

**Government of Nepal**  
**Ministry of Labour, Employment and Social Security**  
**Prime Minister Employment Program (PMEP)**  
**Youth Employment Transformation Initiative Project, Kathmandu.**  
**Project ID No. P160696**

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FROM INDIVIDUAL CONSULTANT**  
**First Date of Publication: January 27, 2021**

- The Government of Nepal (GoN)/Ministry of Labor, Employment and Social Security has received financing/credit from the World Bank towards the cost of the Youth Employment Transformation Initiative Project, and intends to apply part of the proceeds for consulting services as mentioned below:

S.N.	Contract ID	Position	Man-month inputs	Qualification Requirements
1	NP-MOLESS-124083-CS-INDV	Financial Management Specialist-1(one)	36 man-months input within a project period (with possibilities of extension based on performance & requirement)	A Professional accountancy qualification (CPA,CA or equivalent membership of internationally recognized accounting institution/agency or Master's Degree in Accounting/Business/Finance/Economics and or related field with 5 (Five) years of post-professional qualification experience in government auditing or government financial management. At least 10 (ten) years of experience in financial management and auditing. Prior experience in managing client connection, operation of Designated Account of World Bank is preferable.
2	NP-MOLESS-124089-CS-INDV	Monitoring and Evaluation Specialist-1(one)	30 man-months intermittent input within a project period (with possibilities of extension based on performance & requirement)	Master's Degree in Agriculture Science, Social Science, Management, Environment Science, Natural Science or related field. At least 8 (eight) years of work experience in a field related to employment promotion, rural development, lively hoods, agriculture promotion and planning or project management. At least 4 (four) years of experience in M&E design and implementation at the project level would be preferable. Willingness to undertake regular field visit in different condition is required. Computer literacy in Microsoft package (MS word, MS power point, MS excel, MS access), GIS and SPSS is an asset.
3	NP-MOLESS-124073-CS-INDV	Procurement Specialist-1(one)	20 man-months intermittent input within a project period (with possibilities of extension based on performance & requirement)	Bachelor in Engineering, Public Administration, Business Administration /Management, or relevant discipline; In case of Engineering discipline, the Consultant must be registered in Nepal Engineering Council; At least 7 (seven) years of professional work experience in related field; At least of 5 (Five) years of Experiences of public procurement in government sector/Non-government sector/diplomatic mission as Procurement Specialist/ Manager/ consultant/ officer; Prior experience in World bank or similar bilateral/multilateral donor funded projects is preferable; Training in public procurement is preferable. Excellent report writing and computer skills in Nepali and English is desirable.

- This EOI notice and ToR have been uploaded on the website: <http://pmep.gov.np>. The interested candidate may visit the website: <http://pmep.gov.np> for the Terms of References (ToR); which can also be obtained from office of PMEP/Youth Employment Transformation Initiative Project, PMU during office hours.
- The interested candidates may express their interest by submitting their application with latest updated Curriculum Vitae (CV) duly signed. The CV and covering letter with supporting documents must be submitted at the project, PMU office, Singh Durbar, Kathmandu or by email: [info@pmep.gov.np](mailto:info@pmep.gov.np) or [info.pmep.np@gmail.com](mailto:info.pmep.np@gmail.com) on or before 12.00 Hours (LST) February 12, 2021.
- If the last date of submission of the EOI falls on a public holiday, the next working day will be the last submission date.
- The Consultants shall be selected in accordance with the World Bank Procurement Regulations for IPF Borrowers: July, 2016(Revised August, 2018), **Approved Selection Method for Individual Consultants, Open Competitive Selection of Individual Consultants**, as set in the Regulations/ Section: VII/7.34 to 7.37.
- The Consultants will be selected on the basis of following selection criteria:

S.N.	Selection Criteria
i.	General Experience and qualifications
ii.	Specific Experience in relevant fields
iii.	Experience in WB/ADB or other donor funded projects in relevant field will be added advantage.
iv.	Training on relevant fields



Government of Nepal

*Ministry of Labour, Employment and Social Security*

Prime Minister Employment Programme (PMEP)

*Youth Employment Transformation Initiative Project*

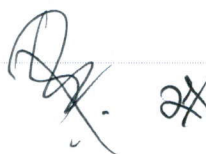
**Terms of Reference (ToR)**

for

***Procurement Specialist***

(Individual Consultant)





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## **1. BACKGROUND**

Government of Nepal (GoN) under the subsidised loan of International Development Association ("World Bank") is implementing Youth Employment Transformation Initiative Project (PAD2761). Ministry of Labour, Employment and Social Security (MoLESS) has established Project Management Unit (PMU) at Prime Minister Employment Programme (PMEP) to implement and coordinate the programme/project activities. PMEP is the Government of Nepal's flagship program, which envisions eternal employment promotion and guaranteeing minimum employment of 100 days of work to the registered unemployed in labour-intensive public works programs (PWPs) and other employment service-based activity. Under PMEP, Youth Employment Transformation Initiative project aims to improve the employment support services and labour market outcomes of the youth.

For overall support in procurement (drafting term of reference (ToR), cost estimate of goods and services, set evaluation criteria, comparative chart for evaluation) and reporting of the programme/project activities, project requires consulting service from individual consultant with the capacity of procurement Specialist. Procurement Specialist provide support in the specified task and to accomplished the duties, works in close coordination with the programme, budgeting, finance, and monitoring and evaluation staff within the PMU, WB and implementing agencies.

## **2. OBJECTIVE OF THE CONSULTANCY SERVICES**

The procurement Specialist will assist as the main responsible for all type's procurement and evaluation related activities for the programme/project. S/he will assist and report to the National Project Director (NPD) through Component Managers regarding the procurement of project activities implemented by the programme/project. The procurement specialist's responsibility is to ensure, coordinate and support procurement of all the programme/project activities to be conducted in accordance with the results framework of the Project.

## **3. SCOPE OF WORK**

The consultant will work as part of the PMU under the supervision and guidance of a National Project Director through Component Manager will support all

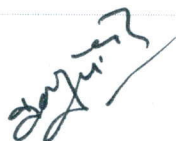


procurement works of central level and 753 local levels/governments for the attainment of the programme/ project's goal as well as assist in reporting to the government mechanism and WB

#### **4. TASK, DUTY & RESPONSIBILITY OF THE CONSULTANT**

The Consultant shall perform the following duties but not limited to:

- Ensure full compliance of procurement activities with the GON and WB rules, regulations policies and strategies as per the Financing Agreement;
- Responsible for (assisting) the preparation of Procurement Plan for the project period in consultation with the Project and update the same periodically;
- Preparation and updating of the procurement plan periodically and submission to the World Bank for review through STEP and also shall provide procurement advice to the PMU to ensure that procurement of all works, goods and services are undertaken in accordance with the approved procurement Plan;
- Preparation of bidding documents for works, goods and non-consulting services and RFP's for consulting services and review the completeness before submission of the document to the World Bank for "No Objection", if and/or when required;
- Support to the Project in the publication of Invitation for Bids, Request for Expression of Interests, Intention to Award the Bids/ Proposals, Letter of Acceptance, award notices and others related tasks;
- Support to the Project in negotiation, preparing the addendum to the bidding documents/RFP's including clarifications to the questions raised by the prospective bidders;
- Facilitation to PMU in finalization of contract negotiations when necessary;
- The Consultant shall assist the Project in the implementation and monitoring of contracts, in establishing good document filing system and in providing contract information for disbursement needs;
- The Consultant shall assist the Project in preparing procurement training modules, undertake trainings and capacity development activities for PMU and local levels about the World Bank procurement procedures and practices;
- The Consultant shall assist in maintaining records and other documentations required for World Bank's ex-post review, post audit and procurement progress reporting;
- The Consultant shall prepare monthly/trimester/annual and any other progress report of procurement activities in acceptable format to the Project and World Bank as required;
- The Consultant shall conduct other procurement related activities entrusted to him by the Project;
- The Consultant shall work in close collaboration/consultation with Procurement unit and Evaluation Committee;
- Assist PMU to prepare work jurisdiction, terms and condition for services, specifications, cost estimations, timelines, and evaluation standards for materials, work, consultancy services and other services.
- Assist the evaluation of bids / proposals and support in drafting evaluation reports;



- Assist in drafting bidding agreements and obtain approval from the concerned authority.
- Ensure that the procurement plans are followed timely at PMU and local levels. Maintain records and progress of procurement at all level.
- Support in the procurement of goods and services of PMEP as per annual budget.
- Support PMU and LLs to capacity enhance and to address complaints and any other activities related to procurement.

## 5. DELIVERABLES AND REPORTINGS

The Consultant shall be required to submit Work-Plan in the beginning of month and the report of service rendered within the framework of Work-Plan and Duties & Responsibilities at the end of the Month.

- Monthly Progress Report
- Other reports as asked by the Project and its designated offices.

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

## 6. DURATION OF THE CONSULTANCY SERVICES

- The total duration of the consultancy services shall be of 36 (Thirty-Six) months intermittently within a project period of 50 months starting tentatively from October 2020. . The contract may be terminated if the project does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultants as evaluated by the Project and or its authorized agency.
- The consultant shall be based at the Project office in Kathmandu with required visits to districts subject to approval of Project Director.

## 7. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT:

- Bachelor in Engineering, Public Administration, Business Administration /Management, or relevant discipline;
- In case of Engineering discipline, the Consultant must be registered in Nepal Engineering Council;
- At least 7 (seven) years of professional work experience in related field;
- At least of 5 (Five) years of Experiences of public procurement in government sector/Non-government sector/diplomatic mission as Procurement Specialist/Manager/consultant/officer;
- Prior experience in World bank or similar bilateral/multilateral donor funded projects is preferable;
- Training in public procurement is preferable.
- Excellent report writing and computer skills desirable.



- The ability to work simultaneously on a variety of issues and tasks, while independently adjusting priorities to achieve agreed objectives and deadlines is essential.
- Excellent strong written and verbal communication skills in both Nepali and English.

## **8. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT**

The consultant shall be provided the remuneration and other logistic support as below:

- The consultant's remuneration per month shall be finalized through negotiation.
- The price escalation is applicable to this consulting service as per the salary index or equivalent of Nepal Rastra Bank.
- The Consultant shall be paid by the Project every month on the submission of his/her invoice and time-sheet with the obligatory reports as mentioned in subsequent Para "4"; certified by the respective NPD or his/her authorized representative.
- The office space and working furniture (Table & chair) shall be provided to the consultant within premises of the Project office or the places as deployed by the project.
- The Project shall avail the electricity and internet facility to the consultant during working hour.

## **9. SELECTION PROCEDURE OF THE CONSULTANT:**

A Consultant will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017 and August 2018).

## **10. ADMINISTRATION OF THE CONSULTANT'S SERVICES**

- The Consultant shall be based in PMEP/the Project office, Kathmandu with necessary visit to project districts. The Consultant's services will be administered and monitored by the NPD or his authorized representative.

## **11. TAXATION**

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The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The consultant should be registered in the Value Added Tax (VAT) and will be responsible for insurances and costs of the premium of insurances it takes up.

## **12.CONTRACT AGREEMENT**

The Consultant shall be required to enter into an agreement with the Project on time-based contract. Each fiscal year as per the performance evaluation contract will be renewed.





**Government of Nepal**

***Ministry of Labour, Employment and Social Security***

**Prime Minister Employment Programme (PMEP)**

***Youth Employment Transformation Initiative Project***

**Terms of Reference (ToR)**

for

***Monitoring and Evaluation Specialist***

(Individual Consultant)



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## **1. BACKGROUND**

Government of Nepal (GoN) under the subsidised loan of International Development Association ("World Bank") is implementing Youth Employment Transformation Initiative Project (PAD2751). Ministry of Labour, Employment and Social Security (MoLESS) has established Project Management Unit (PMU) at Prime Minister Employment Programme (PMEP) to coordinate and implement the project activities. Prime Minister's Employment Program (PMEP) is Government of Nepal's flagship program, which envisions guaranteeing minimum employment of 100 days of work to the registered unemployed in labour-intensive public works programs (PWPs), or provides a subsistence wage in the absence of work, to eligible households. Youth Employment Transformation Initiative (YETI) project supports PMEP to improve the employment support services and labour market outcomes of the youth. For overall coordination, monitoring, supervision and reporting of the PMEP/YETI project activities, project requires consulting service from individual consultant with the capacity of Monitoring and Evaluation Specialist. The Monitoring and Evaluation Specialist works in close collaboration with the programme, budgeting & finance, and procurement staff within the PMU, WB and implementing agencies.

## **2. OBJECTIVE OF THE CONSULTANCY SERVICES**

The Monitoring and Evaluation Specialist will serve as the main focal person for all monitoring and evaluation related activities for the PMEP/Youth Employment Transformation Initiative project. S/he will assist and report to the National Project Director (NPD)/Component Managers regarding the monitoring and evaluation of project activities implemented by the project. The M&E Specialist's responsibility is to coordinate and support implementation of monitoring and evaluation all the project activities to be conducted in accordance with the Results Framework of the Project.

## **3. SCOPE OF WORK**

The consultant will work as part of the YETI/ PMU (Project Management Unit) under the supervision and guidance of a high-level Project Steering Committee, Project Technical Committee, National Project Director and Component Manager for the attainment of the project's goal.



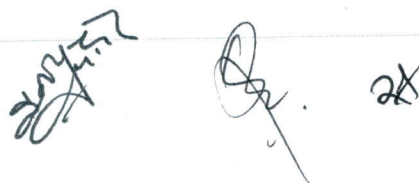
#### 4. TASKS, DUTY AND RESPONSIBILITY OF THE CONSULTANT

The Consultant shall but not be limited to perform the tasks as stated below:

- a) Design a Monitoring and Evaluation framework to measure the Project's progress towards the results indicators; (This should be done in consultation with component leads and project director;) The framework will cover (but not be limited to) monitoring and reporting on assessment of:
  - (i) project performance as measured by the indicators developed under YETI and PMEP;
  - (ii) payroll generation and payment mechanism;
  - (iii) ESC personnel and other LLs performance;
  - (iv) Quality of on-the-job and onboarding training delivery;
  - (v) Compliance with Project's safeguard, technical quality and days worked guidelines under individual projects into which PMEP beneficiaries are deployed;
  - (vi) Speed and efficiency of issues resolution in any of the areas above as well as under Projects Grievance Redress Mechanism;
- b) Work closely with EMIS lead and other relevant personnel to ensure necessary M&E capacity within EMIS;
- c) Develop business processes needed for implementation of the M&E framework;

The design and implementation of the M&E Framework/System mentioned above will more specifically involve:

- d) Prepare timely annual and quarterly plans and progress reports to monitor outputs and results against the PDO (Project Development Objective);
- e) Prepare additional monitoring features that ensure timely and secure delivery of payment in LLS where the wage payments are made in cash, in collaboration with the FM officer/accounts officer of YETI;
- f) Prepare and provide monitoring and reporting formats to the Local Levels with additional guidance to wards where relevant; Work with relevant IT personnel to ensure that results of monitoring could be properly captured/flagged within EMIS;
- g) Prepare formats for conducting quality assurance of On-the-Job training and life-skills training; Develop mechanisms to flag arising issues (including options to do this withing EMIS); Develop mechanisms for categorization and resolution of issues detecting as well as tracking of the progress of resolution;





- h) Monitor selected projects in the maintenance (or, improvement) of existing infrastructure for compliance with the selection criteria, safeguards requirements, number of days worked, and quality assurance; This should include a combination of routine monitoring and spot checks; Work with relevant IT personnel to ensure that results of monitoring could be properly captured/flagged within EMIS;
- i) Undertake monitoring and supervision of Local Levels activities and the staff at the Employment Service Centres (ESCs); Work with relevant IT personnel to ensure that results of monitoring could be properly captured/flagged within EMIS;
- j) Make necessary arrangements for the yearly evaluation of the Employment Service Center staff;
- k) Support implementation of the M&E system, including the accurate and timely collection and collation of information on project activities and ensuring that the effective monitoring of project progress is up-to-date.
- l) Based on information needs design field reporting requirements and define formats for standard reports (e.g. fortnightly, quarterly, semi-annual and annual reports) and link / incorporate it in NEMIS.
- m) Support in carrying out surveys/studies by using appropriate methods and develop formats, checklists, and questionnaires for measuring outputs, outcomes, achievements and impact of the project.
- n) Serve as focal point for providing M&E inputs on Implementation Progress Reports (IPRs); Prepare and submit M&E inputs as per the Results Framework to the consolidated monthly/ trimester/ annual project implementation progress reports meeting the deadline as per the requirement of project and World Bank;
- o) Analyze collected data and other relevant information as part of M&E system. Perform or supervise qualitative and quantitative data analysis and generate reports on achievements as well as issues, current and anticipated.
- p) Support in carrying out Third Party Quality Audits and assessment.
- q) Overall knowledge sharing and provide training and learning sessions, seminars on program monitoring and evaluations for PMP/YETI staff on M&E.
- r) Develop and maintain a M&E database for the project and contribute to the maintenance of a database in NEMIS system of PMP/YETI project.
- s) Perform other related duties as required by NPD/PMU within his/her area of technical competence.
- t) Undertake any additional monitoring, evaluation, and reporting as required.

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## 5. RELEVANT COMPETENCIES:

- a) The M&E Specialist should possess excellent technical skills in socio-economic research and program and project performance assessment.
- b) Demonstrated experience in monitoring and evaluation of development project activities.
- c) Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information.
- d) S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- e) Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data).
- f) Experience on planning, monitoring and evaluation of community based projects and having good computer knowledge on database softwares like MS Excel, MS Access, SPSS, GIS will be given priority.

## 5. DELIVERABLES AND REPORTINGS

The Consultant shall be required to submit Work-Plan in the beginning of month and the report of service rendered within the framework of Work-Plan and Duties & Responsibilities at the end of the Month. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.

- M&E framework and associated business process description;
- M&E inputs to Monthly/Trimester/Yearly Project Implementation Progress Report;
- M&E implementation plan for the YETI project
- TORs for surveys
- Monitoring and Supervision report as per the requirement.
- Prepared and submit Guidelines/Manuals of concerned fields as per the need of the project.
- Reports and proceeding of seminars, workshops and training
- Final Report
- Other reports as asked by the Project and its designated offices.

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





## 6. DURATION OF THE CONSULTANCY SERVICES

- The total duration of the consultancy services shall be of 36 (Thirty Six) months starting tentatively from October, 2020 with possibility of extension as required. The contract may be terminated if the project does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultants as evaluated by the the Project and or its authorized agency.
- The consultant shall be based at the Project office in Kathmandu with required visits to districts subject to approval of Project Director.

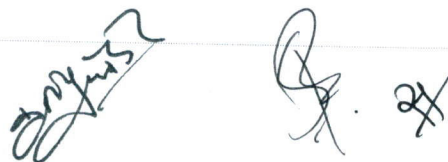
## 7. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT:

### A. Academic qualifications:

- Master's degree in Agricultural Sciences, Social Science, Management, Environment Sciences, Natural Science or related field combined with extensive experience in similar responsible position in rural community is considered as equivalent.

### B. Experience:

- At least 8 years of work experience in a field related to employment promotion, rural development, livelihoods, agriculture promotion, and planning or project management.
- At least 4 years of experience in M&E design and implementation at the project level would be preferable. Previous successful involvement with, and good knowledge of, CBOs, I/NGOs and civil society is desired.
- Willingness to undertake regular field visits in different conditions is required.
- Computer literacy in Microsoft packages (MS Word, MS Powerpoint, MS Excel, MS Access), GIS and SPSS is an asset.
- Experiences in creating and managing performance monitoring plans and leveraging performance monitoring data for improving ongoing project management are under consideration.
- Knowledge in designing and field testing surveys and other data collection instruments are required.
- Contribute in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting.



- Good knowledge of concepts and framework for monitoring and Evaluation and Result Measurement
- Both written and spoken in English is essential.

## **8. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT**

The consultant shall be provided the remuneration and other logistic support as below:

- The consultant's remuneration per month shall be finalized through negotiation.
- The price escalation is applicable to this consulting service as per the salary index or equivalent of Nepal Rastra Bank.
- The Consultant shall be paid by the Project every month on the submission of his/her invoice and time-sheet with the obligatory reports as mentioned in subsequent Para "4"; certified by the respective NPD/NPM or his/her authorized representative.
- The office space and working furniture (Table & chair), computer/laptop shall be provided to the consultant within premises of the Project office or the places as deployed by the project.
- The project shall avail the electricity and internet facility to the consultant during working hour.
- The project will avail a data plan for the consultant during field visits
- The project will bear the costs of transportation for field/monitoring visits

## **9. SELECTION PROCEDURE OF THE CONSULTANT:**

A Consultant will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017), Section VII: Approved Selection Methods Consulting Services/ "Open Competitive Selection of Individual Consultants, set out in Regulations.

## **10. ADMINISTRATION OF THE CONSULTANT'S SERVICES**

The Consultant shall be based in PMEP/YETI office, Kathmandu with necessary visit to project districts. The Consultant's services will be administered and monitored by the NPD or his authorized representative.

## **11. TAXATION**

The Consultant shall be fully responsible for all taxes imposed by Government of Nepal. The firm should have registered in the Value Added Tax (VAT). The firm will be responsible for insurances and costs of the premium of insurances it takes up.

## 12. CONTRACT AGREEMENT

The Consultant shall be required to enter into an agreement with the YETI Project on time-based contract.

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**Government of Nepal**

***Ministry of Labour, Employment and Social Security***

**Prime Minister Employment Programme (PMEP)**

***Youth Employment Transformation Initiative Project***

**Terms of Reference (ToR)**

for

***Financial Management Consultant***

(Individual Consultant)

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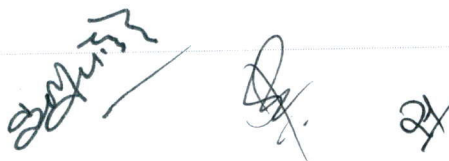
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## **1. BACKGROUND**

Government of Nepal (GoN) under the subsidised loan of International Development Association ("World Bank") is implementing Youth Employment Transformation Initiative Project (herein after referred as Project). Ministry of Labour, Employment and Social Security (MoLESS) has established Project Management Unit (PMU) at Prime Minister Employment Programme (PMEP) to coordinate and implement the project activities. PMEP is the GoN's national flagship programme guaranteeing the minimum 100 days of employment to the registered unemployed. The project supports PMEP to improve the outcome of employment support services and labour market.

The consultant delivers sound financial management practice, prepare and consolidate financial information and analyse the details of conditional grants as per the Project Appraisal Document (PAD). The PMU is hiring a Financial Management Consultant (FMC) to support the project financial reporting and to engage in coordination, supporting all cost centres and to undertake the overall management of financial activities of the project and PMEP.

## **2. OBJECTIVE OF THE CONSULTANCY SERVICES**

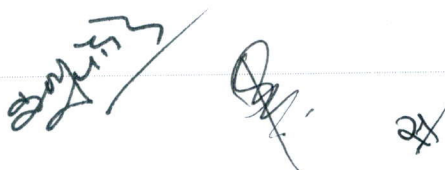
Under the direct supervision of National Project Director, the overall objective of the consultant is to support, coordinate and manage financial functions and manage fiduciary risks.

The Consultant works in close coordination with the Component Managers and the Finance-in-Charge of the MoLESS for the day to day operation of the project.

## **3. TASKS, DUTIES & RESPONSIBILITIES OF THE CONSULTANT**

The Consultant shall perform, but not limited to, the following duties / tasks:

- Support in undertaking overall financial management functions in respect to the project and PMEP. This includes budgeting, expenditure tracking, reporting and assuring fiduciary risk management,



- Undertake financial management assessment for operations and ensures the ongoing project operations are in line with budgeting, internal control, financial reporting, auditing and also update the information in the WB portals,
- Monitor expenditures of PMU and local level to ensure compliance of applicable procedures and recommend required additional internal control procedures based on financial management risk assessment.
- Prepare statement of expenditure with item-wise details and segregation of costs for the periodic internal and external audit purpose. This includes a periodic reconciliation of accounts with the details of FCGO,
- Support the project and PMEP in formulating annual work plan and budget,
- Provide training, guidance and advice on financial management aspects to the PMU, ESCs and local levels,
- Prepare and support in submitting withdrawal applications to the World Bank,
- Liaise with local level and MoLESS to generate financial expenditure reports, covering all project components as required by the WB and GoN,
- Follow-up fund transfer requested in the WB to the Designated Account for reimbursement and replenishment,
- Liaise with auditors for annual audit of the project, respond to audit observations, arrange meeting and ensure that audited financial statements are submitted to the World Bank timelt,
- Ensure that 754 cost centres' expenditures are consolidated in time and reflected in the project accounts and assist the PMU to submit the financial reports to the World Bank,
- Develop financial and documentation process and support PMU and local levels in implementing the internal control system,
- Prepare Interim Unaudited Financial Reports (IUFs), Implementation Progress Reports, Financial Progress Reports and Project Financial Statements, as required by GON and the World Bank considering approved guidelines,
- Support the National Project Director in liaising with Ministry of Finance, Financial Comptroller General Office, Office of Auditor General, District Treasury Controller Office, the World Bank, and other related organization as required,
- Assist and advise finance perspective on procurement related documents,

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- The consultant shall undertake any other duties related to the project financial management as assigned by the NPD / PMU,

#### 4. DELIVERABLES AND REPORTINGS

The Consultant shall require submitting monthly work plan and reports within the tentative framework of the following Work-Plan and Duties & Responsibilities.

S.N.	Details	Frequency	Deliverable
1.	Support in Annual Work Plan and Budget	Once in a year	Report
2	Quadrimester Financial Monitoring Reports (FMRs) and Review	3 times in a year	Report
3	Half-yearly Financial and Operational Review.  Compliance Review	Once in a year	Report
4	Monthly Financial Report	Every month	Report
4	Training	As required	Report
5	Support in regular operation	As required	
6	Development of financial manual and procedural document	Within 3 months of appointment	Report
7	Liaison with WB and local levels	Regular	
8	On the spot review of financial practices in local level	As required	Report
9	Prepare and submit	When needed	

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	financial reports to WB withdrawal request.		
10	Fiduciary Risk Assessment	Ongoing	
11	Others	As requested,	

## 5. DURATION OF THE CONSULTANCY SERVICES

- Duration of the consultancy services is 36 (Thirty-Six) month starting from January 2021.
- The contract shall be issued yearly upon satisfactory performance.
- The contract shall be terminated if the project does not need the consultant's service or unsatisfactory performance as evaluated by the Project and or its authorized agency.
- The contract shall be terminated at any time if the required terms and standards are not followed.
- The consultant shall be based at the PMU and visits local levels periodically as agreed by NPD.

## 6. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT:

- A professional accountancy qualification (CPA, CA or equivalent membership of an internationally recognized accounting institute / agency)
- OR
- Master's degree in accounting, business, finance, economics and or related field with at least 5 years of post-professional qualification experience in government auditing or government financial management.
- At least 10 years of experience in financial management and auditing.
- Knowledge of Government of Nepal's accounting principles and standards.
- Familiarity of public financial management and accountability in the public sector.

- Prior experience in managing client connection, operation of designated account of World bank is preferred.
- A demonstrated ability to solve complex tasks in a creative manner.
- Strong interpersonal skills and an ability to work effectively with internal/external agencies are essential;
- Proficiency in both written and spoken English and Nepali is necessary.

## **7. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT**

The consultant shall be provided the following remuneration and logistic support:

- Monthly remuneration as negotiated at the selection process;
- The price escalation is applicable to this consulting service as per the salary index or equivalent of Nepal Rastra Bank.
- Annual progression of salary may be applied; depending upon the successful annual performance review.
- The Consultant shall submit the invoice monthly together with timesheet and the obligatory reports as mentioned in subsequent Para "4"; certified by the respective NPD/NPM or his/her authorized representative.

## **8. SELECTION PROCEDURE OF THE CONSULTANT:**

A Consultant will be selected in accordance with The World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, July 2016 (Revised November 2017), Section VII: Approved Selection Methods Consulting Services/ "Open Competitive Selection of Individual Consultants, set out in Regulations. The selection criteria shall include:

- a. Qualification
- b. Experience
- c. Experience of assessing / strengthening
- d. Knowledge of financial management systems, internal control systems, auditing competence and independence, preparing financial statements and budgeting
- e. Knowledge of languages, presentation and report writing skills.

## **9. ADMINISTRATION OF THE CONSULTANT'S SERVICES**



The Consultant shall be based in PMEP Kathmandu with necessary field visit to local levels. The Consultant's services will be administered and monitored by the NPD or his authorized representative.

## **11. TAXATION**

The Consultant is fully responsible to pay taxes imposed by Government of Nepal. The individual should have registered for the Value Added Tax (VAT). The project shall deduct the applicable taxes at source.

## **12. CONTRACT AGREEMENT**

The Consultant shall be required to enter into an agreement with the Project on time-based contract.

