

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

IT Officer/Operator

(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 position holder is technically responsible to manage & maintain the existing EMIS software by doing required programming, update in the database and develop small components required to properly functioning of the system. The IT officer also supports senior MIS specialist in developing Labour Force Information Bank (LIB) for MoLESS.

2. OBJECTIVE OF THE CONSULTANCY SERVICES

Under the direct supervision of National Project Director, the post-holder works in close coordination with Senior IT and MIS Specialist and undertake / assist in managing MIS and IT functionality of the PMEP/YETI and MoLESS. The postholder manages the IT functionality in developing, deploying, monitoring and ensure operational level efficiency in system and processes.

3. TASKS, DUTY & RESPONSIBILITY OF THE CONSULTANT

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

- i. Stocktaking and Update Employment Management Information System (EMIS):**
 - a. Undertake the activities; in association with Senior IT and MIS Specialist; in handover process of existing EMIS system from the IT firm and develop a time bound action plan for providing its business continuity in terms of system operation, maintenance, backups, source code files, technical documentation etc.;
 - b. Monitor overall functioning of current systems placed in Data Center (DC) and Data Recovery (DR) sites.
 - c. Should be able to take-over the support required in the production environment by taking regular back-up
 - d. Assist senior MIS Specialist in developing necessary IT procurement and other related documents such as technical specifications, evaluation criteria etc. to hire qualified firm and personnel in designing and developing National Employment Management Information System (NEMIS) and an integrated Labor Market Information System (LMIS) for Nepal;
 - e. Review and validate the consistency and accuracy of current EMIS data and undertake the corrective actions for adjustments and/or improvements.

- f. Assist Senior MIS Specialist to design critical EMIS features around payment, grievance redress and other delivery mechanisms that might be critical for implementation of PMEP/YETI.
- g. Identify and document the potential technical issues during EMIS strengthening and further development of NEMIS; provide with clear recommendation and time bound action plan to mitigate such potential challenges and lead appropriate resolution measure.
- h. Monitor systems and undertake 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);
- i. Take a lead role in timely data backup and regular monitoring of the system.
- j. Maintain 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. Assist Senior IT and MIS Specialist in developing a technical and functional scope for establishing an integrated MIS platform for MOLESS
- b. Analyze the existing ICT infrastructure (existing systems, hardware, connectivity, human capacity) in terms of its readiness, usefulness, and relevance in developing an integrated NEMIS/LIB and business needs.
- c. Assess and suggest an integrated data management system, including exchanging application programming interface (API) between governmental management information systems.
- d. 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.
- e. Work closely with Senior IT and MIS Specialist in design of the SRS, Government Enterprise Architecture (GEA) compatibility, System Design Document (SDD) with inclusion of data flow diagrams, Entity Relationship Diagram (ERD), system interoperability design protocol and provide technical comments/feedback to ensure that the NEMIS/LIB objectives are met as desired;
- f. Ensure that data backup and system replication are regular and efficient.
- g. Assist in administrative management of the system such as user management, access management and data management.
- h. Document system related complaints / feedback and make necessary corrective actions such as troubleshooting, system changes / modification / update / strengthening etc.
- i. Undertake system testing, user acceptance testing, performance testing and other required testing for smooth operation of the systems and processes.

iii. Report Preparation and Development

- a. Develop periodic reporting systems to be generated through EMIS / NEMIS, as required.
- b. Develop the reports designed by Senior IT Specialist or MIS Specialist in the EMIS using a friendly report generator; assist in analysis and reporting in providing 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. Manage website, email and systems for PMEP/YETI and MoLESS
- b. Conduct training for the developed system.
- c. Participate in meetings/discussions with various line ministries and counterparts including the World Bank project team and during the review missions.
- d. Any other duties as assigned by National Project Director and Senior IT and MIS Specialist.

4. DELIVERABLES AND REPORTING

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.

S.N.	Details	Frequency	Deliverable
1.	Manage technically & maintain the existing EMIS software by doing required programming, update in the database and develop small components required to properly functioning of the system.	Regular	Technical reports, Updates/changes reports and Problem solution logs
2.	Handover and stocktaking of existing hardware and software from the current service provider	1	March 2021 / Report
3.	Assist in developing SRS, BPR and SDD	1	April 2021 / Report
4.	Assist in developing technical framework of NEMIS and LIB	1	April 2021 / Report
5.	Support in preparing the tender documentation for NEMIS and LIB Development	1	April 2021 / Report
6.	Coding and deploying critical modules and processes in EMIS	Regular	Monthly Report
7.	Regular monitoring of database and report to Sr. IT / MIS Specialist	Regular	Monthly Report
8.	Review of technical work completion and test the system	Regular	Monthly Report
9.	Check GEA compliance as per government's norms and report	As and when	Monthly Report

	to Sr. IT / MIS Specialist	needed.	
10.	Support Regular PMEP Operation	Regular	Monthly Report
11.	Develop IT Technical and Operational Documents for PMEP/YETI and MoLESS	Every year	May each year / Report
12.	Undertake technical scoping of Email system and Data Storage and assist Sr. IT / MIS Specialist to deploy the system	July 2021	Report
13.	Regular maintenance of the email and data storage system	Regular	Monthly Report
14.	Provide regular support to local level / provincial government and ministry	Regular	Monthly Report
15.	Undertake capacity need assessment and support Sr. IT / MIS Specialist in designing and delivering the training.	As and when required	Report
16.	Monitor the IT functionality of PMEP and undertake debugging level maintenance as soon as possible.	As and when required	Report
17.	Others as agreed by mutually and demanded by IT operation	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

- Bachelors' Degree in Computer (BE, BSc IT or Equivalent) in relevant field with a focus on software, networking and security systems

B. Experience

- Must have 3+ years of demonstrated with experience in these technologies specified in skill section and tools and work independently with full confidence to ensure the smooth operation of the existing EMIS under the guidance of MOLESS MIS Specialist.
- Should be able to do the detail code review of current system and update/enhance the existing system based using the existing design as a base foundation.
- Within three years of experience, at least one year of experience as software development tools, language, and database management.
- Minimum 3 years of experience in the area of larger software developing, installing, validating and quality assuring.
- 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

C. Skills

- Should have a strong knowledge of system analysis, RDBMS concepts and IT project implementation life cycle.
- Must have strong knowledge and proven skills in Laravel Framework, PHP, MySQL/MariaDB in Linux OS environment combination.
- Knowledge of other technologies such as ASP.Net, Windows applications, CSS, HTML, C#.net, MVC framework, Database (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/NPM 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 in the technology specified.
 - 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. Technical interview & example
- e. Additional Other process of hiring by PMP
- f. If possible, a brief system demo by the candidate that demonstrate his/her skills and credentials on above technology and tools;

9. ADMINISTRATION OF THE CONSULTANT'S SERVICES

The Consultant shall be based in PMP Kathmandu with necessary field visit to local levels. The Consultant's services will be administered and monitored by the NPD or his authorized representative. The IT officer will be report to the NPD through Senior IT and MIS Specialist.

10. PMP WILL PROVIDE FOLLOWING DOCUMENTS

- Existing System architecture documentation with recent source code files
- Other Technical documentation provided by the existing software development team
- Handover or Knowledge transfer session on existing system and documentations by current software development team
- PMP will provide the detail functional requirement or business requirement to update in existing system
- Complete background and understanding of whole EMIS system

11. 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.

12. CONTRACT AGREEMENT

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