1. Background

A magnitude 7.8 earthquake of shallow depth struck central Nepal with an epicenter approximately 77 km northwest of Kathmandu on April 25th causing widespread destruction. On May 12, a large aftershock of a magnitude 7.3 hit Nepal and caused further causalities and damage. As of 3 June 2015, the reported casualties include: 8,702 deaths and 22,493 people injured. As the earthquake sequence destroyed 490,000 houses—mostly traditional mud brick and mud stone built and occupied by the rural poor and rendered another 265,000 houses at least temporarily uninhabitable, the largest single need identified in the Post Disaster Needs Assessment (PDNA) was housing and human settlements, accounting for US$ 3.27 billion of needs.

The Government of Nepal (GON) has requested support from a number of development partners, including the WB, to address the immediate and medium-term impacts of the damage inflicted by the earthquake in Nepal. In response to this, World Bank approved a US$200 million loan to finance the Earthquake Housing Reconstruction Project (EHRP) approved on 18 June 2015. The project will support in restoring affected houses with multi hazard resistant core housing units in target areas and to enhance government’s ability to improve long-term disaster resilience. The EHRP is to be completed by July 2020.

The Government of Nepal has established the National Reconstruction Authority (NRA) for the purpose of coordinating and implementing the post-disaster reconstruction program. Thus a Project management Unit (PMU) has been established within NRA to provide high level oversight and policy decision on project activities. Housing reconstruction activities will be implemented by dedicated Project Implementation Units (PIUs) in both Ministry of Urban Development (MOUD) and Ministry of Federal Affairs and Local Development (MoFALD).

MOFALD has already established a Central Level Project Implementation Unit (CL-PIU) under the EHRP. As per the requirement, the MOFALD CL-PIU intends to hire a
National Specialist for the post of **Procurement Specialist**, hereafter referred to as the Consultant.

2. **Objective of the assignment**

Under the Earthquake Housing Reconstruction Project (EHRP), the Department of Local Infrastructure and Agriculture Roads (DoLIDAR) is in the process to restore and improve the living condition of the victims of the earthquake by reconstructing the destroyed and damaged houses with an adequate seismic standard in the districts severely affected by the earthquake, thereby contributing to sustainable socio-economic development of the region and build back better.

The main objective of hiring the Consultant is to assist the CL-PIU in planning, coordinating, and administering procurement functions of goods, services as per financing agreement between the GON and the World Bank.

3. **Tasks and responsibilities**

The Consultant will coordinate, develop and establish the Procurement framework for the EHRP, providing support to Project Implementation Unit (PIU). S/he will help the PIU on all the project related development of a Procurement matters. S/he will help the PIU by producing all the procurement related as required by the World Bank and the Government of Nepal. S/he will help to develop the consolidated procurement plan and also assist in developing the annual program for EHRP. S/he will transfer the knowledge to the officials of the Department and district level PIUs. S/he should work in close collaboration with the project staffs, director and deputy director of the CL-PIU.

The main tasks of the Consultant include, but are not limited to:

1. Ensures full compliance of procurement activities with WB and GON rules, regulations, policies and strategies.
2. Conceptualization, elaboration and implementation of contract strategy for PIU including tendering processes and evaluation, contractor appraisal, evaluation and negotiation of offers, management of the contract and contractor, legal considerations and payment conditions, risk assessment;
3. Conceptualization, elaboration and implementation of strategic procurement for PIU including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, e-procurement introduction and promotion, performance measurement;
4. S/he will check all procurement functions if they are in accordance with World Bank/Government of Nepal procurement guidelines and procedures for implementation of proposed activities
5. S/he will assist in receiving applications/bids/proposals and examining and evaluating of the same and preparing the evaluation report.
6. Assisting in negotiating, preparing contracts for Individual/Consulting services, for approval by the competent authority (CL-PIU) and the Bank’s clearance as and when necessary. For this purpose, s/he will also develop sample ToRs and other relevant formats as per the standards required.

7. Elaboration and implementation of the internal control system which ensures all the procurement activities duly prepared and dispatched.

8. Conducts market research to keep abreast of market developments, research and analyze statistical data and market reports on the commodity situation, production patterns, availability of goods and services and price and specifications of the goods for the purpose of cost estimation;

9. Provides guidance to staff involved in procurement at PIU and DL-PIUs and develop work plans and priorities

10. Assists PIU in planning the work schedule and review processes;

11. Transfer the knowledge to the key CL-PIU and DL-PIU staffs according to the need of donor requirements;

12. Provides periodic reports on activities to the Project Director.

13. Proactively provides additional support as required and requested by the Project Director and Deputy Director.

14. The procurement documentation will be made available in soft and hardcopies to all concerned stakeholders.

15. S/he will work independently and report regularly and also work in close coordination with other specialists as and when necessary for the successful completion of project.

4. Expected Output

The Consultant will be expected to produce the following outputs during the period of the consultancy:

(i) An Inception Report provided fifteen days after commencement of assignment.

(ii) The Consultant reports to the CL-PIU for the assignment in direct relation to the original terms of reference.

(iii) Preparing monthly and periodic progress report as per need and submit to Project Director.

5. Work Plan/Schedule

The Consultant should present a detail work plan/schedule along with clear steps for this assignment after being selected. The tasks of the Consultant are elaborated in scope of work and s/he is advised to submit work plan and schedule according to scope of work.

6. Management of Assignment

The CL-PIU will administer the Consultant’s work. The Consultant will work in close coordination with project director and Deputy project director of CL-PIU, DoLIDAR and Ministry of Federal Affairs and Local Development(MoFALD). In order to
accomplish the works in timely manner, s/he has to start the work immediately after signing the contract agreement. The Consultant is responsible for coordination with CL-PIU and other stakeholders. Similarly CL-PIU will facilitate the Consultant to coordinate with stakeholders/offices. The Consultant shall perform the task under the guidance of CL-PIU. S/he will report to the Project Director or Deputy Project Director of CL-PIU and s/he will be required to spend the entire assignment period on base office, Kathmandu Nepal but with frequent visit to field as per the requirement.

7. Recruitment of the Consultant

Recruitment of the Consultant shall be done as per ‘Guidelines: Selection and Employment of Consultants under IBRD Loan and IDA Credits and Grants by World Bank Borrowers’.

8. Duration of Assignment

The Consultant will provide his/her inputs on a full time basis over a 6 month assignment period. The Consultant will be based in Kathmandu with frequent visits to sites outside Kathmandu as required.

9. Payment to Consultant

Payments toward monthly remuneration will be made based on the time sheet supported by a progress report. The out of pocket expenses shall be paid after completion of said task and upon submission of bills or invoices and said reports. In case of air travel, the price of air ticket shall be reimbursed upon submission of air ticket and boarding pass.

10. Office Space, Equipment and other Logistic Support

The office space, equipment and other relevant facilities shall be provided by CL-PIU as per the contract agreement. The CL-PIU office will assist in obtaining all available reports, materials and data necessary and facilitate the Consultant for access to stakeholders/offices for the efficient execution of the assignment.

11. Minimum Qualification Requirements

The Consultant should have Master's degree in civil engineering, Management or planning or relevant field. S/he shall have 5 years professional experiences after his/her master's degree in public procurement of goods or services or civil works or contract management. Experience in projects financed by WB or ADB and/or other multilateral agencies will be added benefit. S/he should have good communication and report writing skill in the English language and good team spirit and leadership. Training on public procurement is essential.
12. Indemnity

The Consultant shall be responsible for any damage of life, property that may arise out of his works and he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

13. Taxation

The Consultant is fully responsible for all taxes applicable as per the rules and regulations of Government of Nepal and for that the taxes shall be deducted at the source at the time of payment. All payments shall be made after deducting taxes.

14. Disposition of Facilities

At the end of the project, the Consultant shall hand over to the CL-PIU office all equipment, apparatus or other things procured by the project funding used by the Consultant during the assignment. All items handed over to the CL-PIU office shall be in good operating condition but fair wear and tear is expected. Items, which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the Consultant's expense.

15. Selection Criteria

The consultant shall be selected following the procedure for Selection of Individual Consultants set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, revised July 2014 on the basis of consultant’s qualification, experiences and capability to carry out the assignment.