

Ministry of Forests and Soil Conservation  
**REDD-Forestry and Climate Change Cell**  
Babarmahal, Kathmandu, Nepal

**Terms of Reference for Procurement Management Consultant: FCPF/REDD/S/IND-26**

**1. Background**

Nepal is one of the countries selected by the Forest Carbon Partnership Facility (FCPF) for the REDD Readiness Fund and is now in the process of implementing REDD Readiness Preparation Proposal (R-PP). The Nepal REDD Readiness program is a comprehensive multi-stakeholder effort to reach REDD readiness so that Nepal can benefit when a global REDD regime becomes a recognized and agreed instrument for climate change mitigation in the post-Kyoto context. The REDD Program is led by the REDD-Forestry and Climate Change Cell in the Ministry of Forests and Soil Conservation with support from a REDD Working Group. This cell is directly responsible for the procurement and supervision of all actions financed during the Readiness phase, including the consultant services described in the RPP document. Individual Consultant for procurement management is needed to help administer procurement plan for consulting services & goods for the program, ensuring that the implementation truly serves to catalyze the national REDD process and builds national capacity for REDD.

**2. Purpose**

The purpose of this consulting service is to assist REDD Cell to manage proposed procurement of consulting services (national/international and individual/ consulting firms) and goods, as per the annual procurement plan, ensuring that the implementation truly serves to catalyze the national REDD process and builds national capacity for REDD plus.

**3. Major Tasks**

The Individual Consultant for procurement management shall work closely with REDD-forestry & Climate Change Cell to carrying out the procurement function in accordance with World Bank/Government of Nepal procurement guidelines and procedures for implementation of proposed activities of procurement plan including:

1. Provide support to the Administration & Finance Unit of REDD Cell on overall procurement management.
2. Help establish and operationalize procurement management system for smooth implementation and reporting of R-PP
3. Prepare procurement related documents required for the procurement of Goods and services from National/International-Individual & consulting firm based on Procurement Plan (PP).
4. Assist in preparation & development of Terms of References (TOR) for national/international-individual & consulting firms for Quality and Cost Based System (QCBS), bid documents; including advertising, cost estimation, short listing etc.
5. Assist in receiving applications/bids/proposals and examining and evaluating the same.
6. Assist in negotiating, preparing contracts for Individual/Consulting firms, Goods for approval by the competent authority and the Bank's clearance as and when necessary.

7. Assist to REDD Cell in maintaining records and other documentation, required for audit purposes.
8. Perform other duties related to procurement management as deemed necessary by the REDD Cell.
9. Correspond with The World Bank in securing 'no objections' in different stages of the procurement process as required by the Bank's procurement guidelines.

#### **4. Required Qualification and experience**

- Should be minimum a graduate in any of the faculties: engineering, economics, natural resource management or business management
- Should have procurement related work experience of at least 5 years in any international financing institutions or with their recipients.
- Should be fully conversant with the ADB or World Bank procurement policies, Guidelines and procedures evidenced by her/his involvement in procurement functions under ADB or World Bank financed projects.
- Should be fluent in English language speaking and writing.
- Should have skills on writing reports and use of computer.

#### **5. Contract duration**

The consultant will provide intermittent service for 100 days within 11 months starting from August 2014 and ending in June, 2015.

#### **6. Expected Outputs**

Timely completion of proposed procurement of consulting services & goods based on Procurement Plan.

#### **7. Performance and Reporting Requirement**

The consultant will provide at least 5 days a month of intermittent service for procurement management-develops TORs, cost estimates, secures Bank's NOL as required and prepares RFPS, contract documents and correspondences to the Bank. The Consultant will also provide the following reports as well.

- The consultant shall submit a work plan, for the entire contract period of 11 months, within the first week of the signing of the contract.
- The consultant, each month, with the payment request shall submit a brief report on the tasks completed in that particular month.

#### **8. Client's input to the consultant**

The client will provide a working space in REDD cell as well as necessary stationaries and equipment.

#### **9. Payment Schedule**

The client will sign a time-based contract with the Consultant and provide a monthly payment.

## **10. Consultant's Selection Method**

An Individual consultant will be selected using the Bank's IND selection method of procurement as stipulate in the *Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by the World Bank Borrowers, January 2011*

## **11. Eligibility Criteria**

Following eligibility criteria are the mandatory criteria for primary selection. No application will be further evaluated unless the following eligibility criteria are first met by the applicants.

- i. The individual consultant must have been registered in value added tax (VAT) or have a PAN number
- ii. The Individual consultant must have at least 5 years of relevant experience