



Government of Nepal
Ministry of Agriculture and Livestock Development
Food and Nutrition Security Enhancement Project II (FANSEP II)
Project Management Unit, Hariharbhawan, Lalitpur, Nepal
Project ID: P181087, Grant No: TF0C1798

REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FROM INDIVIDUAL CONSULTANT

First Date of Publication: September 17, 2024

1. The Government of Nepal (GoN)/Ministry of Agriculture and Livestock Development (MoALD) has received grant to implement the Food and Nutrition Security Enhancement Project II (FANSEP II) from the Global Agriculture and Food Security Program (GAFSP) with the World Bank (IDA/WB) as the supervising entity. A part of this grant is to be used for consulting services for hiring individual consultants as mentioned below:

S.N.	Contract ID	Position	Qualification Requirements
1	NP-MOALD-408921-CS-INDV_PS	Procurement Specialist- 1 (one)	At least Bachelor's Degree. Should have at least 5 (five) years of working experience in procurement. Experience of working with donor funded projects in procurement is preferred.

2. The interested candidate may obtain the REOI notice and ToR from office of FANSEP, PMU during office hours and by email fansep2018@gmail.com or download from the website www.fansep.moald.gov.np
3. The interested candidates may express their interest by submitting their application with latest updated Curriculum Vitae (CV) duly signed. The CV with a covering/application letter and all supporting documents must be submitted at FANSEP, PMU office, Hariharbhawan, Lalitpur or by email: fansep2018@gmail.com on or before **October 2, 2024, 12:00 hrs.**
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" dated November 2020. **Approved Selection Methods 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 as specified in TOR,

S.N.	Selection Criteria
i.	General Experience and qualifications
ii.	Specific Experience in relevant fields
iii.	Experience in procurement on donor funded projects.
iv.	Training on relevant fields

7. For further information, please contact at FANSEP PMU Office during office hours and by telephone calls on +977-1-5452971 or +977-1-5010108.


Er. Jagannath Tiwari
Project Director
Ministry of Agriculture and Livestock Development
Food and Nutrition Security Enhancement Project
Project Management Unit
Hariharbhawan, Lalitpur, Nepal



Government of Nepal
Ministry of Agriculture and Livestock Development
Food and Nutrition Security Enhancement Project II (FANSEP II)
Hariharbhawan, Lalitpur

(Contract ID: NP-MOALD-408921-CS-INDV_PS)

Project ID: P181087

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Terms of Reference (ToR)

For

Procurement Specialist

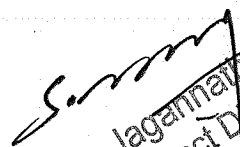
(Individual Consultant)

Er. Jagannath Tiwari
Project Director
Ministry of Agriculture and Livestock Development
Government of Nepal
Food and Nutrition Security Enhancement Unit
Hariharbhawan, Lalitpur, Nepal

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Er. Jagannath Tiwari
Project Director



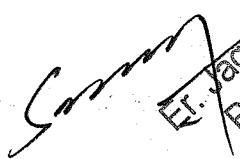
A Introduction

1. The Government of Nepal (GoN) has received a grant assistance of US\$ 20 million for the implementation of Food and Nutrition Security Enhancement Project II (FANSEP II) from the Global Agriculture and Food Security Program (GAFSP) with the World Bank (IDA/WB) as the supervising entity. The Ministry of Agriculture and Livestock Development (MoALD) has its contribution of about US\$ 2 million and acts as the executing agency for the project. This comprises the total budget of US\$ 22 million.
2. The project is implemented in eight districts of hills and the terai regions of Nepal. The project districts are: Sindhupalchowk, Dolakha, Dhading and Gorkha under the hill regions; and Dhanusha, Mahottari, Saptari and Siraha in the Terai regions. The project is designed as cluster approach with each Project Cluster Unit (PCU) covering two districts. Project Cluster Units (PCUs) are established in Gorkha, Sindhupalchowk, Dhanusha and Saptari. PCUs are established in such a way that two districts are supported by each Cluster Units to oversee the implementation of project activities in four Rural Municipalities (RMs). Altogether there are 16 Rural Municipalities (RMs) for the implementation of the project activities. The project covers three provinces i.e., Madhesh Province, Bagmati Province and Gandaki Province. There is a Project Management Unit (PMU) in Lalitpur, headed by Project Director, to support implementation, coordination and for monitoring of the project. Project Director supported by Class II and Class III officers and other supporting staffs.

B Project Development Objective and Components

3. The main objective of the Project (PDO) is *to enhance climate resilience, improve agricultural productivity and nutrition practices of targeted smallholder farming communities in selected areas of Nepal* to be achieved through the following components:

A: Climate and Nutrition Smart Technology Adaptation and Dissemination,


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Project Management Unit
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B: Income Generation and Diversification through Market Access and Climate Risk Management,

C: Improving Nutrition Security,

D: Project management, Communication and M&E, and

4. The four Cluster Offices will be managed and supported by the Project Management Unit (PMU) based in Hariharbhawan, Lalitpur, headed by Class I level, Project Director supported by three Class II level senior officers, five Class III officers and other staffs of PMU.

C Objective/Purpose of the Assignment

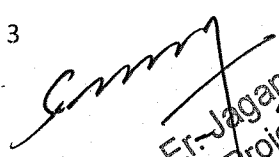
5. The objective of obtaining services from procurement consultant is to assist FANSEP PMU in carrying out procurement functions for the implementation of the project. The consultant will work under the direct supervision of the Project Director and Senior Planning Officer to ensure quality and timely execution of all aspects of procurement.

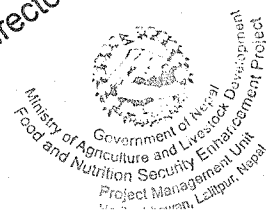
D Scope of Work

6. The consultant shall work closely with the Project Director and other project staffs and help to carry out all the aspects of project procurement in conformity with the Government procedures, World Bank Procurement regulations, Grant Agreement with the World Bank and corresponding Guidelines and Regulations.

E Duties and Responsibilities of the Consultant

7. The incumbent will be responsible for, but not limited to, the following duties:
 - a) The Consultant shall be responsible in assisting the PMU in the preparation/updating of Procurement Plans in STEP for the World Bank's approval. The procurement plan will be prepared, considering appropriate procurement methods, market approach, slicing and packaging.


Er. Jagannath Tiwari
Project Director



- b) The Consultant shall provide procurement advice to the PMU to ensure that procurement of all works, goods and services required for the project, are undertaken in accordance with the approved Procurement Plan.
- a) The Consultant shall ensure that the procurement procedure of goods, works, non-consulting services and consulting services, required for the project, are procured in accordance with the World Bank's procurement procedures, as stated in the Grant Agreement of the project.
- c) The Consultant shall ensure that the procurement procedure of goods, works, non-consulting services and consulting services, required for the project, are procured in accordance with the World Bank's procurement procedures, as stated in the Grant Agreement of the project.
- d) The Consultant shall assist the project staff in the preparation of all procurement documents, i.e. Expression of Interests (EOIs), bidding documents, Request for Proposal documents, evaluation reports, contract documents, in compliance with the agreed document/format, as necessary.
- e) The Consultant shall review and provide inputs to the commercial parts of the technical specifications, BOQ's, TOR's, etc. to ensure consistency with the other sections of the bidding documents/RFP's.
- f) The Consultant shall assist the PMU in negotiation, preparing the addendum to the bidding documents/RFP's including clarifications to the questions raised by the prospective bidders.
- g) The Consultant shall provide assistance for the evaluation of bids/proposals and preparation of standard evaluation reports and shall review the completeness of the documents before submission of the document to the World Bank for "no objection".
- h) The Consultant shall assist the PMU in finalization of contract negotiations as and when necessary.
- i) The Consultant shall assist in the publication of bid notices, request for expression of interests and award notices.

- j) The Consultant shall assist the PMU and PCUs in the implementation and monitoring of contracts, in establishing good document filing system and in providing contract information for disbursement needs.
- k) The Consultant shall assist the PMU in preparing procurement training modules, undertake trainings and capacity development activities for project staffs about the World Bank procurement procedures and practices.
- l) The Consultant shall assist in maintaining records and other documentations required for audit and procurement progress reporting.
- m) The Consultant shall assist FANSEP in uploading/updating the procurement documents and processes in the STEP on a real time basis.
- n) The Consultant shall prepare monthly/trimester/annual and any other progress report of procurement activities in acceptable format to the World Bank as required.
- o) The Consultant shall conduct any other procurement related activities entrusted to him by the PMU.
- p) The Consultant shall assist in preparing annual plans and programs for the project.
- q) The Consultant shall work in close collaboration/consultation with coordinators of FANSEP Procurement unit and Evaluation Committee.

F Required Qualification and Experience

8. The Consultant for the post of Procurement Specialist should have following necessary experience and qualification:

Area	Qualifications
I. General Experience and Qualification	<p>A. Academic Qualification:</p> <p>(i). Minimum: Graduate/Bachelor's degree from a recognized university in Engineering, Financial Management, Accounting, Public Administration, Business Management, or any other relevant discipline.</p> <p>(ii). Preferable: Master's degree from a recognized university in Engineering, Financial Management, Accounting, Public Administration, Business Management, or any other relevant discipline .</p> <p>B. Years of General Job Experience:</p> <p>(i) Minimum: 10 years of professional job experience in any sector.</p>

	(ii) Preferable: More than 15 years of professional job experience in any Sector.
2. Specific Job Experience	<p>A. Specific Experience in relevant field:</p> <p>A1. Years of experience in Procurement:</p> <p>(i). Minimum: 5 years of professional job experience in Procurement.</p> <p>(ii). Preferable: More than 10 years of professional job experience in Procurement.</p> <p>A2. Years of experience in Procurement in multi-lateral donor funded projects is required.</p> <p>A3. Years of experience of procurement in multi-lateral donor funded Agriculture related projects is required.</p>
3. Training	Procurement related training certifications is required.
4. Language	Capable in reading, writing, and speaking English and Nepali Languages.
5. Computer Proficiency	Skilled in writing reports, prepare presentations and be conversant in use of computer applications.

G Duration of Service

9. The total duration of services will be for 16 months of intermittent inputs within 3 (three) years that will span over the entire project period starting from October 1, 2024 to June 25, 2027. The consultant is expected to work during office hours within Kathmandu valley with travels outside Kathmandu valley within Nepal on project related matters.

H Duty Station, Days of Work and Leave

10. The consultant shall be based in PMU office, Lalitpur with occasional visits outside Kathmandu valley and/or PCUs on project related matters. Workdays shall conform to those of the project .

J Reporting Requirements

11. The consultant should report to the Project Director and chief of Procurment Unit (Senior Planning officer) in coordination with other officials of the project. The

consultant should submit the monthly time-sheet to Project Director for approval including the approval recommendation from the Chief of Procurement Unit regarding the accomplishment of his/her assignment. The Consultant shall submit monthly report including all the procurement management aspects.

K Selection Criteria

12. The consultant shall be selected based on the individual consultant selection method of the World Bank Procurement Regulations for IPF Borrowers, November 2020. The main criteria for the selection will be relevant work experience and qualifications.

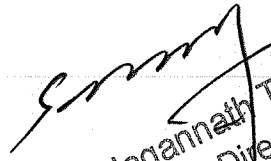
L Facilities to be provided by FANSEP (PMU)

13. The FANSEP (PMU) shall provide following facilities to the consultant during his tenure of service:

- a) Office space with furniture
- b) Email and internet access
- c) Required office stationery
- d) Photocopying and printing facilities
- e) Desktop computer and peripherals

M Financial Provisions

14. The consultant will be recruited for the entire project period. However, the consultant service is of intermittent type. The remuneration rate per person-month will be as mentioned in the contract document.


Er. Jagannath Tiwari
Project Director

