

Terms of Reference

For Consulting Services of Individual Procurement Consultant

Contract: PPCR/DHM/S/IND-94			
Project	PPCR- BRCH (Building Resilience to Climate Related Hazards)		
Expertise:	Individual Consultant for Procurement Specialist		
Source	National	Category	Independent
1. Background: <p>Government of Nepal (GoN) has prepared Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR has identified five projects for investment in Nepal. One of them is the "Pilot Project for Climate Resilience (PPCR) - Building Resilience to Climate-Related Hazards (BRCH). Components A, B and C under BRCH are being implemented by the Department of Hydrology and Meteorology (DHM), Ministry of Energy, Water Resources and Irrigation (MoEWRI). Component D of the BRCH is being implemented by the Ministry of Agriculture and Livestock Development (MoALD). A dedicated Project Management Unit (PMU) has been set up at DHM for the implementation of project components A, B, and C.</p> <p>The project aims at upgrading hydro-meteorological network, weather forecasting system and flood forecasting system. The process involves acquiring private and/or public land, construction of buildings and establishment and operation of telecommunication systems including radar. Assessment of social and environmental impacts considering the losses of agriculture products, deforestation, loss of natural habitats, impacts on indigenous population, electromagnetic radiation of telecom equipment, security of installations are some of the important social and environmental aspects of the project.</p> <p>PPCR-BRCH at DHM requires consulting services from an individual consultant with expertise in procurement field, who will work as a member of PMU to accomplish the objectives of the project.</p>			
2. Objective/Purpose of the Assignment: <p>The objective of obtaining services from procurement consultant is to assist DHM/BRCH in carrying out procurement functions for the implementation of PPCR - Building Resilience to Climate Related Hazard. The input from consultant would ensure adoption of proper procurement procedure with economy, efficiency and transparency as well as accelerate procurement practice. The consultant will work for PMU, which has been established to support the implementation on of PPCR-BRCH. The consultant will report to the National Project Director (NPD)/Assistant Project Director (APD) on the following responsibilities.</p>			
3. Scope of Work: <p>The consultant shall work closely with the Project Director and other staffs related to project and help to carry out all aspects of project procurement, applicable guidelines/manuals, arrangement provided in the Guidelines as well as procurement legislation of Government of Nepal,</p>			

4. Duties and Responsibilities of Consultant:

Under the supervision of National Project Director (NPD), Assistant Project Director (APD), the incumbent will be responsible for, but not limited to, the following duties.

- a. Preparing and updating project procurement plan periodically;
- b. Decide on optimal procurement methods, including packaging, and processing procurement, including advertising, pre-qualifying and short listing etc;
- c. Preparation of procurement related documents required for the procurement of goods, consulting services and works (if any);
- d. Prepare project specific scope of work, Terms of Reference, Specification , Cost estimates and work schedules, evaluation criteria etc;
- e. Assist in pre bid meetings, prepare answers/clarification/ modification;
- f. Assist in receiving bids/ proposals and examining the same and in writing evaluation reports;
- g. Assist in negotiating with bidders, when required, and preparing contract documents, for approval by the concerned authority and The World Bank;
- h. Assist in maintaining records and other documentations required for audit and progress reporting purposes;
- i. Prepare trimester progress report of procurement activities in acceptable format to World Bank (ie: PMR (Procurement Management Report) for IPR (Implementation Progress Report));

Work in close collaboration/ consultation with coordinators of DHM/BRCH Procurement unit and Evaluation Committee.

5. Required Qualification and Experience:

- a. Should have at least Masters degree in Engineering / Public Administration / Business Administration / Business Management / Law or relevant fields
- b. Should possess work experience as full time employee in Government/ Public Enterprise/ NGO/ INGO/ National or International Bank or Financial Institution/ UN agencies and have five years' experience in procurement,
- c. Should be fully conversant with World Bank procurement policies, Guidelines and procedures evidenced by her/his involvement in procurement functions under World Bank financed projects.
- d. Knowledge of the World Bank STEP (Systematic Tracking on Exchanges in Procurement) system used for preparing project's procurement plan and other activities will be an advantage.
- e. Work experience with climate related project will be preferable.
- f. Preferably a Nepali Citizen,
- g. Should be fluent in English language speaking and writing,
- h. Should have skill on writing reports, negotiation, presentation and use of computer

6. Duration of Service:

The consultant will be assigned intermittently for 75 (Seventy Five) days input spread over the contract period of 10 (Ten) months and possibilities of further extension in case of satisfactory performance, if required by the project. The consultant is expected to work office hours within Kathmandu valley with frequent travels outside Kathmandu valley within Nepal on project related matters.

7. Duty Station: Kathmandu, Nepal with field visit as per requirement.

8. Reporting Requirements:

The consultant will report time to time to the National Project Director and other concerned regarding the accomplishment of his/her assignment.

9. Selection Criteria:

The consultant shall be selected based on the individual consultant selection method of the World Bank's consultant selection guidelines, 2011 (Revised 2014). Main criteria for the selection will be relevant work experience and qualifications.

10. Financial Constraints:

- a. The consultant shall be paid remuneration per month based on time sheet, which should include all his overheads, social charges and other associated costs including local transportation within Kathmandu valley and insurance premium costs.
- b. The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- c. In case of travel requirement outside Kathmandu valley and within Nepal for project related assignments, consultant shall be paid travel expenses on actual basis and suitably determined subsistence allowance including hotel accommodation to cover all other costs.

11. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

- Office space with computer and furniture
- Email and internet access
- Required office stationary
- Photocopying facilities

Places of Assignment: Kathmandu	Days Estimated Dates	Contract Period 10 months.
TOTAL DAYS (state if Intermittent): Intermittently for 75 (Seventy Five) days over a contract period till November 15, 2020 and possibilities of further extension in case of satisfactory performance, if required by the project.		

