

**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: March 8, 2021**

1. 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-124088-CS-INDV | Senior IT and MIS Specialist-1(one) | 36 man-months input within a project period (with possibilities of extension based on performance & requirement) | Should be Nepalese citizen with B.Tech/B.E Degree in IT/Computer Science or in equivalent field; MCA/ME/M.Tech in equivalent field is preferred. Should have at least Seven years of professional work experience in the area of Information Technology (IT); Within seven years of experience, at least three years of demonstrated experience of working as a System Analyst/Team Leader in MIS/IT development and implementation project of similar size and nature is must; Proven experience of system design, development and implementation, system testing, training of users (preferably in public sector organizations); Specific work experience in the area of design and implementation of MIS for cash transfer programs, labour information management system, human resource management information system, Government to People Payment systems, Social Security or similar nature would be an additional advantage; |
| 2    | NP-MOLESS-124104-CS-INDV | IT Officer/Operator-1(one)          | 36 man-months input within a project period (with possibilities of extension based on performance & requirement) | Should be Nepalese citizen with at least Bachelors' Degree in Computer (BE, BSc IT or Equivalent) in relevant field with a focus on software, networking and security systems. Should have at least minimum 4 years of experience in the area of larger software developing, installing, validating and quality assuring. Within three years of experience, at least one year of experience as software development tools, language, and database management. Experience in data backup system, hardware assessment and commissioning Experience in monitoring of software/hardware deployment in different stages i.e. development, installation and operation Updated and familiar with recent development in the areas related with software development, networking and security technologies   |
| 3    | NP-MOLESS-124106-CS-INDV | Project Officer-1 (One)             | 36 man-months input within a project period (with possibilities of extension based on performance & requirement) | Should be Nepalese citizen with at least Bachelor's degree in Management or other related field. At least 5 years of general work experience. Within five years of experience, at least four years of experience as in project management. Familiarity with policies, procedures and manuals of the GoN and the World Bank. Experience in procurement, administration or project management of any project funded by World Bank or other development partner(s) or has received training related to topics mentioned above.   |

2. This EOI notice and ToR have been uploaded on the website: <http://pmp.gov.np>. The interested candidate may visit the website: <http://pmp.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.
3. 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 March 24, 2021 within office hours.

4. If the last date of submission of the EOI falls on a public holiday, the next working day will be the last submission date.
5. 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.
6. The Consultants will be selected on the basis of following selection criteria:  
A..For Senior IT and MIS Specialist and IT Officer/Operator:

| S.N. | Selection Criteria   |
|------|--|
| i.   | General Qualifications and Experience .  |
| ii.  | Specific Experience in IT/MIS for Senior IT and MIS Specialist.<br>Experience in Hardware and Software Development for IT Officer. |
| iii. | Experience in system analyst/Team Leader for Senior IT and MIS Specialist.   |
| iv.  | Training on relevant fields.   |

B..For Project Officer:

| S.N. | Selection Criteria                        |
|------|---|
| i.   | General Qualifications and Experience .   |
| ii.  | Specific Experience in Project Management |
| iv.  | Others as per ToR                         |



**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  
***Senior IT and MIS 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 coordinate and implement the project activities.

The Senior Information Technology and Management Information System Specialist (Senior IT and MIS Specialist) builds from existing Employment Management Information System (EMIS) to design and develops the National Employment Management Information System (NEMIS). The Specialist also supports in developing Labour Force Information Bank (LIB) for MoLESS.

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

Under the direct supervision of National Project Director, the overall objective of the post-holder is to support, coordinate and manage all IT functions of PMEP / YETI and MoLESS. The post holder works in close coordination with Component Managers.

## **3. TASKS, DUTY & RESPONSIBILITY OF THE CONSULTANT**

The Specialist shall, but not limited to, performs the following duties / tasks:

- i. Stocktaking and Update Employment Management Information System (EMIS):**
  - a. Lead handover of the existing system from the IT firm and develop a time bound action plan for providing its business continuity in terms of system operation, maintenance, data backups, source code files, technical documentation etc.
  - b. Review and validate the consistency and accuracy of current EMIS data; take corrective actions for adjustments and/or improvements.
  - c. Lead design of critical EMIS features around payment, grievance redress and other delivery mechanisms that might be critical for implementation of PMEP/YETI before IT firm responsible for development of NEMIS is on board.
  - d. Identify and document the potential technical issues during EMIS strengthening and further development of NEMIS/LIB provide with clear recommendation and time bound action plan to mitigate such potential challenges and lead appropriate resolution measure.
  - e. Take a lead role in timely resolution of any bugs or error encountered, troubleshooting and any other related technical matters during the implementation in coordination with the Service Input (SI);
  - f. Take a lead role in timely data backup and regular monitoring of the system.
  - g. Ensure the data protection and security as well as individual privacy in all (existing and new) IT systems and processes.
  
- ii. Development of Systems and Processes**
  - a. Take a lead role in developing a technical and functional scope for establishing an integrated MIS platform for MOLESS

- b. Take a stock of existing ICT infrastructure (existing systems, hardware, connectivity, human capacity) in terms of its readiness, usefulness, and relevance in the context of the implementing an integrated NEMIS/LIB through the project and broad based NEMIS business needs.
- c. Assess and suggest an integrated data management system, including exchanging application programming interface (API) between governmental management information systems.
- d. Assess the local and international software and hardware market in order to develop a framework of comprehensive NEMIS system, including machine learning (ML) and artificial Intelligence (AI).
- e. Provide technical inputs during the System Requirement Study (SRS) gathering phase and the overall NEMIS/LIB development phases, such as the finalization of Business Process Review (BPR), NEMIS/LIB design, development, system integration aspects, user testing, training and deployment etc.
- f. Design of the SRS, Government Enterprise Architecture (GEA) compatibility, System Design Document (SDD) with inclusion of data flow diagrams, Entity Relationship Diagram (ERD), system inter-operability design protocol and provide technical comments/feedback to ensure that the NEMIS/LIB objectives are met as desired;
- g. Develop necessary IT procurement and other related documents such as technical specifications (TOR), evaluation criteria etc. for hiring a qualified firm for the design and development of NEMIS and LIB.
- h. Provide technical support in gathering and documenting the business requirements (as-is and to be) to support the development of NEMIS/LIB.
- i. Undertake system testing, user acceptance testing, performance testing and other required testing for smooth operation of the above mentioned systems and processes.

### **iii. Reporting System Development**

- a. Develop periodic reporting systems to be generated through EMIS / NEMIS/LIB, as required.
- b. Prepare reports by using existing EMIS data, develop and prepare the required documents using a friendly report generator; assist in analysis and reporting in order to provide a precise picture of PMEP / YETI operation.
- c. Generate modules for statistical reports, graphs, maps, infographics, and follow up on trends of specific indicators on monthly basis.

### **iv. Others:**

- a. Develop and deploy integrated email and centralised data storing mechanism for PMEP/YETI and MoLESS
- b. Identify training and capacity building needs for the operational staff and relevant users at central, provincial and local levels to ensure long-term system sustainability with clear recommendations for its timely implementation.
- c. Conduct training for the developed system.
- d. Participate in meetings/discussions with various line ministries and counterparts including the World Bank project team and during the review missions.
- e. Any other duties as assigned by National Project Director

## **4. DELIVERABLES AND REPORTINGS**

The Consultant shall require submitting the monthly work plan and reports within the framework of Work-Plan and Duties & Responsibilities. The deliverables can be modified / revised / introduced based on the needs and priorities.

| <b>S.N.</b> | <b>Details</b>   | <b>Frequency</b>     | <b>Deliverable</b>     |
|-------------|--|----------------------|------------------------|
| 1.          | Handover and stocktaking of existing hardware and software from current service provider | 1                    | March 2021 / Report    |
| 2.          | Development of SRS, BPR, SDD   | 1                    | April 2021 / Report    |
| 3.          | Develop technical framework of NEMIS and LIB   | 1                    | April 2021 / Report    |
| 4.          | Prepare the tender documentation for NEMIS and LIB Development                           | 1                    | April 2021 / Report    |
| 5.          | Develop service provider evaluation criteria and assist in selecting the provider.       | As and when required | Report                 |
| 6.          | Supervise, evaluate and report the activities carried out by service provider            | As and when required | Report                 |
| 7.          | Undertake software / hardware analysis that were carried out by service provider         | As and when required | Report                 |
| 8.          | Develop critical modules and processes in EMIS   | Regular              | Monthly Report         |
| 9.          | Regular Maintenance of Database  | Regular              | Monthly Report         |
| 10.         | Review of technical work completion and test the system                                  | Regular              | Monthly Report         |
| 11.         | Ensure GEA compliance as per government's norms  | As and when needed.  | Monthly Report         |
| 12.         | Support Regular PMEP Operation   | Regular              | Monthly Report         |
| 13.         | Review IT Technical and Operational Documents for PMEP/YETI and MoLESS                   | Every year           | May each year / Report |
| 14.         | Scoping of Email system  | July 2021            | Report                 |

|     |   |                      |                |
|-----|---|----------------------|----------------|
|     | and Data Storage and deploy   |                      |                |
| 15. | Regular maintenance of the email and data storage system  | Regular              | Monthly Report |
| 16. | Assess the capacity need and design / deliver training to federal, provincial and local levels.   | As and when required | Report         |
| 17. | Bi-weekly progress and activities report stating the work accomplished, issues and challenges, next steps, key recommendations and timeline for each activity identified. | Every fortnightly    | Monthly Report |
| 18. | Others as agreed mutually   | As required          | As required    |

## 5. DURATION OF THE CONSULTANCY SERVICES

- The duration of consultancy services is 36 (Thirty-Six) months starting from March 2021.
- Contract shall be issued yearly upon the successful completion of 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. Qualifications

- B.Tech/B.E Degree in IT/Computer Science or in equivalent field; MCA/ME/M.Tech in equivalent field is preferred.

### B. Experience

- Seven years of professional work experience in the area of Information Technology (IT);
- Within Seven years of experience, at least three years of demonstrated experience of working as a System Analyst/Team Leader in MIS/IT development and implementation project of similar size and nature is must.



- Proven experience of system design, development and implementation, system testing, training of users (preferably in public sector organizations);
- Specific work experience in the area of design and implementation of MIS for cash transfer programs, labour information management system, human resource management information system, Government to People Payment systems, Social Security or similar nature would be an additional advantage.

### **C. Skills**

- Should have a strong knowledge of system analysis, RDBMS concepts and IT project implementation life cycle.
- Knowledge of technology such as PHP, ASP.Net, Windows applications, CSS, HTML, C#.net, MVC framework, Database (MySQL/Oracle/MS SQL) is advantageous.
- Strong inter-personal and communication skills.
- Experience in working with team and team building spirit.
- Ability to analyze business processes and provides technical solutions.
- Strong problem solving and analytical skills.
- Strong trouble shooting skills.
- Preference shall be given to the candidate experienced in similar job as mentioned in the Scope of Work; Good command in Nepali and English language in written and oral is a must.

## **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.
- 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 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. Knowledge and Experience
  - Year of Experience in IT field.
  - Demonstrated similar experience and nature as System Analysis / Team Leader
  - Proven experience of system design, development, deployment, and testing.
  - System design and implementation preferably in cash transfer programme, labour information management system, human resource management information system, government to people payment systems and social security or similar.
  - Applicable knowledge of technology such as PHP, ASP.Net, Windows Applicators, CSS, HTML, C#.net, MVC framework, database management system.
- c. Experience of working in public sector

- d. Working in team and team building
- e. Critical understanding and problem solving.
- f. Proficiency of Nepali and English languages, excellent 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.

**10. TAXATION**

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

**11. CONTRACT AGREEMENT**

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