

Request for Expression of Interest (EOI)

Publication date: October 26, 2017

The Government of Nepal, Ministry of Finance is executing Capital Market and Infrastructure Capacity Support Project with assistance from the Asian Development Bank (Grant No. 0252) with National Planning Commission, Financial Comptroller General Office, Nepal Rastra Bank, and Securities Board of Nepal as implementing agencies.

The project will implement the reform agendas to bridge the significant and growing gaps in infrastructure financing by supporting the executing and implementing agencies and other key stakeholders to review and amend existing legal provisions, assist development of regulatory and institutional framework for Public Debt Management and Public-Private Partnership (PPP) for greater private sector participation in infrastructure.

The project invites **Expression of Interest (EOI)** from interested and qualified applicants for the following National Individual Consultant positions to support implementation of project activities. **The details of the Terms of References (TORs) can be obtained from Ministry of Finance website: www.mof.gov.np.**

Contract ID	Position	Duration of Consulting Services (months)	No. of Positions	Minimum Academic Qualification	Minimum Experience
CM&ISP/S/IC-2	Accounting and Auditing Expert	Intermittent basis with total input of 12 months till closing of the project in July 31, 2019.	1	Masters' degree in accounting / finance / business administration / public administration / related field	15 years' experience in managing accounts in public sector
CM&ISP/S/IC-3	National IT Expert	Full time regular basis till closing of the project in July 31, 2019.	1	Master's degree in Computer (IT) Science / Engineering	4 years' experience as a IT professional in public / financial sector in Nepal

Interested eligible individuals are requested to submit their EOI with CV along with supporting documents and a cover letter to the Project Director at the contact address given below by office hours of November 10, 2017. If the application deadline falls on a government holiday, the deadline shall be extended automatically to the next working day. The sealed envelope should be clearly marked "*Application for the post of Consultant under MoF / EPAD*". **Only short listed candidates will be eligible for further process.**

Contact Address:

Project Director

Capital Market and Infrastructure Capacity Support Project
Economic Policy Analysis Division
Ministry of Finance, Singhadurbar, Kathmandu
Tel: + 977 1 4211826, 4211326
website: www.mof.gov.np

**Government of Nepal
Ministry of Finance
Capital Market and Infrastructure Capacity Support Project**

Terms of Reference (ToR) for Information Technology Specialist

Expertise:	Experience in design, specification and project management of developing and integrating IT systems
Expertise Group:	Information Technology
TOR Keywords:	Information Technology Specialist
Source:	National

Objective and Purpose of the Assignment

The purpose of the assignment of Information Technology (IT) Specialist, hereafter referred to as consultant, is to assist the implementation of Capital Market and Infrastructure Capacity Support Project executed by Ministry of Finance, supported by Asian Development Bank, with National Planning Commission, Financial Comptroller General Office, Nepal Rastra Bank, and Securities Board of Nepal as implementing agencies.

Scope of Work

Scope of work of the consultant includes but is not limited to, facilitating to implement the reform agendas to bridge the significant and growing gaps in infrastructure financing by supporting the executing and implementing agencies and other key stakeholders to review and amend existing legal provisions, assist development of regulatory and institutional framework for public debt management and Public-Private Partnership (PPP) for greater private sector participation in infrastructure.

The IT Specialist will have a relevant qualifications and experience to facilitate reform agendas by instituting IT platforms.

The information technology expert will be responsible for the following tasks:

- report to Project Director and coordinate through Deputy Project Director with respective members from executing and implementing agencies and consultants of the project;
- oversee procurement of contractors to design, supply, install and test the specified IT platform for dedicated and professionally managed public debt management office namely, ICB No.: CM&ICSP/G/ICB/1 - Design, Supply, Installation & Commissioning of Public Debt Operation & Management Software (DOMS);
- review performance of the contractors against planned deliverables and recommend EA for eligible payments;
- oversee procurement process, time schedule for procurement including preparation of bidding documents for procurement of IT hardware and connectivity equipment (CM&ISP/G/NCB-1);
- support to compile comprehensive debt management data base (including maturity profile, interest rate etc.);
- support to design and implement capacity building programs for staff performing public debt management functions at FCGO, MOF and NRB;
- assist to train adequate number of staff on using installed debt management software applications;

- support project management team to define business flow and organizational structure of Public Debt Secretariat; support logistics arrangement and communication with stakeholders;
- support to arrange meetings, workshops and interaction programs of stakeholders;
- support to prepare progress / status reports and presentations; and
- perform any other responsibilities that are bestowed with by PD and DPD.

Minimum Qualification Requirements of National IT Consultant

- Must have a Masters' Degree in Computer (IT) Science / Engineering (national equivalent certificates required for foreign qualifications)
- Must have at least 4 years' experience as a IT Specialist in Nepal
- Experience of National IT system development and System Integration and relevant certification would be desirable

Cost Estimate

Total Estimated Remuneration: NRs. 3,037,500.00 (NRs. 150,000.00 per month)

Consulting Service Duration: 20.25 Months (Fulltime, with possibility of extension)

Deliverables

- Monthly Progress Updates
- Quarterly Reports
- Draft / Final Report
- Requisite Recommendation Reports for decision making
- System Reports

Estimated Start Date: 21 November 2017

Estimated End Date: 31 July 2019

Government of Nepal
Ministry of Finance
Capital Market and Infrastructure Capacity Support Project

Terms of Reference (ToR) for Accounting and Auditing Specialist

Expertise:	Experience in maintenance and disclosure of all project accounts in line with Government and ADB requirements
Expertise Group:	Accounting and Auditing
TOR Keywords:	Accounting and Auditing Specialist
Source:	National

Objective and Purpose of the Assignment

The purpose of the assignment of Accounting and Auditing Specialist, hereafter referred to as consultant, is to assist the implementation of Capital Market and Infrastructure Capacity Support Project executed by Ministry of Finance, supported by Asian Development Bank, with National Planning Commission, Financial Comptroller General Office, Nepal Rastra Bank, and Securities Board of Nepal as implementing agencies.

Scope of Work

Scope of work of the consultant includes maintaining detailed project records and accounts in line with government and ADB requirements thereby facilitating implementation of the reform agendas to bridge the significant and growing gaps in infrastructure financing by supporting the executing and implementing agencies and other key stakeholders to review and amend existing legal provisions, assist development of regulatory and institutional framework for public debt management and Public-Private Partnership (PPP) for greater private sector participation in infrastructure.

The main objective of the assignment will be to support Ministry of Finance by maintaining project accounts and preparing financial reports in line with Government and ADB requirements.

The Accounting and Auditing Specialist will be responsible for the following tasks:

- work closely on an intermittent basis on financial matters of the project and report to Project Director, Deputy Project Director and coordinate through Under Secretary (Accounts) to other stakeholders;
- prepare all financial procedures for the project in accordance with ADB and MoF guidelines,
- assist client for maintaining accounts of ADB and GoN funds in compliance with the prevailing regulations;
- support managing the project's funds and accounts, including, fund transfers from ADB and MoF;
- allocate funds to project IA sub-accounts;
- monitor the project's financial status;
- oversee projects' funds movement in each IA sub-account;
- compile periodic Statement of Expenditures and for submission of Withdrawal Applications, expenditure claims, reimbursement request from ADB;
- prepare the project's financial reports (project account) and statements for annual audit;
- assist in annual audit of project account and clarify issues, if any
- track disbursement progress against budget;
- maintain accounting ledgers;
- prepare bank reconciliation statements;
- initiate requisitions for procurement and other payments;

- manage advances and ensure reporting of its transactions;
- take responsibility and provide service for safe custody of accounting books, all financial related documents and instruments;
- initiate reports of expenditure;
- review invoices against terms of references / deliverables as per contracts and recommend for payments in close coordination with Project Management Specialist
- support for arranging payments to suppliers;
- prepare and submit expenditure and budget status report;
- respond to queries from the Government and ADB with respect to financial aspects of the project, liaise with GoN and ADB appointed and external auditors whenever required;
- coordinate to ensure the transactions and reporting formats developed under contract ICB No.: CM&ICSP/G/ICB/1 - Design, Supply, Installation & Commissioning of Public Debt Operation & Management Software (DOMS) comply government's requirements
- support project management team to prepare progress/status reports and presentations; and
- undertake other duties that may be assigned by the Project Director.

Minimum Qualification Requirements of National Accounting and Auditing Specialist

- Must have a masters' degree in a directly relevant field such as accounting, finance, business administration, or public administration
- Must have preferably more than 15 years of experience in managing accounts in public sector
- Must be familiar with ADB guidelines and requirements on accounting and auditing
- Command in computer databases (MS Excel)
- Good command of English
- Experience of at least 3 years in a policy reform project in financial sector would be desirable
- Experience of serving on Accounting / Auditing Regulatory Board/ Committee would be desirable

Cost Estimate

Total Estimated Remuneration: NRs. 1,800,000.00 (NRs. 150,000.00 per month for 12 months)

Consulting Service Duration: 12 Months (Intermittent, with possibility of extension)

Deliverables

Monthly Progress Updates

Quarterly Progress Reports

Draft / Final Unaudited and Audited Project Accounts

Estimated Start Date: 21 November 2017

Estimated End Date: 31 July 2019