



Government of Nepal
Ministry of Agriculture and Livestock Development
Food and Nutrition Security Enhancement Project II (FANSEP II)
Project Management Unit, Hariharbhawan, Lalitpur, Nepal
Project ID: P181087, Grant No: TF0C1798

REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FROM INDIVIDUAL CONSULTANTS

First Date of Publication: September 17, 2024

1. The Government of Nepal (GoN)/Ministry of Agriculture and Livestock Development (MoALD) has received grant to implement the Food and Nutrition Security Enhancement Project II (FANSEP II) from the Global Agriculture and Food Security Program (GAFSP) with the World Bank (IDA/WB) as the supervising entity. A part of this grant is to be used for consulting services for hiring individual consultants as mentioned below:

S.N.	Contract ID	Position	Qualification Requirements
1	NP-MOALD-408912-CS-INDV_FS	Financial Management Specialist- 1 (one)	At least Bachelor's Degree. Should have at least 10 (ten) years of working experience in financial management. Experience of working with donor funded projects in financial management will be an added advantage. Training certifications on financial management is required.

2. The interested candidate may obtain the REOI notice and ToR from office of FANSEP, PMU during office hours and by email fansep2018@gmail.com or download from the website www.fansep.moald.gov.np
3. The interested candidates may express their interest by submitting their application with latest updated Curriculum Vitae (CV) duly signed. The CV with a covering/application letter and all supporting documents must be submitted at FANSEP, PMU office, Hariharbhawan, Lalitpur or by email: fansep2018@gmail.com on or before **October 2, 2024**, 12:00 hrs.
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" dated November 2020. **Approved Selection Methods 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 as specified in TOR,

S.N.	Selection Criteria
i.	General Experience and qualifications
ii.	Specific Experience in relevant fields
iii.	Experience in financial management on donor funded projects.
iv.	Training on relevant fields

7. For further information, please contact at FANSEP PMU Office during office hours and by telephone calls on +977-1-5452971 or +977-5010108.


Er. Jagannath Tiwari
Project Director





Government of Nepal
Ministry of Agriculture and Livestock Development
Food and Nutrition Security Enhancement Project II (FANSEP II)
Hariharbhawan, Lalitpur

(Contract ID: NP-MOALD-408912-CS-INDV FS)

Project ID: P181087

Grant No.: TF0C1798

Terms of Reference (ToRs)

For

Financial Management Specialist

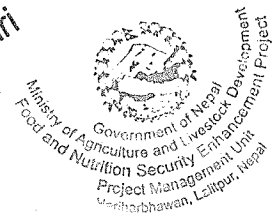
(Individual Consultant)


Er. Jagannath Tiwari
Project Director
Ministry of Agriculture and Livestock Development
Government of Nepal
Food and Nutrition Security Enhancement Project
Hariharbhawan, Lalitpur, Nepal

Table of Contents

A	Introduction	1
B	Project Development Objective and Components.....	1
C	Objective/Purpose of the Assignment	2
D	Scope of work.....	2
E	Duties and responsibilities of the consultant.....	2
F	Required Qualification and Experience	3
G	Duration of Service	4
H	Duty Station, Days of Work and Leave	5
I	Reporting Requirements.....	5
J	Selection Criteria.....	5
K	Facilities to be provided by FANSEP (PMU).....	5
L	Financial Provisions	5


Er. Jagannath Tiwari
Project Director



A Introduction

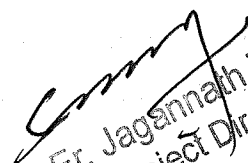
1. The Government of Nepal (GoN) has received a grant assistance of US\$ 20 million for the implementation of Food and Nutrition Security Enhancement Project II (FANSEP II) from the Global Agriculture and Food Security Program (GAFSP) with the World Bank (IDA/WB) as the supervising entity. The Ministry of Agriculture and Livestock Development (MoALD) has its contribution of about US\$ 2 million and acts as the executing agency for the project. This comprises the total budget of US\$ 22 million.
2. The project is implemented in eight districts of hills and the terai regions of Nepal. The project districts are: Sindhupalchowk, Dolakha, Dhading and Gorkha under the hill regions; and Dhanusha, Mahottari, Saptari and Siraha in the Terai regions. The project is designed as cluster approach with each Project Cluster Unit (PCU) covering two districts. Project Cluster Units (PCUs) are established in Gorkha, Sindhupalchowk, Dhanusha and Saptari. PCUs are established in such a way that two districts are supported by each Cluster Units to oversee the implementation of project activities in four Rural Municipalities (RMs). Altogether there are 16 Rural Municipalities (RMs) for the implementation of the project activities. The project covers three provinces i.e., Madhesh Province, Bagmati Province and Gandaki Province. There is a Project Management Unit (PMU) in Lalitpur, headed by Project Director, to support implementation, coordination and for monitoring of the project. Project Director supported by Class II and Class III officers and other supporting staffs.


B Project Development Objective and Components

3. The main objective of the Project (PDO) is *to enhance climate resilience, improve agricultural productivity and nutrition practices of targeted smallholder farming communities in selected areas of Nepal* to be achieved through the following components:

- A: Climate and Nutrition Smart Technology Adaptation and Dissemination,
- B: Income Generation and Diversification through Market Access and Climate Risk Management,
- C: Improving Nutrition Security,

1


Er. Jagannath Tiwari
Project Director



D: Project management, Communication and M&E, and

4. The four Cluster Offices will be managed and supported by the Project Management Unit (PMU) based in Lalitpur, headed by Class I level Project Director and supported by three Class II Officers and five Class III officer and other supportive staffs of PMU.

C Objective/Purpose of the Assignment

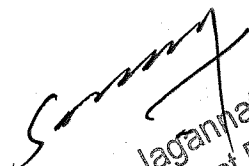
5. The objective of obtaining services from Financial Management Specialist is to assist FANSEP II/PMU in carrying out efficient financial management functions for the effective implementation of project. Financial Management Specialist (hereinafter called 'Consultant') will work under the direct supervision of the Project Director and Chief of Finance Section to ensure quality and timely execution of all the aspects of financial management requirement of the project.

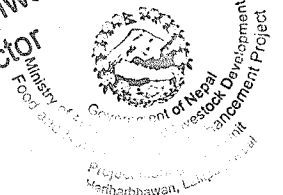
D Scope of work

6. The consultant shall work closely with and assist the Project Director & chief of Finance Section to carry out FANSEP II related financial management and disbursement activities in conformity with the Government procedures, Grant Agreement with the World Bank and corresponding Guidelines and Regulations. The consultant shall assist the project team to build strong fiduciary system of project.

E Duties and responsibilities of the consultant

7. The incumbent will be responsible for, but not limited to, the following duties:
 - a) Assist in maintaining effective financial management of the project in terms of budgeting, accounting, financial reporting, internal controls, and audit.
 - b) Assist in planning and budget preparation and consolidation of budget from PCUs.
 - c) Support in preparing budget allocation to PMU and PCUs considering GoN chart of accounts and approved program.
 - d) Prepare periodic IUFRRs (Interim Unaudited Financial Reports) in the agreed format for submission to the World Bank.
 - e) Maintain record of Designated Account of the project and prepare bank reconciliation for review from the Chief of Finance and Project Director.

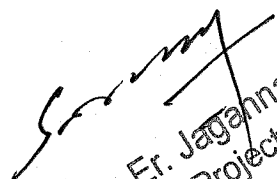

Er. Jagannath Tiwari
Project Director

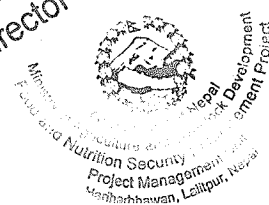


- f) Prepare withdrawal applications for disbursement as requested in the Disbursement and Financial Information Letter (DFIL) from the World Bank.
- g) Prepare: (i) Interim and Annual Financial Reports, (ii) Statements of Expenditure, and (iii) Required Records and Reports (iv) annual financial statements and (v) project account
- h) Assist in maintaining required records such as (i) copies of supplier invoices; (ii) bank guarantee for advance or retention payment.
- i) Maintain required supporting documentation that the World Bank may request by notice to the project or as specified in the DFIL.
- j) Follow-up with the World Bank on disbursements to the Designated Account.
- k) Prepare integrated financial report (PMU and PCUs) on monthly, trimester, semi-annual and annual basis as required for GoN and World Bank regulations.
- l) Liaison with auditors (internal & external) for interim and annual audit of the project and help draft response to audit observations.
- m) Assist in developing effective internal control systems for the project.
- n) Assist in operating of the Client Connection System of World Bank.
- o) Monitor expenditures of PMU and the PCUs for eligibility, efficiency and effectiveness.
- p) Assist in obtaining timely and accurate financial reports from the PCUs.
- q) Train PMU and PCU's staff as required on financial management aspects.
- r) Perform other financial management related tasks as required.
- s) Work closely with Staffs of PMU and PCUs to provide financial advice and services.
- t) Perform any task as assigned by Project Director and Chief of Finance Section.
- u) Perform any task as assigned by Project Director and Chief of Finance Section.

F Required Qualification and Experience

8. The consultant for the post of Financial Management Specialist should have following necessary experience and qualifications:


Er. Jagannath Tiwari
Project Director



Area	Qualifications
1. General Experience and Qualification	<p>A. Academic Qualification:</p> <p>(i). Minimum: Graduate/Bachelor's degree from a recognized university in business management/financial management/accounting, or relevant subject or a Chartered Accountant (CA).</p> <p>(ii). Preferable: Master's degree from a recognized university in business management/financial management/accounting, or relevant subject or a Chartered Accountant (CA).</p> <p>B. Years of General Job Experience:</p> <p>(i) Minimum: 15 years of professional job experience in any sector.</p> <p>(ii) Preferable: More than 20 years of professional job experience in any Sector.</p>
2. Specific Job Experience	<p>A. Specific Experience in relevant field:</p> <p>A1. Years of experience in Financial Management:</p> <p>(i). Minimum: 10 years of professional job experience in financial management.</p> <p>(ii). Preferable: More than 15 years of professional job experience in financial management.</p> <p>A2. Years of experience in financial management in multi-lateral donor funded projects is required.</p> <p>A3. Years of experience in financial management in multi-lateral donor funded Agriculture related projects is required.</p>
3. Training	Financial Management related training certification is required.
4. Language	Capable in reading, writing, and speaking English and Nepali Languages.
5. Computer Proficiency	Skilled in writing reports, preparing presentations and conversant in use of computer applications.

G Duration of Service

9. The total duration of service will be not more than 18 months of intermittent inputs within 3 (three) years that will span over the entire project period starting from October 25, 2024 to June 25, 2027. The consultant is expected to work full time office hours at PMU office during his service duration as per the Nepal Government Office Hours schedule. The consultant shall travel outside Kathmandu valley within Nepal on project related matters to support/assist PCUs to increase the effectiveness in fiduciary system.

H Duty Station, Days of Work and Leave

10. The consultant shall be based in PMU office, Lalitpur with occasional visits outside Kathmandu valley and/or PCUs on project related matters. Workdays shall conform to those of the project as specified in contract.

I Reporting Requirements

11. The consultant should report to the Chief of Finance Section and Project Director in coordination with other officials of the project. The consultant should submit the monthly time-sheet to Project Director for approval including the approval recommendation from the Chief of Finance section regarding the accomplishment of his/her assignment. The Consultant shall submit monthly report including all the financial management aspects.

J Selection Criteria

12. The consultant shall be selected based on the individual consultant selection method of the World Bank's Procurement Regulation for IPF borrowers, November, 2020. The main criteria for the selection will be relevant work experience and qualifications.

K Facilities to be provided by FANSEP (PMU)

13. FANSEP shall provide following facilities to consultant during his/her tenure of service:
- a) Office space with necessary furniture
 - b) Email and internet access
 - c) Required office stationery
 - d) Photocopying facilities
 - e) Desktop computer and peripherals

L Financial Provisions

14. The consultant will be recruited for the entire project period. However, the consultant service is of intermittent type. The remuneration rate per person month will be as mentioned in the contract document.