

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FROM INDIVIDUAL CONSULTANT****Published Date: 24 January 2023**

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:

Contract ID	Position	Period in Man/Month	Qualifications Requirement	Remarks
NP-MOLESS-324148-CS-INDV-LONGTERM PHP	"Full Stack Software Developer"	12 man-months input within a project period (with possibilities of extension based on performance & requirement)	Should be Nepalese citizen, atleast Bachelors' Degree in Computer Science (BE, BSc IT or equivalent, Minimum 3 years of general experience in IT field in any software development or programming language, web application, database management or monitoring of software/hardware deployment in different stages i.e. development, installation and operation or data backup system, and configuration and commissioning. Work Experience in MIS development using combination of frontend with HTML/CSS/ Javascript and Backend with PHP/Laravel and database with MySQL/MariaDB, Experience in any government MIS project with similar job as mentioned in the Scope of Work will be an added advantage.	Re-Published (First Date of Publication 27 December 2022)
NP-MOLESS-335845-CS-INDV-FMC-3	Financial Management Specialist	16 man-months input within a project period (with possibilities of extension based on performance & requirement)	Should be Nepalese citizen with a professional accountancy qualification (CPA, CA or equivalent membership of an internationally recognized accounting institute / agency) OR Master's degree in accounting, business, finance, economics and or related field with at least 10 years of post-professional qualification experience in government auditing or government financial management, Knowledge of Government of Nepal's accounting principles and standards, Familiarity of public financial management and accountability in the public sector.	New

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 details 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.pmp.np@gmail.com on or before 7 February 2023 within office hours. Signed scanned copies of application and supporting documents are accepted. Failure to provide the supporting documents shall disqualify the applicants from shortlisting.
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 November, 2020), 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:

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

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6. The Consultants will be selected on the basis of following selection criteria:

S.N.	Selection Criteria
i	General Qualifications and Experience
ii	Specific Experience in the relevant field. Please refer ToR for details of requirements
iii	Skills and Training In Related Fields

Terms of Reference

For Consulting Services of Full Stack Software Developer

1. BACKGROUND

The Government of Nepal (GoN) under the subsidized loan of International Development Association ("World Bank") is implementing Youth Employment Transformation Initiative (YETI) 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. PMEP / YETI is currently supporting the Employment Service Centres (ESCs) at all the local levels to provide employment promotional services for registered unemployed with the use of Employment Management Information System (EMIS). The project is being implemented at the federal, provincial and local levels through an integrated set of demand and supply-side interventions to strengthen employment promotion systems and services and improve job outcomes and livelihoods for youth.

PMEP has a functioning Employment Management Information System (EMIS) being used by all ESCs at local levels and PMEP unit with the features like registration for minimum employment, local level's projects information, job assignment, entry of number of days' jobs provided, multiple reports, etc. The PMU needs a software developer to support in developing the required additional components (modules and reports), fix bugs, manage & maintain existing scripts and support ESCs' technical queries.

2. OBJECTIVE OF THE CONSULTANCY SERVICES

The overall objective of the consultant is to ensure the proper functioning of PMEP EMIS by providing required programming, regular troubleshooting, bug fixing in EMIS and technical support to ESCs to ensure smooth operation of the system on day-to-day basis. The consultant will work in close coordination with the PMEP IT unit, and the Component Managers.

3. TASKS, DUTY & RESPONSIBILITY OF THE CONSULTANT

The consultant shall perform the following duties/tasks, but not limited to:

- a. Understand the overall frontend and backend of EMIS and website of PMEP from logical and technical aspects.
- b. Produce non redundant, efficient code based on instructions of IT Officer including unit-test, integration test of the developed codes with proper documentation
- c. Validate the code under the supervision of the IT Officer and deploy modules in the test server.
- d. Timely report the bugs, encountered error and any other technical issue with the solution to the IT Officer of the PMU.
- e. Regularly monitor EMIS and PMEP's website for any technical or security issues and report to IT officer.

- f. Deployment of security patches in EMIS and PMEP’s website when required under the supervision of the IT officer with proper documentation.
- g. Manage and maintain the system ‘as-is’ and with possibly some minor and major feature improvements
- h. Alter the database table as per the requirement of changes in EMIS under the supervision of IT officer.
- i. Provide technical support, updates in the offline devices, and synchronize the scripts to ensure the script consistency to use the functionalities at the Local Level.
- j. Development of Application Programming Interface (API) for information exchange among other information systems of Government.
- k. Undertake system testing, user acceptance testing, performance testing, and other required testing for smooth operation of the systems and processes.
- l. Upgrade the database and framework of existing system to latest compatible versions under the supervision of IT Officer
- m. Backup code and data at regular interval basis and provide technical support to manage past years’ data.
- n. Assist IT officer for reports, graphs, maps and trends of data key indicators on monthly basis.
- o. Implement the effective tools for the reporting
- p. Update the technical documentation and user manuals as per the changes made in the system.
- q. Assist IT Officer for the training of EMIS to ESCs of local levels
- r. Respond to technical support to ESCs for any technical queries on EMIS.
- s. Perform any other tasks and duties related to IT as assigned by PMU.

4. DELIVERABLES AND REPORTINGS

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. The specific deliverables of the consultant will be as follows,

S.N.	Details	Frequency	Deliverables
1.	Handover and stocktaking of existing hardware and software information from PMEP IT unit	1	February 2023/ Report
2.	Study existing SRS, BPR, SDD to understand the EMIS and further enhancement requirements.	1	March 2023/ Report
3.	Development or modification of components in EMIS as per the requirement of PMU. Troubleshoot any bugs or issues encountered or reported by the application users.	Weekly	From March and onwards

	Upgrade the system to latest compatible versions available.		
4.	Regularly monitor the status of applications and databases and report to PMEP IT Officer for any action need to be performed.	Regular	Monthly Report
5.	Bi-weekly progress and activities report stating the work accomplished, issues and challenges, next steps, key recommendations, and timeline for each activity identified.	Every fortnightly	Monthly Report
6.	Support ESCs for technical issues and report to the PMEP IT unit.	Regular	Monthly Report
7.	Keep log record of the technical issues and support provided to ESCs	Regular	Monthly Report
8.	Others as agreed mutually	As required	As required

5. DURATION OF THE CONSULTANCY SERVICES

- The duration of consultancy services is 12 month with possible extension.
- The consultant shall be based at the PMU.
- Performance of the consultant shall be measured quarterly.

6. 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.
- 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 or his/her authorized representative.

7. QUALIFICATION/KNOWLEDGE AND EXPERIENCE OF INDIVIDUAL CONSULTANT

- Must have Bachelors' Degree in Computer Science (BE, BSc IT or equivalent) in relevant field with focus on software development.
- Should have strong theoretical and practical knowledge of programming, system analysis, RDBMS concepts, software development & deployment and project implementation cycle.
- Must have at least 3 years of demonstrated work experience in software development / web application development using combination of latest Laravel framework, PHP, JavaScript, jQuery, CSS 3.0, HTML 5 and MariaDB database with developed references.
- Ability to perform code review, troubleshoot the frontend/ backend issues, and build upon the existing design and programming techniques to make the current system fully functional and user-friendly info graphical interface.
- Ability to independently create/ establish an in-house development environment in Laravel framework and MySQL database to access the available source code files and build upon.
- Strong knowledge in version control tools like GitHub or GitLab, Project Management tools, and Reporting tools.
- Must have strong knowledge and proven troubleshooting skills in Apache, PHP, Laravel, and MySQL/MariaDB. Knowledge of Linux OS environment will be advantageous.
- Ability to analyze business processes and provide technical solutions with the documentation skills.
- Added advantage and preferences will be given to those having minimum 2 years of working experience in any government MIS project with similar job as mentioned in the Scope of Work.
- Strong inter-personal, presentation and communication skills.
- Working in team and team building
- Critical understanding and problem solving.
- Proficiency of good communication/presentation and report writing skills.
- Create the development environment to show the software development capabilities and build a component practically, showcase and do the presentation.

8. LOGISTICS AND SUPPORT:

A. PMEP IT unit will provide following technical details once the contract is signed:

- Latest source code files and database.
- Existing system design documentations which include ERD, table structure, project folder structure, Laravel components, etc.
- System user manuals.
- System presentation/ walk-through.

B. PMU will provide the consultant's workspace and internet including all essential utilities during the office work.

9. ADMINISTRATION OF THE CONSULTANT'S SERVICES

The work area of Consultant shall be based in PMEP's Office, Kathmandu with necessary field visit to local levels. The Consultant's services will be administered and monitored by the NPD or his/her authorized representative.

10. 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. The selection criteria shall include:

MoLESS or PMEP's technical team will conduct a practical session and interview as a part of the technical evaluation with the shortlisted candidate. The details of the practical session will be discussed and shared with the shortlisted in advance.

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.