

Government of Nepal
Ministry of Federal Affairs and Local Development
Singhdurbar, Kathmandu

Invitation for Expression of Interest

(Contract ID NO. SUNHADI/MoFALD/S/IND-7-9)

First Date of Publication: 16 May, 2013

1. The Ministry of Federal Affairs and Local Development (MoFALD) *has received* financing from the World Bank toward the cost of the *Community Actions for Nutrition Project(Sunaula Hazar Din)*, a national program which is implemented by the Ministry of Federal Affairs and Local Development. The development objective of the project is to improve attitudes and practices known to improve nutritional outcomes of women of reproductive age and children under the age of 2.
2. The implementation support in the districts will be made by local bodies; VDCs and DDCs of the program districts of Sunsari, Saptari, Okhaldhunga, Khotang, Udayapur, Sindhuli, Ramechhap, Siraha, Dhanusha, Mahottari, Sarlahi, Rautahat, Bara, Parsa, Makwanpur. The project intends to apply part of the proceeds for consultant services for individual consultants (experts) in, Rapid Results Nutrition Initiatives (RRNI) (Contract ID NO.SUNHADI/MoFALD/S/IND-7), Social Mobilization (Contract ID NO. SUNHADI/MoFALD/S/IND-8) and Procurement (Contract ID NO. SUNHADI/MoFALD/S/IND-9) initially for Thirty Six Months of regular input with the possibility of extension.
3. The consultant is selected and engaged as per the World Bank's Consultant Guidelines, January 2011.
4. The consultants must have at least of 5 Years of experience in the related field as mentioned in ToR. Detailed ToR for the assignment can be obtained from Website: www.mofald.gov.np or from the address mentioned below.
5. Eligible consultants are requested to apply within 15 days of publication i.e. by 30 May, 2013, 4:PM to the address below with a cover letter, CV, and all supporting documents, in a sealed envelope to show the qualifications and competencies in the field of expertise. Failure to submit the supporting documents disqualify the consultants for short listing.
6. For further information

The Project Co-coordinator
Ministry of Federal Affairs and Local Development
Local Body Support Section,
Singha Durbar, Kathmandu.
Teleblephone No. 977-1-4200304.
Website: www.mofald.gov.np

Ministry of Federal Affairs and Local Development
Community Actions for Nutrition Project (SUNAULA HAZAAR DIN-SHD)
TERMS OF REFERENCE OF SOCIAL MOBILIZATION EXPERT

Background

The economic growth, improvements in health indicators, nutritional status of women and children in Nepal has not shown much improvement. Nepal is a world leader in addressing micronutrient deficiencies (e.g. Vitamin A supplementation program, iron supplementation to reduce anemia during pregnancy, salt iodization) but has yet to put in place effective programs at scale to address "general malnutrition" which manifests itself in a low body mass index (BMI) for women, low birth weights, as well as underweight, stunting and wasting in children.

In order to address above issue the Sunaula Hazzar Din (SHD), a community action for nutrition project, is designed. This SHD is implemented by Ministry of Federal Affairs and Local Development (MoFALD) with the financial assistance of The World Bank amounting to US\$ 40 Million. The development objective of the project is to improve attitude and practices known to improve nutritional outcomes of women of reproductive age and children under the age of 2. The project is designed primarily to address the risk factors for chronic malnutrition. The focus of the project is up to the age of 24 months (the first thousand days) since the damage to physical growth, brain development and human capital formation occurs during the period is due to inadequate nutrition.

The project will support the specific populations-girls and young women between 15 and 25 years of age; pregnant women and women who may want to become pregnant in the next 6 months; children 0-6 months of age and their caretakers; children 6-24 months of age and their caretakers; and communities involved in community-wide nutrition related interventions (such as hygiene, safe drinking water, sanitation etc). The targeted population will choose from a "menu" of attitudes and practices to be improved that are proposals developed by the communities to achieve their targets.

The project will roll out the social mobilization initiative through community driven Rapid Result Nutrition Initiatives (RRNIs). As per the approach the RRNI process will start at the Ward Citizen Forum. Each ward will have a RRNI team

consisting of 5 core members as the “user group” and supplemented by 3-5 additional members as “agents of change” (FCHV, members of School Management Committee, members of existing Mothers Group, representative of marginalized community, health facilities staff etc.) depending on the goals selected. The RRNI team will be supported and mobilized by a coach and a social mobilizer recruited by the MOFALD in each VDC. The RRNI team will choose pre-determined realistic and appropriate nutrition related target (from a menu of goals) to be reached in 100 days period. The team will prepare a work plan outlining the goals and inputs needed to meet the targets which will be later submitted for the review to the Nutrition and Food Security Steering Committees (NFSSCs) at the VDC level and to the NFSSCs at the DDC level depending on the size of the sub-projects.

At the central level, a Project Coordination Committee, headed by a Joint Secretary (the Project Director), under the MoFALD, has been formed to address project specific issues related to policy dialogue and intersectoral coordination. Under the leadership of Project Director, a Project Management Team (PMT) has been formed to look after the day-to-day administration of the project. A Social Mobilization EXPERT is one of the members of PMT.

The SHD project is expected to be continued till March 2017 and it will be implemented in 15 districts of Nepal. In each district approximately 25% VDCs shall be covered from the project.

The SHD project has adopted demand driven approach. And, Local Governance and Community Development Programme (LGCDP) of MoFALD also aimed empowering and social transformation to improve people's lives through livelihood. The LGCDP has started social mobilization in all 3915 VDCs of Nepal making people more aware of their rights and responsibilities in society, and helps to breakdown social barriers, especially for disadvantage groups. These two programme can complement each other for better services to the poor and excluded people.

In order to work in SHDproject the services of the Social Mobilization EXPERT (SME) is sought by MoFALD. The SME will be abiding by the Social Mobilization Guidelines (2009) of MoFALD.

Objectives of the Assignment

The general objective of this assignment is to deliver SHD project effectively and efficiently through empowering the community and harmonizing with the other programme to complement each other. The specific objectives are as follows;

- 1) To improve the coordination between local bodies and communities to deliver the projects effectively,
- 2) To empower the people articulating their voices,
- 3) To ensure the effective training to the stakeholders,
- 4) To supervise the project implementation for delivering the project activities in a timely manner.

Scope of the Work

Under the overall supervision of the PMT and Project Director/Project Coordinator, the Social Mobilization EXPERT (SME) will oversee the overall Social Mobilization Domain taken into account by the project. More specifically, the SME will ensure effective and efficient project implementation at both the central and local level exploring and harmonizing synergetic impact along with other agencies and projects. The position will require working with the ministry and national level stakeholders for the policy formation and its adherence. Moreover, the SME will ensure the following interventions as part of his/her responsibility.

- Harmonization and coordination SHD interventions with Ward Citizen Forums (WCF), Citizen Awareness Centers (CAC), Women Groups, Schools, and other stakeholders in project implemented districts and VDCs,
- Under take the awareness raising interventions based on RRNI project's scope and [phase in](#)-strategy,
- Organize the regular meetings/workshops as and when necessary,
- Explore the socially and culturally acceptable solutions to implement the project activities,
- Implementation of well-targeted public awareness campaigns including media campaign [based on project phase-in strategy](#).

The SME will work with Procurement Expert and Rapid Results for Nutrition Initiatives EXPERT as well.

The specific tasks of SME will be as follows;

- a. Contribute towards the analysis of general socio-economic conditions of the selected districts as well as in the formulation of methodology of replication of lessons learned.
- b. Support to designing and conduct on community development and empowerment to the DDC/VDC level social mobilizers and coaches as warranted under the RRNI.
- c. Support local communities in building partnerships with the DDCs/VDCs and other organizations, local private entrepreneurs and other informal organizations in pursuit of RRNI project's objectives.
- d. Organize the trainings and workshops to raise awareness about the specific roles and functions of community based groups (RRNI core team, Change Agents, and Goal Team) in project implementation, and support their roles and involvement towards sustaining project impacts.
- e. Strengthen and revitalize existing local level activities that support to the RRNIs.
- f. Harmonize and coordinate with other agencies to assist community groups in the identification of productive/income generating activities, creation and strengthening of cooperatives, and community education program that would support the overall Multi-sectoral Nutrition Plan (MSNP).
- g. Support to develop a systematic database to store and process information on socio-economic and nutritional features of the villages and local communities under RRNI.
- h. Contribute towards the preparation and implementation of RRNI project's work plan.
- i. Field visit to the project site to observe the progresses and give feedback to PMT
- j. Support to prepare semi-annual (six monthly) progress reports.
- k. Support to visitors while visiting at the field.

Expected Results

The incumbent is expected to produce the following results;

- Ensure the effective and efficient implementation of the social mobilization interventions under the project,
- Ensure the detailed output based work plan including a timeline;
- Supervise and conduct the related Training and organize the workshops;
- Prepare progress reports and other reports upon request;

- Coordination with stakeholders and local bodies in accordance to project goals;
- Prepare the Informational, Educational and Communicational material about project;
- Other outputs as per requirements.

Duration

The duration of this assignment will be three years after signing the contract. But the assignment can be extended after agreeing by both parties upon the satisfactory performance of the consultant.

Counterpart Arrangements

The Social Mobilization EXPERT shall work under Project Director, but report to Project Coordinator on day to day work. The SME will be accountable to PMT. SME shall have good communication with the World Bank on project activities. The consultant will also be provided with office space along with other required logistics support for the project implementation as approved by the project manager. The SME will also be provided accidental and medical insurance in appropriate insurance company.

PAYMENT

The source of financing for this assignment is included in the SUHADI project. The MoFALD shall pay to SME as per contract signed between MoFALD and SME.

Required Technical Competence and Minimum Qualification Requirement:

- At least Masters Degree in Sociology, Rural Development, Social Work or other relevant subject preferably specialization social mobilization;
- At least 5 years experience in development projects, I/NGO, UN, WB and ADB supported project including three years working experience in public sector management or governance and two years working in the area of social mobilization, Social Protection, Project Management, and capacity development in Nepal or abroad;
- Training in the areas of Social Mobilization and other related subjects

- The consultant 's should have a general experience in the field of Social Mobilization, Project Management, Livelihood Promotion, Gender, Governance, Public Sector Management, in government/government owned institutions/bilateral/multilateral/ INGO funded. Social Protection, Community Development and community awareness programmes,
- Command over the report writing, and concept note development;
- Excellent communicating and report writing skills in both oral and written Nepali and English.
- Ability to use standard computing packages (MS Office programmes including Word, Excel, Power point, and suitable project planning tools).
- Excellent level of teamwork and team building capacity and skills
- Working Experience with Local Body and MoFALD will be an added advantage
- Experience in the area of monitoring and evaluation;
- Networking, negotiation and communication skills, self-responsibility, understanding of and commitment to address the issues of poverty, gender equality and social inclusion; ability to work in a multicultural team and desire to contribute to the effectiveness of the organization in project management.

Selection of the Expert: " A consultant will be selected based on individual consultant selection procedure in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) January 2011 (current edition)

MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT
COMMUNITY ACTIONS FOR NUTRITION PROJECT (SUNAULA
HAZAAR DIN-SHD)

TERMS OF REFERENCE OF RAPID RESULTS FOR NUTRITION
INITIATIVES SPECIALIST (RRNIS)

Background

The economic growth, improvements in health indicators, nutritional status of women and children in Nepal has not shown much improvement. Nepal is a world leader in addressing micronutrient deficiencies (e.g. Vitamin A supplementation program, iron supplementation to reduce anemia during pregnancy, salt iodization) but has yet to put in place effective programs at scale to address "general malnutrition" which manifests itself in a low body mass index (BMI) for women, low birth weights, as well as underweight, stunting and wasting in children.

In order to address above issue the Sunaula Hazzar Din (SHD), a community action for nutrition project, is designed. This SHD is implemented by Ministry of Federal Affairs and Local Development (MoFALD) with the financial assistance from The World Bank amounting to US\$ 40 Million. The development objective of the project is to improve attitude and practices known to improve nutritional outcomes of women of reproductive age and children under the age of 2. The project is designed primarily to address the risk factors for chronic malnutrition. The focus of the project is up to the age of 24 months (the first thousand days) since the damage to physical growth, brain development and human capital formation occurs during the period due to inadequate nutrition.

The project will support the specific populations-girls and young women between 15 and 25 years of age; pregnant women and women who may want to become pregnant in the next 6 months; children 0-6 months of age and their caretakers; children 6-24 months of age and their caretakers; and communities involved in community-wide nutrition related interventions (such as hygiene, safe drinking

water, sanitation etc). The targeted population will choose from a "menu" of attitudes and practices to be improved that are proposals developed by the communities to achieve their targets.

The project will roll out the social mobilization initiative through community driven Rapid Result Nutrition Initiatives (RRNIs). As per the approach the RRNI process will start at the Ward Citizen Forum. Each ward will have a RRNI team consisting of 5 core members as the “user group” and supplemented by 3-5 additional members as “agents of change” (FCHV, members of School Management Committee, members of existing Mothers Group, representative of marginalized community, health facilities staff etc.) depending on the goals selected. The RRNI team will be supported and mobilized by a coach and a social mobilizer recruited by the MOFALD in each VDC. The RRNI team will choose pre-determined realistic and appropriate nutrition related target (from a menu of goals) to be reached in 100 days period. The team will prepare a work plan outlining the goals and inputs needed to meet the targets which will be later submitted for the review to the Nutrition and Food Security Steering Committees (NFSSCs) at the VDC level and to the NFSSCs at the DDC level depending on the size of the sub-projects.

At the central level, a Project Coordination Committee, headed by a Joint Secretary (the Project Director), under the MoFALD, has been formed to address project specific issues related to policy dialogue and intersectoral coordination. Under the leadership of Project Director, a Project Management Team (PMT) has been formed to look after the day-to-day administration of the project. A Rapid Results for Nutrition Initiatives Specialist (RRNIS) is one of the members of PMT.

The SHD project is expected to be continued till March 2017 and it will be implemented in 15 districts of Nepal. In each district approximately 25% VDCs shall be covered from the project.

The SHD project has adopted demand driven approach. And, Local Governance and Community Development Programme (LGCDP) of MoFALD also aimed empowering and social transformation to improve people's lives through livelihood. The LGCDP has started social mobilization in all 3915 VDCs of Nepal making people more aware of their rights and responsibilities in society, and helps

to breakdown social barriers, especially for disadvantage groups. These two programme can complement each other for better services to the poor and excluded people.

Objectives of the Assignment

The general objective of this assignment is to deliver SHD project effectively and efficiently through empowering the community and harmonizing with the other programme to complement each other. The specific objectives are as follows;

- 5) To ensure effective and efficient implementation of the interventions in transparent and participatory way.
- 6) To prepare detailed output based workplan including a timeline
- 7) To improve communication among SHD project stakeholders at the central and local level
- 8) To help management information system in developing nutrition related database
- 9) To supervise and help conduct related training.
- 10) To prepare project report and other documents as required

Scope of the Work

Under the overall supervision of the PMT and Project Director, the Rapid Results for Nutrition Initiatives Specialist (RRNIS) will oversee the overall Nutrition related interventions taken into account by the project. More specifically, the RRNIS will ensure the effective and efficient project implementation at both the central and local level exploring and harmonizing synergetic impact along with other agencies and projects alike. The position will require working with the ministry and national level stakeholders for the policy formation and its adherence. Moreover, the RRNIS will ensure the following interventions as part of his/her responsibility.

- Harmonization and coordination of SHD interventions with Ward Citizen Forums (WCF), Citizen Awareness Centers (CAC), Women Groups, Schools, and other stakeholders in project implemented districts and VDCs,
- Under take the awareness raising interventions based on RRNI project's scope and strategy,
- Organize the regular meetings/workshops as and when necessary,

- Explore the socially and culturally acceptable solutions to implement the project activities,
- Implementation of well-targeted public awareness campaigns including media campaign prior to the project implementation in selected sites to avoid spillover

In addition, the RRNIS will work with Procurement Expert and Social Mobilization Specialist as well.

The specific tasks of RRNIS will be as follows;

- l. Contribute towards the analysis of general socio-economic conditions of the selected districts as well as in the formulation of methodology of replication of lessons learned.
- m. Support to designing and conduct on community development and empowerment to the DDC/VDC level social mobilizers and coaches as warranted under the RRNI.
- n. Support local communities in building partnerships with the DDCs/VDCs and other organizations, local private entrepreneurs and other informal organizations in pursuit of RRNI project's objectives.
- o. Organize trainings and workshops to raise awareness about the specific roles and functions of community based groups (RRNI core team, Change Agents, and Goal Team) in project implementation, and support their roles and involvement towards sustaining project impacts.
- p. Strengthen and revitalize existing local level activities that support to the RRNIs.
- q. Harmonize and coordination with other agencies to assist community groups in the identification of productive/income generating activities, creation and strengthening of cooperatives, and community education program that would support the overall Multi-sectoral Nutrition Plan (MSNP).
- r. Support to develop a systematic database to store and process information on socio-economic and nutritional features of the villages and local communities under RRNI.
- s. Contribute towards the preparation and implementation of RRNI project's work plan.
- t. Field visit to the project site to observe the progresses and give feed-back to PMT
- u. Support to prepare semi-annual (six monthly) progress reports.
- v. Support to visitors while visiting at the field

Expected Results

The incumbent is expected to produce the following results;

- Ensure the effective and efficient implementation of the social mobilization interventions under the project,
- Detailed output based work plan including a timeline;
- Supervise and help conduct the related training and organize the workshops;
- Progress reports and other reports upon request;
- Coordination with stakeholders and local bodies in accordance to project goals;
- Prepare the Informational, Educational and Communicational material about project;
- Other outputs as per requirements.

Duration

The duration of this assignment will be three years after signing the contract. But the assignment can be extended after agreeing by both parties upon the satisfactory performance of the consultant.

Counterpart Arrangements

The RRNIS shall work under Project Director, but report to Project Coordinator on day to day work. The RRNIS will be accountable to PMT. RRNIS shall have good communication with the World Bank on project activities. The consultant will also be provided with office space along with other required logistics support for the project implementation as approved by the project manager. The PE will also be provided accidental and medical insurance in appropriate insurance company.

Payment

The source of financing for this assignment is included in the SHD project. The MoFALD shall pay to RRNIS as per contract signed between MoFALD and RRNIS.

Required Technical Competence and Minimum Qualification Requirement:

- At least Masters Degree in Public Health, or other relevant subject preferably specialization in nutrition;

- At least 5 years experience in development projects, I/NGO, UN, WB and ADB including three years working experience in public sector management or governance and two years working in the area of nutrition WASH, project management, and capacity development in Nepal or abroad;
- The consultant 's experience of livelihood promotion, Social Protection, Community Development is desirable, specially focused to the health and nutrition perspectives
- Command over the report writing, and concept note development;
- Excellent communicating and report writing skills in both oral and written Nepali and English.
- Ability to use standard computing packages (MS Office programme including Word, Excel, Power point, and proper project planning tools).
- Excellent level of teamwork and team building capacity and skills.
- Working Experience with Local Body and MoFALD is desirable
- Experience in the area of monitoring and evaluation will be an added advantage;
- Networking, negotiation and communication skills, self-responsibility, understanding of and commitment to address the issues of poverty, gender equality and social inclusion; ability to work in a multicultural team and desire to contribute to the effectiveness of the organization in project management.
- Community driven nutrition related project's experience desirable

Selection of the Expert: " A consultant will be selected based on individual consultant selection procedure in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) January 2011 (current edition)

Ministry of Federal Affairs and Local Development
Community Actions for Nutrition Project(SUNAULA HAZAAR DIN-SHD)
TERMS OF REFERENCE OF PROCUREMENT EXPERT

Background

Community Actions for Nutrition Project(SUNAULA HAZAAR DIN-SUHADI) is a national programme which is being implemented by the Ministry of Federal Affairs and Local Development and supported by World Bank. The focus of the Project is on the period of conception up to the age of 24 months – the First Thousand Days – since damage to physical growth, brain development, and human capital formation that occurs during this period due to inadequate nutrition is extensive and largely irreversible. Secondly, the increase in the prevalence of chronic malnutrition in Nepal is especially pronounced in the period from birth up the age of 24 months (NLSS III preliminary data).

The Development Objective of the Project is to improve attitudes and practices known to improve nutritional outcomes of women of reproductive age and children under the age of 2. Changes in attitudes and practices will address the key risk factors for child malnutrition and create demand for nutrition related services and products. The supply of these services and products will be provided through existing public sector and donor-funded programs, the private sector and, to a limited extent, financed through the Project.

The targeted population will choose from a “menu” of attitudes and practices to be improved that are most relevant for their specific situation. Depending on the choice, results at community level will include improved hygiene practices (hand-washing and use of latrines); reduced smoking during pregnancy; reduced indoor air pollution; improved safety of drinking water; continued schooling for girls; delayed age of first pregnancy until at least the age of 20; improved dietary intake and diversity during pregnancy; increased consumption of micro-nutrient supplements during pregnancy; improved breastfeeding practices, improved feeding practices for children aged 6 to 24 months (frequency, micronutrient intake, continued feeding during illness etc.).

The Project will support a life-cycle approach, targeting the specific populations that are relevant to achieving the PDO:

- a. Girls and young women between 15 and 25 years of age.

- b. Pregnant women and women who may want to become pregnant in the next 6 months.
- c. Children 0-6 months of age and their caretakers; (4) children 6-24 months of age and their caretakers.
- e. Communities (wards) involved in community-wide nutrition related interventions (such as hygiene, safe drinking water, sanitation, etc).

The project will roll out the social mobilization initiative through community driven Rapid Result Nutrition Initiatives (RRNIs). As per the approach the RRNI process will start at the Ward Citizen Forum. Each ward will have a RRNI team consisting of 5 core members as the “user group” and supplemented by 3-5 additional members as “agents of change” (FCHV, members of School Management Committee, members of existing Mothers Group, representative of marginalized community, health facilities staff etc.) depending on the goals selected. The RRNI team will be supported and mobilized by a coach and a social mobilizer recruited by the MOFALD in each VDC. The RRNI team will choose pre-determined realistic and appropriate nutrition related target (from a menu of goals) to be reached in 100 days period. The team will prepare a work plan outlining the goals and inputs needed to meet the targets which will be later submitted for the review to the Nutrition and Food Security Steering Committees (NFSSCs) at the VDC level and to the NFSSCs at the DDC level depending on the size of the sub-projects.

At the central level, a Project Coordination Committee, headed by a Joint Secretary (the Project Director), MoFALD, has been formed to address project specific issues related to policy dialogue and inter-sectoral coordination. Under the leadership of Project Director, a Project Management Team (PMT) has been formed to look after the day-to-day administration of the project. A Procurement Expert is one of the members of PMT.

The SHD project is expected to be continued till March 2017 and it will be implemented in 15 districts of Nepal. In each district approximately 25% VDCs shall be covered from the project.

Objectives of the Assignment

The major objectives of these assignments are to,

- Procurement of contracts: prepare and update procurement plan, prepare and publish calls; check and verify tender documents; develop standard criteria;
- Ensure compliance of procurement policies and guidelines;
- Administer and monitor all mandate and contribution contract as per the procurement policy;
- Establish and ensure a proper system of contracts documentation.
- Handle the procurement related complaints, if any, received by the project as per the agreed procedure for the project.
- Support Staff Members of the project in any and all procurement related activities including preparation of bidding/RFP documents, contract documents, bid/proposal evaluation reports, etc.

Scope of Work

The Procurement expert will ensure that procurement for the Project be carried out in accordance with the provisions stipulated in the Financing Agreement and corresponding World Bank's "Guidelines: Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" published by the Bank in January 2011, and "Guidelines: Selection and Recruitment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers" published by the Bank in January 2011, and the provisions stipulated in the legal agreements and Public procurement Act and Regulations of Nepal as appropriate.

GENERAL DUTIES OF THE PROCUREMENT EXPERT (PE):

- a. Prepare the procurement plan for the project, submit to the Bank for no-objection and monitor/update the same regularly. While preparing the plan, care should be taken to ensure optimum competition, economy and efficiency and priority of items.
- b. Maintain systematically the procurement related records and documentations for audit/review by the MOFALD and the World Bank.
- c. Provide procurement related reports/updates, list of contracts to Project Coordinator's Office and the World Bank, as and when required.
- d. Handle the procurement related complaints, if any, received by the project as per the agreed procedure for the project.
- e. Support Staff Members of the RRNI project in any and all procurement related

activities.

PROCUREMENT EXPERT 'S ROLE IN PROCUREMENT OF GOODS AND WORKS:

- a. Coordinate with members of the PMT and the concerned line agencies in finalizing the technical specifications of the goods to be procured.
- b. Based on the agreed upon standard bidding documents of the World Bank and MOFALD, prepare the bid document for various packages contained in the procurement plan as per agreed timelines.
- c. Co-ordinate with the Project Coordinator's Office for obtaining "No Objection" from the World Bank.
- d. After finalization of the bid document, issue the advertisement in newspapers and handle selling of the bid documents to the interested.
- e. Coordinate the pre-bid conference, if proposed for the package, prepare the Minutes of pre-bid conference and circulate the same to all the bidders who have purchased the bid documents, under information to the World Bank (only for prior review cases).
- f. Prepare and issue addendum/clarifications to the bid document, if required, under information to the World Bank (only for prior review cases)
- g. Address any queries received from the potential bidders before the deadline for submission of bids.
- h. Receive the bids till the agreed deadline, and open the bids as per the time indicated in the bid document.
- i. Coordinate with Project Management Team in the technical and commercial evaluation of the bids.
- j. Share the bid evaluation report with the World Bank and obtain the "No Objection" (only for prior review cases).
- k. Prepare and issue the contract document to the winning bidder and provide the feedback to unsuccessful suppliers.
- l. Publish the contract award notice.
- m. Coordinate the pre-shipment and post-shipment inspections, if required.

- n. Monitor the contract management including timely supply of the goods, release of payment, issuing contract amendments, inventory management etc.
- o. Follow the prescribed agreed upon guidelines in case of cancellation of any tender, for any reasons.

PROCUREMENT EXPERT 'S ROLE IN PROCUREMENT OF CONSULTING SERVICES:

- a. Coordinate with the Project Management Team (PMT) for finalizing the Terms of Reference (TOR) of the services to be procured.
- b. For consultancy assignments, invite expressions of interest (EOI) through advertisements in newspaper and coordinate with PMT in the evaluation of the EOI and finalization of the shortlist.
- c. Based on the standard request for proposal documents of the World Bank, prepare the Request for Proposal (RFP) for various packages contained in the procurement plan as per agreed timelines.
- d. Co-ordinate with the PMT and the World Bank for obtaining "No Objection" for the TOR (all cases), the shortlist and the RFP document.
- e. Issue the RFP document to the shortlisted Consultants. Arrange the reply of queries, if received from invited Consultants before the deadline for submission of proposals.
- f. Coordinate the pre-proposal conference, if proposed for the package, prepare the Minutes of pre-proposal conference and circulate to the invited Consultants, under information to the World Bank.
- g. Receive the proposals till the agreed deadline, and open the technical proposals as per the time indicated in the bid document.
- h. Coordinate with PMT in the evaluation of the technical proposals.
- i. Share the technical evaluation report with the PMT and the World Bank and obtain the "No Objection" (only if required).
- j. Conduct negotiations with highest ranked Consultant, prepare draft initially negotiated contract and minutes of negotiations and seek the 'No Objection' of the World Bank for contract award recommendations (only for prior review cases)
- k. Get the contract documents signed by the winning Consultant and provide the feedback to

unsuccessful Consultants.

- l. Publish the contract award notice.
- m. Monitor the contract management including timely completion of the assignment, release of payment, issuing contract amendments etc.

Expected Results/outputs

- Maintain systematically the procurement related records and documentations for audit/review by the MOFALD and the World Bank.
- Provide procurement related reports/updates, list of contracts to Project Coordinator's Office and the World Bank, as and when required.
- Ensures Accountability, Efficiency and Transparency in all procurements of goods, services and works

Timing and Location

The procurement expert will be primarily stationed at project secretariat. However, he/she is supposed to visit the project districts as and when required. He/She should attend regularly in all working days as guided by the contract. The expert will be hired initially for 36 month, however upon the satisfactory performance, the contract can be extended. He/she should report the progress of the assignment regularly as instructed by the Project Director or Coordinator.

The Procurement Expert will be supporting SHD and will for this purpose be seconded to the project implementation unit.

Counterpart Arrangements

- The Procurement Expert shall work under Project Director, but report to Project Coordinator/Manager on day to day work. The PE will be accountable to PMT. The PMT will be responsible to provide office space along with other required logistics support for the project implementation as approved by the project manager. The PE will also be provided accidental and medical insurance in appropriate insurance company..

Required Technical Competence and Minimum Qualification Requirement:

- Master's degree in Business Administration and/or Business Studies or Public Administration or law with minimum 5 years of professional experience in the field of procurement, preferably in development projects of GoN, experience and knowledge of procedures and processes of the Government of Nepal regarding public procurement.
- The consultant should have worked in the Multinational Donor Funded Projects (World Bank/ ADB/UNDP/or Any INGOS) at least for 5 years in the field of procurement.
- The consultant who has participated and conducted the training (National/International) in relevant areas of Procurement/Administration/Project Management will have an added advantage.
- The consultant who has knowledge and worked in any field of Community Development, Social Protection, Social Service as well as experiences working with MoFALD preferred..
- Excellent report writing skills in both Nepali and English.
- Demonstrated ability to use standard computing packages (MS Office programmes including Word, Excel, Power point, and suitable project planning tools).
- Networking, negotiation and communication skills, self-responsibility, understanding of and commitment to address the issues of poverty, gender equality and social inclusion; ability to work in a multicultural team and desire to contribute to the effectiveness of the organization in project management.

Selection of the Expert: "A consultant will be selected based on individual consultant selection procedure in accordance with the procedures set out in the World Bank's [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) January 2011 (current edition)