



**Government of Nepal**  
**Office of the Prime Minister and Council of Ministers**  
**Public Procurement Monitoring Office**

**Re-Invitation for Application for Procurement Trainer**

(Second Published date: 2078 Shrawan 04 (July 19, 2021, Monday))

Public Procurement Monitoring Office (PPMO) of Government of Nepal is implementing integrated Public Finance Management Reform Project (IPFMRP) with financial supports from the International Development Association (World Bank). The Project includes, inter alia, a component for furthering policy reform and capacity development under which about 1100 persons including government officials and other stakeholders will receive training in various areas of Public Procurement. To deliver this training program with other regular procurement trainings, PPMO would like to update and expand the existing trainers' pool/roster.

Against this backdrop, this in continuation of first invitation notice dated October 14, 2019 (2076/06/27), is to invite additional qualified interested applicants from the public and private sector, universities and other institutes to express their interest and apply as an applicant with prescribed CVs format and application to be prospective National Trainer of PPMO trainers' pool. The detail information including qualifications & brief TORS, prescribed CVs format and application form can be obtained from PPMO or downloaded from website (<https://ppmo.gov.np>). The application shall be submitted and registered in PPMO office, Tahachal within 10 days (not later than 28 July, 2021 /2078 Shrawan 13, Wednesday) of this notice during office time. Electronic application or application by e-mail will not be accepted.

The applicants those who had expressed their interest through the first time invitation dated October 14, 2019 (2076/06/27) will not need to express their interest with reference to this notice. All the pre-submitted applications will be evaluated with respect to pre-approved evaluation criteria.

Date:.....

To  
Public Procurement Monitoring Office,  
Integrated Public Finance Management Reform Project (IPFMRP)  
Tahachal, Kathmandu,

Subject: Application for Procurement Trainer

Dear sir/madam,

This is with regard to the notice of that Office dated ..... in ..... national daily with the subject **Invitation for Application for Procurement Trainer**. Here, I would like to apply for the trainers to be included in PPMO's trainers' pool/roster. My CVs in prescribed format is attached with this application.

Sincerely yours'

Signature:.....

Name:.....

## CURRICULUM VITAE (CV) FOR PPMO TRAINERS' POOL/ROSTER

1. Full Name: \_\_\_\_\_

2. Current Residential Address: \_\_\_\_\_

3. Telephone: \_\_\_\_\_ mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

4. Education [*Indicate college/university and other specialized education of expert, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_

\_\_\_\_\_

5. Membership in Professional Associations if any: \_\_\_\_\_

\_\_\_\_\_

6. Procurement Related Trainings obtained [*Indicate significant training since degrees*]:

\_\_\_\_\_

7. Work Experience:

Organization	Position	Date (from...to...)

8. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

Nepali:

English:

Others:

9. Major Professional Trainings:

a.

b.

c.

10. Trainings/work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned:

*[Among the assignments in which you have been involved, indicate the following information for those assignments that best illustrate your capability to handle the tasks listed in line]*

Name of assignment or project: \_\_\_\_\_

Year: \_\_\_\_\_

Location: \_\_\_\_\_

Client: \_\_\_\_\_

Main project features: \_\_\_\_\_

Positions held: \_\_\_\_\_

Activities performed (major five activities): \_\_\_\_\_

**Note: Submitted CVs should be no more than 3 pages.**

## **Brief TORs of the Trainer**

The trainer needs to train various segments of public procurement, therefore, thorough knowledge of public procurement is the main prerequisite for the applicant. The selected persons will receive ToT on thematic and pedagogical competencies at predetermined dates. The successful trainers will have the opportunity of eventually being recognized as National Certified Procurement Trainers. Interested persons need to meet the following criteria:

- a) Academic Qualification: University degree in Economics, Engineering, Law, accounting, business, statistics, Science, Public Administration etc. or related field;
- b) Age: between 30 and 60 years old;
- c) Professional knowledge and skills: Comprehensive knowledge in public procurement including up-to-date knowledge of PPA, PPR and Standard documents is essential. Applicants must also have at least three years' experience in planning, execution or activities related to the procurement operations within their organizations or in imparting procurement training;
- d) Procurement training: Applicant must have training in Public Procurement with the duration of at least 1 week or above;
- e) Characteristics: Ability to communicate clearly in Public, High capacity to learn, High analytical capacity, Accurate and precise-High level of emotional control, Capacity to work in a team, physically fit and in good health.
- f) Working language: Fluent spoken and written English and Nepalese

Applications will be scrutinized by a selection committee, which will establish a short list of candidates based on the above criteria. The short listed candidates may be convoked for a test and interviewed for the final selection.

Selected applicants will be required to submit a written commitment from their employer to participate in various procurement training events that will take place in Nepal.

Interested applicants may obtain information and application forms from PPMO or download forms from PPMO website (<https://ppmo.gov.np>). A complete application shall be submitted by interested applicants at the office mentioned below

Public Procurement Monitoring Office

Address: Tahachal, Kathmandu

### **Contact Person**

Mr. Govinda Ram Paneru, Director (Project Manager)

Phone: 9841473977

**Email:- [pm.ipfmrp@gmail.com](mailto:pm.ipfmrp@gmail.com)**