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**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**

**Contents Page No**

[1. BACKGROUND 3](#_Toc40571967)

[2. OBJECTIVE OF THE CONSULTANCY SERVICES 3](#_Toc40571968)

[3. TASKS, DUTY & RESPONSIBILITY OF THE CONSULTANCY SERVICES 3](#_Toc40571969)

[4. DELIVERABLES AND REPORTINGS 5](#_Toc40571970)

[5. DURATION OF THE CONSULTANCY SERVICES 5](#_Toc40571971)

[6. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT: 5](#_Toc40571972)

[7. REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT 6](#_Toc40571973)

[8. SELECTION PROCEDURE OF THE CONSULTANT: 7](#_Toc40571974)

[9. ADMINISTRATION OF THE CONSULTANT's SERVICES 7](#_Toc40571975)

[11. TAXATION 7](#_Toc40571976)

[12. CONTRACT AGREEMENT 7](#_Toc40571977)

# 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 labor-intensive public works programs (PWPs), or provides a subsistence wage in the absence of work, to eligible households. Youth Employment Transformation Initiative project supports PMEP to improve the employment support services and labor 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.

# 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.

# 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. S/he as a Consultant shall but not limited to perform the tasks as stated below:

1. Administrative support
   * Support in making meeting arrangements for the PMU, Steering Committee, and Technical Committee;
   * Manage and update agendas and decisions taken during meetings by the PMU, Steering Committee and the Technical Committee;
   * 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
   * Prepare and manage documents (meeting minutes, notes, presentations) required for various meetings, and prepare reports on the decisions taken.
   * Support in making interaction/meeting arrangements of PMU and ESCs
2. Implementation support
   * Provide support to staff and consultants placed at the PMU;
   * Prepare travel and logistical arrangements for project personnel and consultants, arrange itineraries, security clearances, and accommodation
   * Support PMU, Procurement Specialist, Finance Specialist, Labour Market Specialist and related staff in related tasks (including drafting ToRs for services, goods, etc. to be procured through the Project), gathering the information for SOE from cost centers, or any other data related for the project;
   * Serve as one of the focal points for ESCs for YETI implementation
   * Prepare weekly updates to PMU on implementation status at the Local Levels after serving as a liaison with select focal points at ESCs
   * Manage documents related to project plans, guidelines, implementation and monitoring activities as discussed in PMU, PTC, PSC meetings;
3. Financial management
   * With the authorization of the Project Director/Component Manager, manage requests for the provision of financial resources using advance of funds as a petty cash;
   * 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.
4. Procurement
   * 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
5. Monitoring reporting
   * Assist the PMU to manage project documentation (digital and paper) and drafting of required reports;
   * Provide support in undertaking regular and periodic monitoring and evaluation activities.
   * Manage project documents and prepare draft of follow-up progress report;
   * Support PMU in preparing for World Bank reporting and reviews.
6. Perform any other task related to project implementation as required by the NPD.

# 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.

* Monthly Progress Report
* Other reports as asked by the Project and its designated offices.

The project officer will support and work with the PMU’s FMS, PS and M&E Specialists and report to assigned component manager *Note: Electronic copy of each report shall also have to be submitted.*

# DURATION OF THE CONSULTANCY SERVICES

* The total duration of the consultancy services shall be of 30 (Thirty) months starting tentatively from 2 Jan, 2022 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 Project Director.

# QUALIFICATION AND EXPERIENCE OF THE CONSULTANT:

1. **Required Qualification and Experience:**
2. Minimum educational qualification is Bachelor’s degree in Management or other relevant field;
3. At least five (5) years of general working experience and three (3) years of specific experience in project operations and management such as in finance and administration or procurement and logistics management or human resources management by World Bank or other International Organizations or INGOs.
4. Experience working in international organizations' projects in project operations, such as finance and administration or procurement and logistics management or human resource management as a project support officer or consultant or project officer, procurement officer or finance or administrative officer or program officer will be an added advantage.
5. **Relevant Skill and Competency:**
6. Skills and Training in Project Administration or Procurement or logistics management or Finance or Human Resources from the recognized institution under GoN Ministries, Departments, offices and their autonomous entity or International Organizations, will be an added advantage.
7. Ability to work as team members in order to achieve the Project’s objectives and results;
8. Excellent skills in utilizing technology and willingness to learn new skills;
9. Excellent communication and presentation skills;
10. Ability to clearly express ideas and findings in both verbal and written modes; and,
11. Excellent organization and management skills.
12. Excellent analytical skill in drafting / writing procedures as well as reports.

# 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 will be applicable to this assignment as per Nepal Rastra Bank’s inflation rate after successfully completion of 12 months.
* The consultant 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.

# 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 2020), Section VII: Approved Selection Methods Consulting Services/ "Open Competitive Selection of Individual Consultants, set out in Regulations.

# ADMINISTRATION OF THE CONSULTANT's SERVICES

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

# 11. 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.

# 12. CONTRACT AGREEMENT

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