



Expression of Interest (EOI)

Title of Consulting Services: Individual Consultant Selection for Procurement Specialist

Method of Consulting Service: National

Project Name: Baseline Study of Resilient High Value Agricultural Programme

EOI: RHVAP/PCO/ICS/CS/05/082/83

Office Name: Resilient High Value Agricultural Programme (R-HVAP), Programme Coordination Office (PCO)

Office Address: Kirtipur, Kathmandu

Financing Agency: International Fund for Agriculture Development (IFAD)/Loan and Government of Nepal (GoN)


Gokul Prasad Bohara
Programme Co-ordinator
(Joint Secretary)

Issued on: 16th March, 2026

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Gokul Prasad Bohara
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(Joint Secretary)

Request for Expression of Interest

Government of Nepal
Ministry of Agriculture and Livestock Development
Resilient High Value Agricultural Programme (R-HVAP)
Programme Coordination Office (PCO)
Kirtipur, Kathmandu

Date: 16th March, 2026

Name of Project: **Individual Consultant Selection for Procurement Specialist**

Name of the Donor Agency: International Fund for Agricultural Development (IFAD)

Donor Loan/Credit/Grant No.: Loan/2000005017

1. Government of Nepal (GoN) has *received* a *loan* from International Fund for Agricultural Development (IFAD) *toward the cost of* Resilient High Value Agricultural Programme (R-HVAP) and intends to apply a portion of this *loan* to eligible payments under the Contract for which this Expression of Interest (EOI) (RHVAP/PCO/ICS/CS/05/082/83) is invited for individual consulting services.
2. The **R-HVAP, PCO (Client)** now invites EOI from eligible individuals (“Consultant”) to provide the following consulting services: Procurement Specialist.
3. Interested eligible consultants may obtain further information and EOI document by visiting the Client’s website <https://rhvap.moald.gov.np/>.
4. EOI shall be submitted personally at R-HVAP, PCO Kirtipur, Kathmandu before 31st March, 2026, at 12:00 hours.
5. In case the last date of submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
6. EOI will be assessed based on Academic Qualification 25%, Experience 60%, and technical competency 15%. Based on evaluation of EOI, only the highest-ranked individual consultant shall be invited to submit a combined technical and financial proposal (RFP).
7. Minimum score to pass the EOI is 70.


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B. Instructions for submission of EOI

1. This EOI is open to qualified Nepali individuals.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*Academic qualification, General and specific experiences with description of assignments of similar nature completed in the last 7 years and their location, and documents to demonstrate the technical competency*).
3. The assignment has been scheduled for 3 months (Baishak to Ashad, 2083). The annual contract can be extendable up to end of Programme subject to conditions given in ToR.
4. A Consultant will be selected in accordance with the Individual Consultant Selection (ICS) method.
5. EOI should contain following information:
 - (i) A covering letter addressed to the Client duly signed by authorized signatory.
 - (ii) Applicants shall provide the following document:
 - **Letter of Application**
 - **Detailed CV of the Consultant**
 - **Supporting documents**
6. Applicants may submit additional information with their application, but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
7. The completed EOI document must be submitted on or before the date and address mentioned in the **“Request for Expression of Interest (EOI).”** In case the submission falls on public holiday the submission can be made on the next working day. Any EOI document received after the closing time for submission of interest shall not be considered for evaluation.


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Terms of Reference (TOR)

Procurement Specialist of R-HVAP, PCO

1. Client

The client for this assignment is Resilient High Value Agricultural Programme (R-HVAP), Programme Coordination Office (PCO), Kirtipur, Kathmandu.

2. Background of the project

R-HVAP, designed and developed by GoN and IFAD, as a foundation building initiative that establishes the necessary capacity, service provision, infrastructure, enabling policy and regulatory frameworks for initiating the transition towards self-reliant agroecological farming systems that will produce a range of commodities for domestic and export markets. It is based on a stratified approach to target poor smallholder farmers, Producer Organizations (POs), and Micro, Small, and Medium Enterprises (MSMEs) while ensuring the participation of women and youths. R-HVAP is being implemented for eight years, from the fiscal year (FY) 2081/82 to 2089/90 B.S.

Programme implementation area: The programme will cover three provinces in Western Nepal: Lumbini, Karnali, and Sudurpashchim and operate in 81 Municipalities (Palikas) including Semlar Regional Agriculture Wholesale Market area. The provinces have been selected based on the highest incidence of multi-dimensional poverty, impacts of COVID-19 on rural livelihoods, location of the Semlar Regional Agriculture Wholesale Market for national and international distribution, and a landscape perspective to facilitate the building of an agroecological foodshed. The list of provinces, districts and palikas are given below:

| S.N. | Provinces | Districts | Palikas | S. N. | Provinces | Districts | Palikas |
|------|-----------|-----------|---------------|-------|-----------|------------|------------|
| 1 | Karnali | Dailekh | Aathabis | 42 | | | Musikot |
| 2 | | | Bhagawatimai | 43 | | | Satyawati |
| 3 | | | Bhairabi | 44 | | | Mathagadhi |
| 4 | | | Mahabu | 45 | | | Purbakhola |
| 5 | | Jajarkot | Junichande | 46 | | Rambha | |
| 6 | | | Nalagad | 47 | | Rampur | |
| 7 | | | Shiwalaya | 48 | | Ayirabati | |
| 8 | | Jumla | Chandannath | 49 | | Gaumukhi | |
| 9 | | | Hima | 50 | | Jhimruk | |
| 10 | | | Kanakasundari | 51 | | Mallarani | |
| 11 | | | Patrasi | 52 | | Mandavi | |
| 12 | | | Sinja | 53 | | Sarumarani | |
| 13 | | | Tila | 54 | | Rolpa | Lungri |

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| S.N. | Provinces | Districts | Palikas | S. N. | Provinces | Districts | Palikas | | |
|------|------------|------------|----------------|---------------|--------------|------------|---------------------------|------------------------|-----------------|
| 14 | Province 5 | Kalikot | Raskot | 55 | Province 7 | | Madi | | |
| 15 | | | Sanni Tribeni | 56 | | | Pariwartan | | |
| 16 | | | Tilagufa | 57 | | | Runtigadi | | |
| 17 | | Mugu | Khatyad | 58 | | | Sukidaha (Gangadev) | | |
| 18 | | Rukum West | Aathbiskot | 59 | | | Suwarnabati (Sunilsmriti) | | |
| 19 | | | Banfikot | 60 | | | Tribeni | | |
| 20 | | | Sani Bheri | 61 | | | Bhume | | |
| 21 | | Salyan | Bagchaur | 62 | | | Rukum east | Putha Uttar ganga | |
| 22 | | | Bangad Kupinde | 63 | | | | Sisne | |
| 23 | | | Chhatreshwori | 64 | | | Rupandehi* | Butwal (Semlar Market) | |
| 24 | | | Darma | B | | | Sub-total | 8 districts | 32 Palikas |
| 25 | | | Kalimati | 65 | | | Sudur-pashchim | Accham | Dhakari |
| 26 | | | Siddha Kumakha | 66 | | Kamalbazar | | | |
| 27 | | Barahtal | 67 | Mellekh | | | | | |
| 28 | | Chaukune | 68 | Turmakhad | | | | | |
| 29 | | Surkhet | Chingad | 69 | | Baitadi | | Purchaudi | |
| 30 | | | Gurbhakot | 70 | | | | Sigas | |
| 31 | | | Lekbeshi | 71 | | Bajhang | | Bithadchir | |
| 32 | | | Panchpuri | 72 | | | | Bungal | |
| A | | Sub-total | 8 districts | 32 Palikas | | | | 73 | Chabispathivera |
| 33 | | Lumbini | Arghakan chi | Bhumekasthan | | | | 74 | Durgathali |
| 34 | | | | Chhatradev | | 75 | | Kedarseu | |
| 35 | | | | Malarani | | 76 | | Thalara | |
| 36 | | | Dang | Banglachuli | | 77 | Dadeldhura | Ajaymeru | |
| 37 | Gulmi | | Chandrakot | 78 | Nawadurga | | | | |
| 38 | | | Chatrakot | 79 | Doti | Badikedar | | | |
| 39 | | Dhurkot | 80 | Bogtan | | | | | |
| 40 | | Isma | 81 | Joroyal | | | | | |
| 41 | Madane | C | Sub-total | 5 districts | 18 Palikas | | | | |
| | | | | Total (A+B+C) | 21 districts | 81 Palikas | | | |

Programme beneficiaries: R-HVAP is estimated to support 60,000 Households (HHs) or 258,000 individuals. Of these, 45,000 HHs will benefit from market-oriented agroecological production packages, and 15,000 HHs will benefit from capacity building and extension services, demonstration farms, market and service linkages and from public infrastructures.

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The primary beneficiaries of the programme will be poor smallholder HHs engaged in mixed farming systems and deriving most of their income from agricultural production at different scales: subsistence, semi-commercial, and commercial. Women-headed HHs, women farmers, youth (including returnee migrants) and minority communities (Dalits and Janajatis/ Indigenous people) will be prioritized. Women will constitute at least 50% of the total programme participants and youth 40%.

Programme components

R-HVAP features four complementary and interlinked components.

(i) **Component 1: Enhanced capacities for transitioning to market oriented agroecological production systems.**

Sub-Component 1.1 Decentralized agroecological planning and coordination: The programme will support formulating 5-Year Palika Agroecological Plans (PAPs) for 80 Palikas via local planning, facilitated by Provincial Programme Management Offices (PMOs) and Corridor Offices (COs). PAPs will identify potential participants, high-value agroecological commodities, farm best practices, market demands, compliance standards, enterprise opportunities, and infrastructure needs. Priorities eligible for R-HVAP financing will be consolidated with the annual local planning process to leverage municipal co-financing and integrate into municipal development plans.

Sub-Component 1.2 Knowledge and capacity for establishing agroecological farming: R-HVAP will leverage existing sustainable agriculture knowledge by upgrading resources and disseminating practices via Training of Trainers (ToT) for Officers, Agriculture Technicians (ATs) and Community Mobilisers (CMs) along with ATs of palika. It will establish 80 agroecological demo farms with lead farmers (LFs), combined with technical training, Financial Education & Business Literacy (FEBL), and Gender Action Learning System (GALS) to empower women and enhance HHs skills. The sub-component includes 60 youth agroecology apprenticeships and Farmer-to-Farmer exchanges to build a community-of-practice. Participatory research will monitor ecological/economic/social impacts of market-oriented agroecology.

Sub-Component 1.3 Market oriented agroecological production expanded: In this component, the programme will support at least 1,600 POs, representing approximately 45,000 farmers (including Agriculture Sector Development Programme-ASDP/Adaptation for Smallholders in Hilly Areas Project-ASHA participants). Multi-Stakeholder Platforms (MSPs) will link POs with MSMEs and buyers via prioritized Business-to-Business (B2B) and Business-to-Service (B2S) linkages, leveraging private sector market intelligence for planning and investment decisions. Guided by PAPs, R-HVAP will co-finance POs capacity building and farm-level investments in agroecological practices for identified production packages. Special co-financing packages will be made available for ultra-poor and poor HHs through inclusion fund while all categories of participants will be encouraged to acquire loans from cooperatives and financial institutions including support from IFAD's Value chains for Inclusive Transformation of Agriculture (VITA) programme.


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Sub-Component 1.4 MSME ecosystem for agricultural service market strengthened: The programme will mobilize PMO expertise to develop MSME services supporting agroecological value chains. Co-investment will target decentralized bio-input production units and post-harvest value-addition services through different provisions. Supported MSMEs must serve R-HVAP beneficiaries proportionally, initially reaching 25,000 HHs, with scaling strategies for broader outreach. Additionally, youth initiatives include Agri-TVET skills training (400 youths) and business incubation for enterprise development (300 youths).

(ii) Component 2: Improved access to climate resilient productive infrastructure.

R-HVAP will fund infrastructure to complement production activities supported through co-investments under Sub-component 1.1. Under the PAP process, climate resilient infrastructure for smallholders and POs will be identified and selected. These will include: (i) water related systems such as small-scale irrigation schemes, water storage facilities, multi-use water systems (MUS) etc.; (ii) collection points and storage facilities for efficient commodity aggregation; and (iii) post-harvest primary processing facilities. All infrastructure interventions will be synergetic with other programme interventions and include operations and maintenance measures. Renewable Energy Technologies (RETs) will be supported for lift irrigation, primary processing and postharvest handling activities.

(iii) Component 3: Improved wholesale aggregation and distribution of agroecological commodities for domestic and export markets.

R-HVAP will support the first phase of the construction of the Semlar Regional Agriculture Wholesale Market in Butwal Sub-Metropolitan City, Lumbini province. The proposed market will facilitate the aggregation of commodities from a large catchment area, targeting R-HVAP supported POs, for improving distribution of agroecological commodities to both domestic and export markets.

(iv) Component 4: Strengthened policies, regulations and institutions for smallholder agroecological production and trade.

R-HVAP will work to establish and strengthen enabling policies, regulations and other supporting frameworks for profitable smallholder agroecological production, facilitated by participating institutions and communities. In addition, to support export of agricultural produce, the programme will establish certification systems, enhance the capacity for compliance with Sanitary and Phytosanitary (SPS) measures, support trade facilitation and negotiations, and participate in international trade events, and ethical and bio-trade fairs.

Programme expected outcomes and indicators

- (i) Enhanced capacities for transitioning to market-oriented agroecological production systems
- There will be an increase in HHs satisfaction with programme-supported services.
 - HHs will increasingly influence decision-making of local authorities and service providers.
 - There will be an increase in new jobs and employment opportunities for rural people.

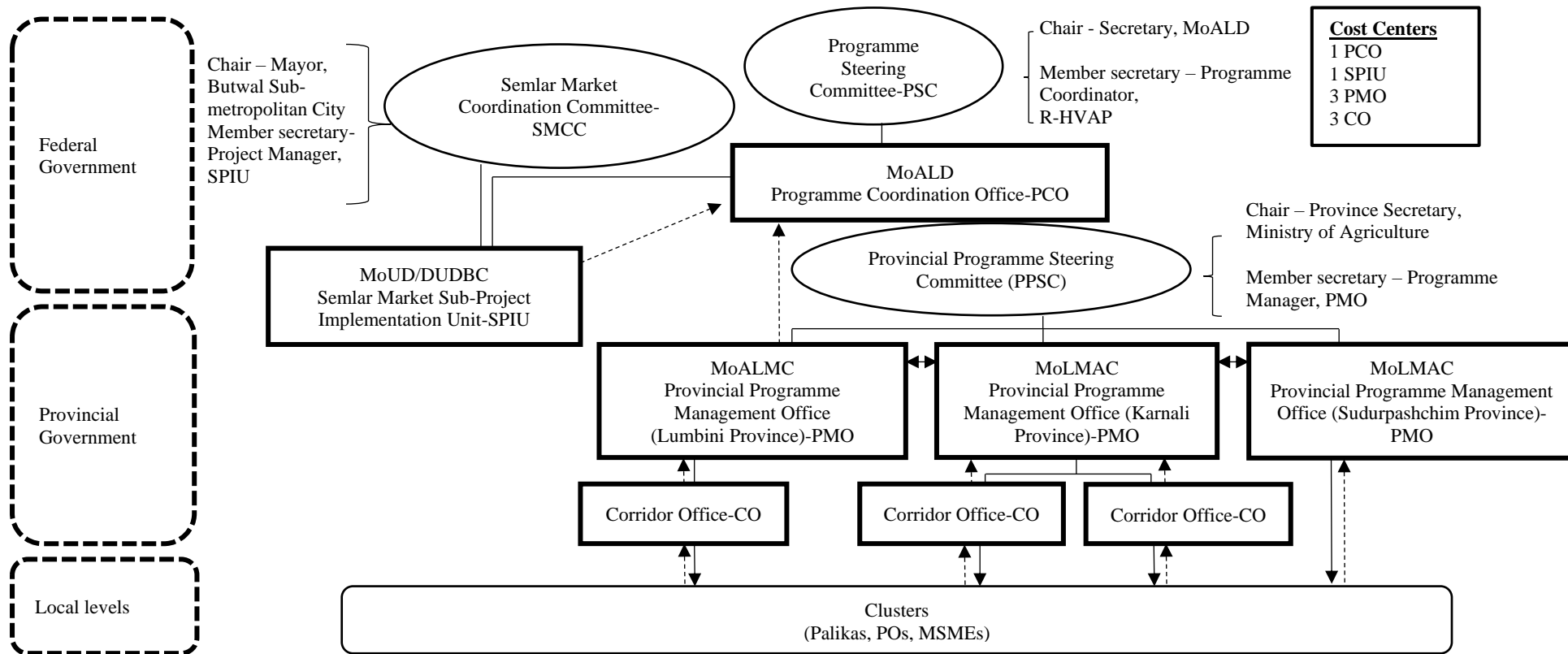

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- Rural enterprises will experience an increase in profit.
 - Rural Producer Organizations (POs) will experience an increase in sales.
 - There will be an increase in adoption of environmentally sustainable and climate-resilient technologies and practices.
 - HHs will increasingly diversify their production towards market-oriented commodities.
 - There will be an increase in private sector investment in priority value chains.
 - Palika Agroecological Plans (PAPs) will be formulated.
 - There will be increase in market oriented agroecological extension service providers.
 - There will be increase in HHs facilitated in establishing market and service linkages with traders and service providers.
 - Participatory agroecological research framework will be developed and implemented with programme participants.
 - There will be increase in persons trained in income-generating activities or business management.
 - More land will be brought under climate-resilient management.
 - Numbers of MSMEs with bio-inputs tools, post-harvest processing and supported with chain-of-custody traceability system will be established.
- (ii) Improved access to climate-resilient productive infrastructure
- HHs will report improved physical access to markets, processing and storage facilities.
 - There will be an increase in construction and use of market-led infrastructures.
 - There will be an expansion of irrigated land for climate-resilient production.
 - Local governments will co-finance in PAPs.
- (iii) Improved wholesale aggregation and distribution of agroecological commodities
- A modern wholesale agriculture market will be constructed.
 - There will be an increase in agroecologically produced commodities accessing national and international markets.
- (iv) Strengthened policies, regulations, and institutions for smallholders agroecological production and trade
- There will be approval, ratification or amendment of existing laws, regulations, policies, or strategies.
 - Participation of rural POs and MSMEs in domestic and international trade fairs will increase.

3. Background of the assignment

The implementation arrangements of this programme will be led by MoALD in coordination with the respective Provincial Ministries of Agriculture (Lumbini, Karnali and Sudurpashchim) and the Ministry of Urban Development. Governance structure consists of a Programme steering Committee, Semlar Market Coordination Committee and three Provincial Programme steering Committee. The outline of implementation structure is given below.


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The programme's management structure comprises three key elements: a PCO established at the federal level hosted by the MoALD; one SPIU under DUDBC/MoUD; three PMOs in the Lumbini, Karnali and Sudurpashchim and subsequently, one CO will be established in Lumbini with two COs in Karnali. These COs will host technical staff providing specialized expertise in the required fields of agroecology, agriculture and livestock, engineering, social inclusion and business development.

Programme Coordination Office (PCO)

PCO holds overall responsibility for programme planning, technical guidance, implementation oversight and monitoring/supervision of PMOs and COs. Staffing comprises government-deputed personnel (Programme Coordinator, Deputy Programme Coordinators, Agriculture Officers, Planning Officer, Account Officer, Agriculture Engineer, Admin Assistant and Junior Technician) and contracted staffs.

Semlar Market Sub-Programme Implementation Unit (SPIU)

A SPIU will be established in Butwal Sub-Metropolitan City, Rupandehi District, Lumbini Province for day-to-day supervision of the construction of Semlar market infrastructure. Staffing comprises government-deputed Senior Divisional Engineer from DUDBC serving as Project Manager, supported by technical staff (Engineers, Assistant Engineers), administrative personnel (Account Officer and Admin Assistant) and staffs deputed by MoALD (Agriculture Officer and Agriculture Engineer). This team will be complemented by contracted specialists.

Provincial Programme Management Office (PMO)

PMO will be responsible for delivering the programme services and interventions in the three respective target provinces. Staffing comprises provincial government-deputed personnel (Programme Manager, Planning and Monitoring Officer, Agriculture Officer, Account Officer, Engineer, Admin Assistant and Junior Technician) and contracted staffs.

Corridor Offices (COs)

COs will be established in one district in Lumbini Province and two districts in Karnali Province. Staffing comprises provincial government-deputed personnel (Chief, Junior Technician, Accountant and Admin Assistant) and contracted staffs

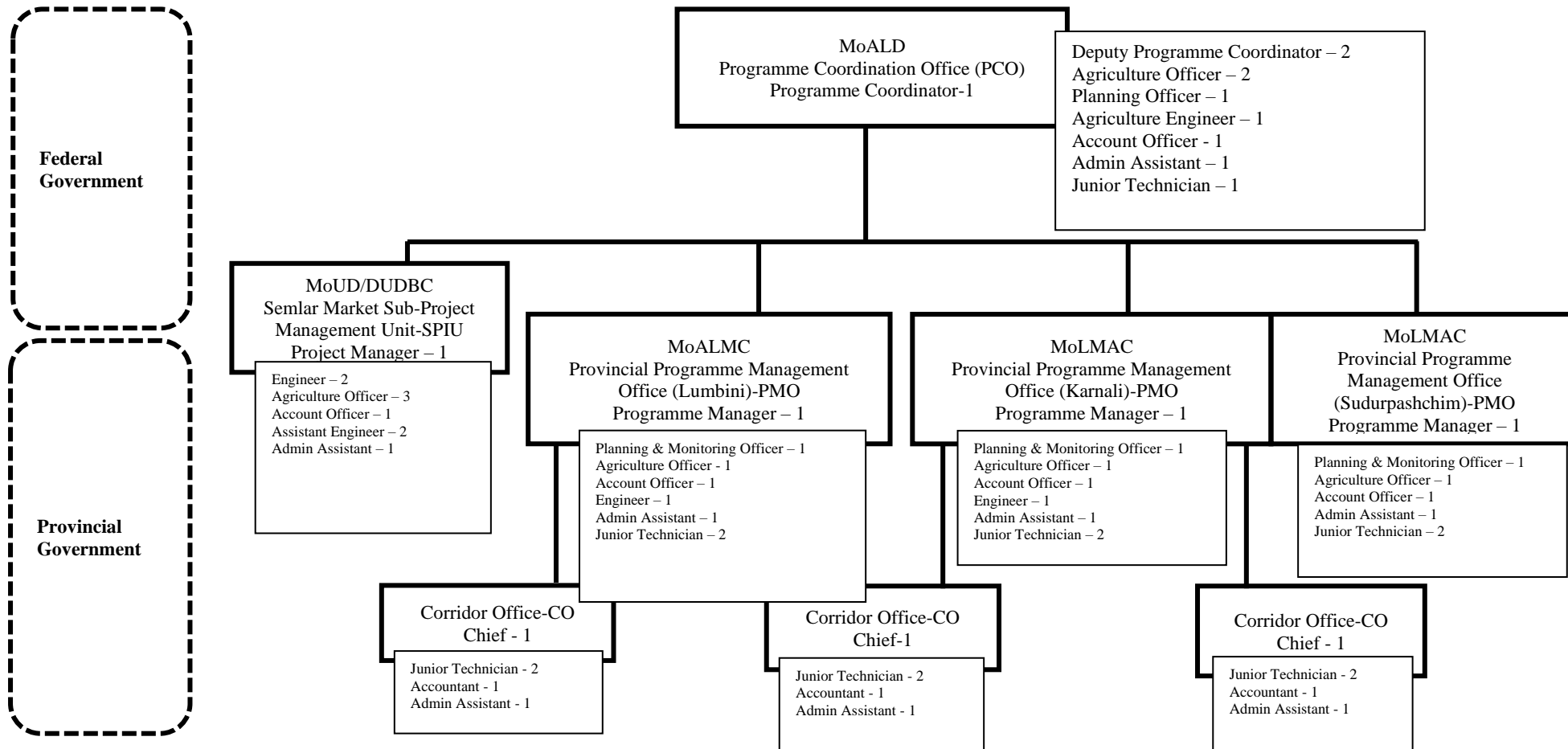

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Programme staffing: The MoALD and MoUD will second staff to the PCO and SPIU respectively. Similarly, provincial ministries will second staff to their respective PMOs and COs. The federal and province ministries may revise the organization and management survey as needed during the implementation of programme in consultation with PCO. Similarly,

Based on the recruitment guidelines, specialized experts and programme management staff will be recruited, focusing on PO professionalization, agroecology and MSME development. This staff team will be accountable to the chief of the respective cost center or staff assigned by him/her. The representative organogram of the R-HVAP cost centers is as detailed in figure below,




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* Each cost center team will be complimented by contracted staffs.

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The programme intends to hire following staffs through the process of procurement and recruitment for deputation at different cost centres.

| S.N. | Position | Number of posts | Level | Remarks |
|------|--|-----------------|-----------|--|
| 1 | PME & KM Coordinator | 1 | Expert | To be procured by the respective cost centres |
| 2 | Financial Management Specialist | 1 | | |
| 3 | Procurement Specialist | 1 | | |
| 4 | GESI and Targeting Specialist | 1 | | |
| 5 | Agroecological Specialist | 1 | | |
| 6 | VC & Business Development Specialist | 1 | | |
| 7 | Env. & Social Safeguard Specialist | 3 | | |
| 8 | ME and KM Specialist | 3 | | |
| 9 | Engineer | 1 | Officer | To be recruited through provisions of recruitment guidelines |
| 10 | Rural Finance Officer | 3 | | |
| 11 | Community, Farmer and Trader Liaison Officer | 3 | | |
| 12 | Agroecology Crop Officer | 6 | | |
| 13 | Agroecology Livestock Officer | 6 | | |
| 14 | Business Development Officer | 6 | | |
| 15 | Procurement Officer | 4 | | |
| 16 | Fund and Financial Management Officer | 3 | | |
| 17 | POs Strengthening Officer | 3 | | |
| 18 | MEAL Officer | 3 | | |
| 19 | MIS & Data Management Officer | 3 | | |
| 20 | Financial Management Assistant | 3 | | |
| 21 | Sub-engineer / Overseer | 3 | | |
| 22 | Agricultural Technicians / JT (Plant Science) | 21 | Assistant | |
| 23 | Agricultural Technicians / JT (Animal Science) | 19 | | |
| 24 | Asst Sub-engineer / Sub-Overseer | 6 | | |
| 25 | Community Mobilizer /JTA level | 80 | | |
| | Total | 185 | | |

4. Objectives of the assignment

The objective of this assignment is to provide technical support to streamline procurement and financial management processes in compliance with the rules, regulations, and procedures of the Government of Nepal and IFAD. The Consultant shall work under the direct supervision of the Programme Coordinator and in close coordination with staff responsible for administration and financial management functions of the Programme. The Consultant shall support the effective implementation of procurement processes, ensure quality assurance of goods and services procured, and provide training and capacity-building support to relevant programme staff, implementing partners, and service providers.


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In addition, the Consultant shall support the strengthening of financial flow mechanisms and financial reporting systems to ensure compliance with both GoN and IFAD standards. This includes the collection and consolidation of required financial information, preparation of withdrawal applications, and preparation of programme financial statements and reports for submission to IFAD for reimbursement. The Consultant shall work closely with the government-deputed Accounts Officer to ensure the seamless flow of programme resources and timely execution of programme activities.

5. Scope of work

Being consistent with Programme Implementation Manual, Financial agreement between Government of Nepal and IFAD, decisions of Programme Steering Committee and suggestions of Implementation support and review missions, the consultant is expected to have expertise in following areas and shall undertake following roles and responsibilities

| Area of Expertise |
|---|
| <p>A. Advanced Procurement & Strategic Sourcing</p> <ol style="list-style-type: none"> 1. Strategic Procurement Framework: Public vs. private procurement models, Strategic sourcing lifecycle and procurement optimization, Sustainable and green procurement practices. 2. Procurement Planning & Strategy: Development of integrated procurement plans, Budgeting, cost estimation, and value-for-money analysis, Risk-based procurement planning. 3. E-Procurement & Digital Transformation: National E-GP system operation and challenges, Digital bidding, e-auctions, and contract management system, Cybersecurity and data integrity in procurement. <p>B. Legal, Regulatory & Compliance Framework</p> <ol style="list-style-type: none"> 1. National Procurement Laws: Public Procurement Act & Regulations, Contract laws under the National Civil Code. 2. International Procurement Guidelines: IFAD/World bank procurement frameworks, Compliance with multilateral development bank rules. 3. Ethics & Governance in Procurement: Anti-corruption measures and conflict of interest management, Blacklisting procedures and legal remedies, Labor law implications in procurement contracts. <p>C. Contract & Risk Management</p> <ol style="list-style-type: none"> 1. Contract Administration: Drafting, negotiation, and award of contracts, Variation orders, extensions, and termination procedures, Dispute resolution mechanisms and arbitration. 2. Risk Management: Identification and assessment of procurement risks, Risk mitigation and contingency planning, Monitoring and auditing procurement compliance. <p>D. Technical Procurement Expertise</p> <ol style="list-style-type: none"> 1. Procurement of Works & Goods: NCB, ICB, and limited bidding processes, technical specification development and evaluation, Quality assurance and inspection protocols. 2. Procurement of Consulting Services: Expression of Interest (EOI) and Request for Proposal (RFP) processes, Evaluation of technical and financial proposals, Consultant selection and performance management. |


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3. Bid Management: Preparation and evaluation of national and international bid documents, Bid opening, assessment, and award recommendations, post-qualification and due diligence.

E. Institutional & Economic Context

1. Public Financial Management: Government planning, budgeting, and accounting systems, Banking and financial sector overview, Role of Nepal Rastra Bank in procurement financing.
2. Macroeconomic & Governance Environment: Current economic trends affecting procurement, Governance structure and tiers of government in Nepal, Impact of geopolitical factors on procurement strategies.

F. Contemporary Issues & Professional Practice

1. Innovation in Procurement: Emerging trends in procurement technology, Global best practices and adaptation to local context.
2. Professional & Ethical Standards: Code of conduct for procurement professionals, Case studies on ethical dilemmas and resolution.
3. Stakeholder & Asset Management: Asset management, auction processes, and disposal, Payment procedures, tax implications, and financial closure, Stakeholder engagement and communication in procurement projects.

Terms of Reference

- Review the procurement procedures laid out in the PIM and suggest necessary changes, if any, to the Programme Coordinator in order to ensure cost effective and transparent procurement system in the Programme,
- Assist the Planning team in preparing the AWBP,
- Prepare, upgrade and update of Annual Procurement Plan on IFAD’s OPEN online procurement End to End System including updating of contractual data in the system,
- Prepare the procurement plan for the Programme, facilitate to get IFAD’s No objection and update it periodically,
- Prepare bidding documents for the procurement of goods, works, and services including drafting of tender invitations/bids notices, contract documents, specifications, bill of quantities, cost estimates, work schedules, evaluation criteria etc. in coordination with technical officers in the PCO,
- Provide support to procurement & evaluation committee for pre-qualification, short-listing, organization of pre-bid meetings, preparing answers/clarifications/modifications and bid opening,
- Facilitate technical evaluation committee to examine bids or proposals and prepare evaluation reports,
- Facilitate in overall procurement procedures and preparation of necessary documents according to existing procurement laws,
- Assist in prior/post review to obtain the IFAD’s No Objection,


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- Assist in documentation and reporting of procurement process,
- Support Programme in adhering GoN and IFAD rules, regulation, PIM and related guidelines,
- Facilitate in updating consolidated register of contracts and monitor contract on regular basis and support PCO in contract management,
- Support the programme in resolving any issues related to Procurement,
- Professionally discharge other tasks as directed by PCO.

6. Reports and schedule of deliverables

The Consultant shall submit the following reports and deliverables during the contract period. All reports shall be submitted in both hard and soft copies (editable format) and shall be subject to review and approval by the Programme Coordinator.

a. Inception Report and Procurement System Review

Within one month of contract signing, the Specialist shall submit an Inception Report outlining the procurement management approach, compliance framework, and action plan. The Specialist shall review procurement procedures laid out in the PIM and recommend necessary improvements to ensure a cost-effective, transparent, and compliant procurement system in line with GoN and IFAD requirements.

b. Annual Procurement Planning and OPEN System Management

The Specialist shall prepare, upgrade, and periodically update the Annual Procurement Plan (APP) based on the approved AWPB. The Specialist shall ensure timely uploading and updating of procurement and contractual data in IFAD's OPEN End-to-End Online Procurement System and facilitate obtaining IFAD's No Objection where required.

c. Monthly/Trimester/Half yearly Report

The consultant shall submit the Monthly report of the assigned work as per the ToR and contract at the appropriate format designed by Programme Coordination Office. Other necessary reports will be submitted by the Consultant as per requirement and tenure duration.

d. Annual Report

The consultant shall submit the annual report of the assignment as per the ToR and contract at the appropriate format designed at the end of every fiscal year.

e. Other reports as per programme requirements

7. Consultant's qualifications and experience

Minimum qualification:

- a. Masters' degree in engineering, procurement management, business management, economics, law, financial management, science or any other relevant subject

Minimum general Experience:


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- a. At least 7 years of professional work experiences in procurement of goods, works and services with foreign aid funded projects.
- b. Ability to work in a multi-disciplinary team and facilitate the working of other team members
- c. Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills.

Minimum specific experience:

- a. At least 5 years of experience in handling procurement work in a development project.
- b. Practical experiences of preparing withdrawal applications, programme financial statements and other periodic financial reports of donor funded project/programme.
- c. Sound Knowledge of Government of Nepal and IFAD procurement rules, regulations and procedures including government procurement portal and IFAD's OPEN system.
- d. Excellent Computer skills with proficiency in Word, Excel and Power Point

8. Location and period of execution

The duty station of the consultant will be R-HVAP, PCO office at Kirtipur, Kathmandu with frequent visits to the programme area in Karnali, Lumbini and Sudurpashchim Provinces. A Rolling annual contract will be made with a probation period of six months. The annual contract can be extendable up to end of Programme based annual review, programme planning trajectory, design modifications, joint review/ supervision mission's recommendations or lessons learned during implementation and satisfactory performance of the consultant.

9. Project coordination

R-HVAP, PCO, Kirtipur will be responsible for managing the supervision of the consultant and the administration of the contract.

10. Services and facilities to be provided by client

The Client shall provide the Consultant with access to all relevant project documents, reports, policies, data, and background information necessary for the effective implementation of the assignment and coordination with concerned ministries, departments, provincial and local offices, and other stakeholders as required. Subject to availability and without creating any obligation, the Client will provide limited office space, basic office furniture, internet access, and meeting facilities within the project office. All services and facilities provided by the Client shall be limited to the minimum necessary to ensure effective delivery of the assignment, in order to avoid over-dependence and minimize implementation risks.

In case official travel outside the designated duty district is required and approved by the Client, travel allowance and related expenses shall be provided in accordance with the prevailing Government of Nepal norms applicable to the Under Secretary level.

11. Services and facilities to be provided by the consultant

The Consultant shall be required to use his/her own laptop computer and vehicle for the performance of the assignment. However, subject to availability, the office may provide these facilities to the Consultant without creating any obligation on the part of the office.


Gokul Prasad Bohara
 Programme Co-ordinator
 (Joint Secretary)

12. Selection method and criteria

The selection of the Consultant shall be carried out in accordance with the Individual Consultant Selection (ICS) method as prescribed for selection of Individual Consultant in the IFAD Procurement Handbook. The selection process will include the evaluation of CV and relevant supporting documents as per the following criteria

| S.N. | Criteria | Weightage |
|------|--|-------------|
| 1. | Academic qualification | 25% |
| 2. | General Experience | 20% |
| 3. | Suitability for the assignment/ relevant Specific Experience | 40% |
| 4. | Technical competency | 15% |
| | Total | 100% |
| | Pass score | 70% |

The experience claims should be supported by valid documentary evidence, such as experience certificates, completion certificates, or other relevant official documents. Any experience claimed without adequate supporting evidence shall not be considered for evaluation. Evidence for each completed survey project or assignment must be submitted; otherwise, no marks shall be awarded for the respective claimed experience.

Following evaluation, only the highest-ranked individual consultant shall be invited to submit a combined technical and financial proposal. The proposal shall be subject to negotiation to finalize the scope, methodology, deliverables, and remuneration. If negotiations with the selected consultant fail to result in an agreement, the Procuring Entity may invite the second-ranked candidate for negotiation.

The final selection shall be based on the qualifications and experience of the consultant, ensuring value for money, transparency, fairness, and compliance with IFAD procurement principles.


Gokul Prasad Bohara
 Programme Co-ordinator
 (Joint Secretary)