

**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](mailto: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 Financial Management Specialist**

REF: NP-MOLESS-335845-CS-INDV-FMC-3

### **1. BACKGROUND**

Government of Nepal (GoN) under the subsidised loan of International Development Association ("World Bank") is implementing Youth Employment Transformation Initiative Project (herein after referred as Project). 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 is the GoN's national flagship programme guaranteeing the minimum 100 days of employment to the registered unemployed. The project supports PMEP to improve the outcome of employment support services and labour market.

The consultant delivers sound financial management practice, prepare and consolidate financial information and analyse the details of conditional grants as per the Project Appraisal Document (PAD). The PMU is hiring a Financial Management Consultant (FMC) to support the project financial reporting and to engage in coordination, supporting all cost centres and to undertake the overall management of financial activities of the project and PMEP.

### **2. OBJECTIVE OF THE CONSULTANCY SERVICES**

Under the direct supervision of National Project Director, the overall objective of the consultant is to support, coordinate and manage financial functions and manage fiduciary risks.

The Consultant works in close coordination with the Component Managers and the Finance-in-Charge of the MoLESS for the day to day operation of the project.

### **3. TASKS, DUTIES & RESPONSIBILITIES OF THE CONSULTANT**

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

- Support in undertaking overall financial management functions in respect to the project and PMEP. This includes budgeting, expenditure tracking, reporting and assuring fiduciary risk management,
- Undertake financial management assessment for operations and ensures the ongoing project operations are in line with budgeting, internal control, financial reporting, auditing and also update the information in the WB portals,
- Monitor expenditures of PMU and local level to ensure compliance of applicable procedures and recommend required additional internal control procedures based on financial management risk assessment.
- Prepare statement of expenditure with item-wise details and segregation of costs for the periodic internal and external audit purpose. This includes a periodic reconciliation of accounts with the details of FCGO,
- Support the project and PMEP in formulating annual work plan and budget,
- Provide training, guidance and advice on financial management aspects to the PMU, ESCs and local levels,
- Prepare and support in submitting withdrawal applications to the World Bank,
- Liaise with local level and MoLESS to generate financial expenditure reports, covering all project components as required by the WB and GoN,
- Follow-up fund transfer requested in the WB to the Designated Account for reimbursement and replenishment,
- Liaise with auditors for annual audit of the project, respond to audit observations, arrange meeting and ensure that audited financial statements are submitted to the World Bank timely,
- Ensure that 754 cost centres' expenditures are consolidated in time and reflected in the project accounts and assist the PMU to submit the financial reports to the World Bank,
- Develop financial and documentation process and support PMU and local levels in implementing the internal control system,

- Prepare Interim Unaudited Financial Reports (IUFRs), Implementation Progress Reports, Financial Progress Reports and Project Financial Statements, as required by GON and the World Bank considering approved guidelines,
- Support the National Project Director in liaising with Ministry of Finance, Financial Comptroller General Office, Office of Auditor General, District Treasury Controller Office, the World Bank, and other related organization as required,
- Assist and advise finance perspective on procurement related documents,
- The consultant shall undertake any other duties related to the project financial management as assigned by the NPD / PMU,

#### 4. DELIVERABLES AND REPORTINGS

The Consultant shall require submitting monthly work plan and reports within the tentative framework of the following Work-Plan and Duties & Responsibilities.

S.N.	Details	Frequency	Deliverable
1.	Support in Annual Work Plan and Budget	Once in a year	Report
2	Quadrimester Financial Monitoring Reports (FMRs) and Review	3 times in a year	Report
3	Half-yearly Financial and Operational Review. Compliance Review	Once in a year	Report
4	Monthly Financial Report	Every month	Report
5	Training	As required	Report
6	Support in regular operation	As required	

7	Development of financial manual and procedural document	As required	Report
8	Liaison with WB and local levels	Regular	
9	On the spot review of financial practices in local level	As required	Report
10	Prepare and submit financial reports to WB withdrawal request.	When needed	
11	Fiduciary Risk Assessment	Ongoing	
12	Others	As requested,	

## **5. DURATION OF THE CONSULTANCY SERVICES**

- Duration of the consultancy services is 16 (Sixteen) month starting from tentatively April 1, 2023 or before.
- 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 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.

- At least 10 years of experience in financial management and/or financial auditing.
- Knowledge of Government of Nepal’s accounting principles and standards.
- Familiarity of public financial management and accountability in the public sector
- Prior experience in managing client connection, operation of designated account of World Bank is preferred.
- Familiarity with policies, procedures and manuals of the Government of Nepal and the World Bank. Experience working in financial management related area of any project funded by World Bank/ADB or other development partners (Assignment of minimum of 2 months is required),
- Financial Management training received by recognized international or national institutions will also be an added advantage.
- A demonstrated ability to solve complex tasks in a creative manner.
- Strong interpersonal skills and an ability to work effectively with internal/external agencies are essential;
- Proficiency in both written and spoken English and Nepali is necessary.

## **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;
- The price escalation is applicable to this consulting service as per the salary index or equivalent of Nepal Rastra Bank.
- 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 2020), 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. Experience
- c. Experience of assessing / strengthening
- d. Knowledge of financial management systems, internal control systems, auditing competence and independence, preparing financial statements and budgeting
- e. Knowledge of languages, presentation and report writing skills.

## **9. ADMINISTRATION OF THE CONSULTANT'S SERVICES**

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

## **11. TAXATION**

The Consultant is fully responsible to pay taxes imposed by Government of Nepal. The individual should have registered for the Value Added Tax (VAT). The project shall deduct the applicable taxes at source.

## **12. CONTRACT AGREEMENT**

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