

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 or 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. 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

Project Officer

(Individual Consultant)

Table of Contents

<u>Contents</u>	<u>Page No</u>
1. BACKGROUND	3
2. OBJECTIVE OF THE CONSULTANCY SERVICES	3
3. TASKS, DUTIES AND RESPONSIBILITIES OF THE CONSULTANT	3
4. DELIVERABLES AND REPORTINGS	5
5. DURATION OF THE CONSULTANCY SERVICES	5
6. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT:	5
7. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT	6
8. SELECTION PROCEDURE OF THE CONSULTANT:	6
9. ADMINISTRATION OF THE CONSULTANT's SERVICES	6
10. TAXATION	6
11. CONTRACT AGREEMENT	7

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) as an implementing agency 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. Under PMEP, Youth Employment Transformation Initiative project supports to improve the employment support services and labour market outcomes of the youth.

The Project Officer works in close collaboration with the programme, finance, and procurement staff within the PMU, WB and implementing agencies.

2. OBJECTIVE OF THE CONSULTANCY SERVICES

The main objective of hiring the Consultant is to coordinate and manage administrative and management functions during implementation of the project. S/he also assist in planning, budgeting, procurement, monitoring, evaluation, reporting and administrative management including personnel/staffs recruitment process.

3. TASKS, DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

The Project Officer will be responsible for assisting the PMU and NPD on all matters related to the implementation of the Project in PMEP. S/he as a Consultant shall but not limited to perform the tasks as stated below:

- a) Support in making meeting arrangements for the PMU, Steering Committee, and Technical Committee;
- b) Provide support in management of project staff and budget.
- c) With the authorization of the National Project Director/Component Manager, manage requests for the provision of financial resources using advance of funds as a petty cash;

- d) Support PMU and related staff in procurement related tasks (including drafting ToRs for services, goods, etc. to be procured through the Project);
- e) Assist the PMU to manage project documentation (digital and paper) and drafting of required reports;
- f) Provide support to staff and consultants placed at the PMU;
- g) Support the purchase of goods and services: including assisting in the recruitment process of consultants and institutions, and following up on issuance of contracts and payments
- h) Support in the organization of meetings, seminars and workshops by making timely booking the venue, assisting in preparing and sending invitations, assisting in preparing agenda and/or background documentation
- i) Prepare and manage documents (meeting minutes, notes, presentations) required for various meetings, and prepare reports on the decisions taken.
- j) Provide support in undertaking regular and periodic monitoring and evaluation activities.
- k) Prepare travel and logistical arrangements for project personnel and consultants, arrange itineraries and accommodation
- l) Manage and update agendas and decisions taken during meetings by the PMU, Steering Committee and the Technical Committee;
- m) Provide support services relating to the conduct of project audit and ensure access by auditors to project documentation, personnel, and institutions involved in the project.
- n) Manage project documents and prepare draft of follow-up progress report;
- o) Manage documents related to project plans, guidelines, implementation and monitoring activities as discussed in PSC, PMU, PTC meetings;
- p) Coordinate with Employment Service Centers (ESCs) for planning, documentation, monitoring and reporting as needed by PMU;
- q) Support in information, education and communication strategy and activities of PMEPP and help to promote the employment-based services through mass media as well as social media.
- r) Perform any other task related to programme/project implementation as required by the NPD.

4. DELIVERABLES AND REPORTINGS

The Project Officer/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. S/he should ensure smoothly running and documentation of the project.

- 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.

5. 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 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 National Project Director.

6. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT:

(a) Required Qualification and Experience:

1. Minimum educational qualification is Bachelor's degree in Management or other relevant field;
2. At least five (5) years of working experience.
3. Within five years of experience, at least four years of experience in project management;
4. 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;

(b) Relevant Skill and Competency:

1. Ability to work as team members in order to achieve the Project's objectives and results;
2. Excellent skills in utilizing technology and willingness to learn new skills;
3. Excellent communication and presentation skills;

4. Ability to clearly express ideas and findings in both verbal and written modes; and,
5. Excellent organization and management skills.
6. Excellent analytical skill in drafting / writing procedures as well as reports.

7. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT

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

- The Project Officer'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.
- S/The 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.

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 & August 2018), Section VII: Approved Selection Methods Consulting Services/ "Open Competitive Selection of Individual Consultants, set out in Regulations.

9. ADMINISTRATION OF THE CONSULTANT's SERVICES

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

10. TAXATION

The Project Officer 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.

11.CONTRACT AGREEMENT

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