU) has been established under Transport Infrastructure Directorate (TID) in each province to manage the program at province level. Under the program implementation arrangement, the Provincial Procurement Management Units (PPMUs) in each three (3) provinces will be responsible for initiating the procurement process and award of the contract. The contract management and administration will be executed by the related Infrastructure Development Offices (IDOs) in the provinces.

The Project intends to engage an experienced Procurement and Contract Management Consultant to support the implementing agencies (CPCU/PPMU/IDOs) in the procurement and administration of medium to large-value road contracts. Broadly, the Consultant will provide technical support in preparation of procurement documents, bid evaluation, contract management, and FIDIC-based

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contract administration to ensure compliance with applicable procurement regulations and contract provisions.

2. Objective of the Assignment

The objective of the assignment is to provide specialized procurement and contract management support for the procurement and implementation of road works contracts, including preparation of bidding documents, bid evaluation reports, contract management, and administration of FIDIC-based contracts.

3. Scope of Services

The Consultant shall be responsible for the following activities:

1. *Procurement Plans*: The Consultant will support the CPCU in preparing procurement plans in STEP for approval by the Bank, and updating it as necessary, in line with the approved Project Procurement Strategy for Development (PPSD) document of the Project.
2. In close coordination with the team, the Consultant will assist CPCU/PPMUs in the preparation of bidding documents, including for large-value road contracts, following World Bank's procurement procedures and Standard Procurement Documents. The consultant will also support in preparing other procurement documents such as Request for Proposal (RFPs), for hiring consulting firms, terms of reference, in accordance with the World Bank's procurement procedures.
3. The Consultant will assist the bid evaluation committees in the CPCU/PPMUs as necessary, in the evaluation of bids/proposals, and support in preparing bid evaluation reports. The Consultant will also support CPCU in conducting quality check of the documents prepared by PPMUs.
4. Assist the CPCU/PPMU in responding to bidders' clarifications, organizing pre-bid meetings, and issuing addenda where necessary.
5. Provide advice on procurement compliance, contract award recommendations, and contract finalization.
6. Assist the CPCU/PPMU/IDOs in contract administration of road works contracts during implementation, including other types of contracts.
7. Review and advise on contractual matters including variations, claims, extensions of time, performance securities, liquidated damages, and dispute avoidance mechanisms.
8. Provide guidance on interpretation and application of FIDIC Conditions of Contract.
9. Support monitoring of contractors' performance and contractual obligations.

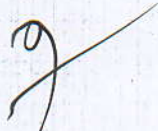


10. Assist in preparation of procurement and contract management progress reports.
11. Provide on-the-job training and capacity building for project staff in procurement and contract management.
12. Perform any other related duties assigned by the Project Director within the scope of the assignment.
13. Assist the implementing agency in addressing procurement-related complaints, as necessary,
14. Support CPCU in updating the Project Strategy for Development (PPSD), document for approval of the World Bank, as and when necessary.
15. Assist CPCU in preparing Quarterly/Annual Progress Report (QPR/APR), to the Bank.
16. Prepare progress report of procurement activities in acceptable format to the World Bank, during project implementation support missions.
17. Maintain project procurement records and assist CPCU in monitoring the procurement activities.
18. Support standardizing contract management by developing and disseminate contract management tools and templates (e.g., variation assessment formats, claim registers, contract monitoring dashboards, and close-out checklists) for use by PPMUs and IDOs,
19. Prepare and maintain an up to date a consolidated Contract Management Database, covering status of contracts, variations, claims, payment progress, disputes, and completion status across all PLRIP provinces
20. Build capacity through on-the-job training on contract management to IDO staff managing the program activities, specifically on practical contract administration, FIDIC clauses interpretation, claims management, and risk-based contract oversight, etc

4. Deliverables

The Consultant shall submit, as applicable:

- Procurement documentation and procurement plans.
- Draft and final bidding documents.
- Bid evaluation reports and contract award recommendations.
- Contract administration and monitoring reports.
- Advice notes on contractual issues, claims, and FIDIC-related matters.
- Monthly and quarterly progress reports.



5. Qualification and Experience Requirements

Educational Qualification

- Minimum Bachelor's Degree in Civil engineering, Construction Management, Procurement, Contract Management, or a related field.
- A Master's Degree in Highway Engineering/Transportation Engineering/Civil engineering, Construction Management, or a related discipline will be preferred.
- Training obtained on Procurement Procedures of the World Bank/ADB Aided Projects/FIDIC Condition of Contract/Contract Management and Dispute Resolution (Training with duration of less than 3 days will not be considered).

General Experience

- Minimum fifteen (15) years of professional experience in road projects.

Specific Experience

Procurement Experience

The Consultant shall demonstrate:

- Experience in preparation of bidding documents and bid evaluation reports for at least two (2) road works contracts, each with an estimated contract value of not less than US\$5 million.
- Preference shall be given to candidates who have demonstrated experience in procurement and management of International Competitive Bidding (ICB)/International Open Competitive Procurement contracts with an estimated value of US\$ 5 million or higher, in the last 5 years.

Contract Management Experience

The Consultant shall possess:

- Minimum two (2) years of experience in road project supervision, contract administration of road project with an estimated value of not less than US\$5 million.
- Preference shall be given to candidates who have demonstrated experience in administration of FIDIC-based road works contracts, including management of claims, variations, extensions of time, payment certifications, dispute avoidance, and performance monitoring project supervision, contract administration with an estimated value of US\$ 5 million or higher, in the last 5 years.





Additional Desirable Experience

Preference will be given to candidates possessing:

- Experience in projects financed by the World Bank/ADB, or other multilateral development partners.
- Experience in using STEP (Systematic Tracking of Exchanges in Procurement) of World Bank
- Demonstrated experience in providing training and capacity building on procurement and contract management.

Language and Computer Skill

- Excellent written and spoken English & Nepali.
- Shall have sound knowledge of IT applications such as MS Office, Excel and other basic computer skills
- Strong analytical, report-writing, presentation, interpersonal and communication skills.

6. Duration of Assignment

- The duration of the Contract shall be for 3 years, with intermittent services, not exceeding eighteen (18) person-months, from the expected commencement date of August 1 to June 15, 2029. However, the consultant's contract will be renewed on an annual basis, subject to satisfactory performance.
- The Consultant's performance will be evaluated on a quarterly basis.

7. Reporting Requirements

The Consultant shall report directly to the Project Coordinator and work closely with the procurement, engineering, and contract management teams of the Project.

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