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Electoral Support Project (ESP)

Report

on

Procurement Capacity Assessment of the Election Commission of Nepal

Submitted by

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Electoral Support Project (ESP)

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Background and Rationale

The Election Commission of Nepal (ECN) is an autonomous and independent constitutional body mandated to conduct, supervise, direct and control Legislative Local and other elections as well as referendums in Nepal as provided by the Constitution and other relevant laws. The ECN secretariat is headed by the secretary. The ECN has over a hundred staff in its head Office in Kathmandu and over 475 in its 75 District Election Offices.

UNDP Nepal has launched an Electoral Support Project (ESP) to provide technical assistance to the Election Commission of Nepal (ECN) for the inter-elections period (2008-2016). The ESP support aims at building sustainable and enduring institutional and professional capacity of the ECN, of its Secretariat and its district offices that could be easily and effectively deployed in future elections. The training need assessment study conducted in 2010 and mid-term evaluation of ESP Phase I and ECN's strategic plan also identified a need for training and professional development of ECN officials involved in the financial and procurement management.

Support of the consultant is expected for enhancing skills and knowledge through time-bound workshops and training capacity building program on prevailing GoN and donor's procurement processes of goods and services including procurement plan, preparation of bid/tender document, bid evaluation reports and contract award processes. In this connection, interaction was made with ECN officials. ECN advised the consultant to conduct a procurement training program following the study on the procurement capacity assessment of the ECN. In this regard, the consultant has prepared this report assessing the procurement capacity of the ECN personnel relating with the procurement process.

Objectives of the Study

The specific objectives of the study are to:

1. review existing procurement capacity of ECN personnel related with procurement process;
2. identify training needs of the ECN personnel related with procurement process;
3. develop procurement training schedule for conducting procurement training program in the center.
4. develop procurement training module for conducting procurement training program for the districts.

Expected Output of the Study

In order to fulfill the above objectives, the following outputs are expected from the study;

- Identify the immediate training need of the ECN human resources relating with procurement management,

- develop procurement training schedule for conducting procurement training program, and
- develop procurement training module for conducting procurement training program for the districts.

Scope of the Study

The following are the scopes of the study:

1. Consultation with the ECN officials including Kathmandu, Lalitpur and Bhaktapur election officers on the procurement issues,
2. Review the previous procurement proceedings and information collection from procurement related officials for developing training schedule,
3. Presentation of report including training schedule a training module for district level training for human resource development for procurement management,

Methodology

Training Need Assessment Methodology

The training need assessment process was passed through two levels of assessment process i.e., Functional assessment and Individual assessment. Followings were the tools used in the study.

- Functional analysis and Capacity gap (Annex- 1, Procurement capacity assessment)
- Record analysis (review of previous procurement files- Annex- 2, Review on previous Procurement done by Election Commission)

Process of study

Desk Study and Review of previous procurement files:

An inception meeting was organized to discuss the detailed program, scope of works and working schedule. The consultant held a meeting with Administration Division Chief, Procurement Officer and concerned officials of ECN and discussed on the scope of the assignment. The Consultant shared the questionnaire developed for the procurement capacity assessment and check list developed for the review on previous procurement done by Election Commission and ESP. Incorporating the suggestions received from ECN, the questionnaire was distributed to the officials selected by ECN. The consultant reviewed the previous procurement files and discussed on the issues related with procurement process.

Consultation with Officials

The consultant consulted with the division chief of ECN, concerned officials of Finance and Administration to discuss on the major issues related to procurement management in the ECN and capacity development need.

Limitation of the Study

1. This study is focused on the procurement training needs of human resources working in the ECN.
2. The target informants of this study were section chiefs, account chief, account officers, accountants and staff working in procurement/store section.
3. Some of the expected respondents were out of the office and others were busy in their regular functions. Due to such situation, the consultant faced non- responsive of the questionnaire.

The report

This report contains existing procurement capacity findings and recommendation to improve procurement capacity in ECN. This is organized in followings two chapters:

- Existing Situation and Observations
- Recommendations and Conclusion

Existing Situation

The staff working in Financial Administration Sections and Administration Section, division chief administration division and district election officers and procurement unit chief in the district under ECN is considered as key staff of procurement management functions for this study.

Staff qualification and experience

In the training and development program, imparting knowledge and skill need to be matched with the level of understanding of the participants. Academic qualification is the key factor which helps to identify the understanding level of the participants. The academic qualification of the staff involved in procurement management functions are collected and presented below:

Table 1 : Academic qualification

Staff Category	Number of respondents	Master Level	Bachelor Level	Intermediate Level
Under Secretary	1	100%		
Account Officers	3	33%	67%	
Section Officers	4	75%	25%	
Na. Su. (Assistant)	2	50%	50%	

Source: Field level data

Staff turnover/retention situation must be considered in an organization to plan training and development activities. If staff turnover is high, it demands high frequency of training and capacity development program. To get idea on retention situation, total years of experience and duration of officials retain in the ECN service has been reported as follows:

Table 2 : Experience of staff under ECN

Staff Category	Average Experience in Govt. Service	Number of staff having experience with ECN				
		Less than 1 year	1 - 3 Years	3 - 5 years	5 - 10 years	More than 10 Years
Under Secretary	26	1	0	0	0	
Account Officers	20.66	1	0	0	2	0
Section Officers	15.5	0	0	0	2	2
Na. Su. (Assistant)	18	0	0	0	0	2

Source: Field level data

The staff working in ECN have an extensive experience (average work experience with government is more than 15 years. The data show that retention rate of the staff of financial administration section is comparatively low with administration section. So training need frequency for the staff of financial administration section need to be high to impart knowledge and skill.

Out of ten persons, seven persons responded that they are working as per their job description. Whereas, two persons responded that they are not working as per their job description. Furthermore, one person responded that he/she is working partially as per job description.

In the present position, one person devotes his full office time for carrying out the work related to procurement Management. Whereas, five persons devote 40 to 50 percent office time for carrying out the work related to procurement Management and remaining three persons devote less than 40 percent office time.

Most of the officials working in procurement management have not got opportunity to develop their capacity to meet the PP Act procedures. Out 10 persons, only one person has received 7 days procurement management training organized by Public Procurement Monitoring Office.

The problem relating with procurement Management, that they are facing are mainly as follows:

- No experience in procurement management,
- Lack of coordination between Procurement Unit and Account Sections,
- Proper application of procurement legislation,
- Difficult to understand and apply procurement procedures,
- Non-submission of relevant documents for payments.

Out of ten persons, four persons are fully aware of procurement Act and Regulations and others are partially aware. Most of the respondents suggested that all of the officials, who need to be engaged in procurement in some way needs a thorough understanding of the procurement Act and Regulations. They need to be well versed with the formats documents, forms developed by PPMO. Regular training and capacity development programs needs to be implemented and use of IT in procurement process should be developed.

Most of respondents suggested that fifteen days procurement training should be imparted and class room teaching, workshop seminar and exposure visits should be the mode of training. The area of content has been suggested as follows:

- Public Procurement in Nepal and its objectives,
- Preparation of procurement,
- Procurement Plan, Master Procurement Plan,
- Preparation of Technical Specifications- Goods,
- Preparation of Cost Estimate,
- Procurement of Goods and consulting services,
- Preparation of bidding Document,
- Setting Evaluation criteria,
- Evaluation of bids,
- Direct Purchase,

- Procurement of Service Contract,
- Contract Management,
- Electronic Procurement- Procurement,
- NPTF Financial Reporting System.

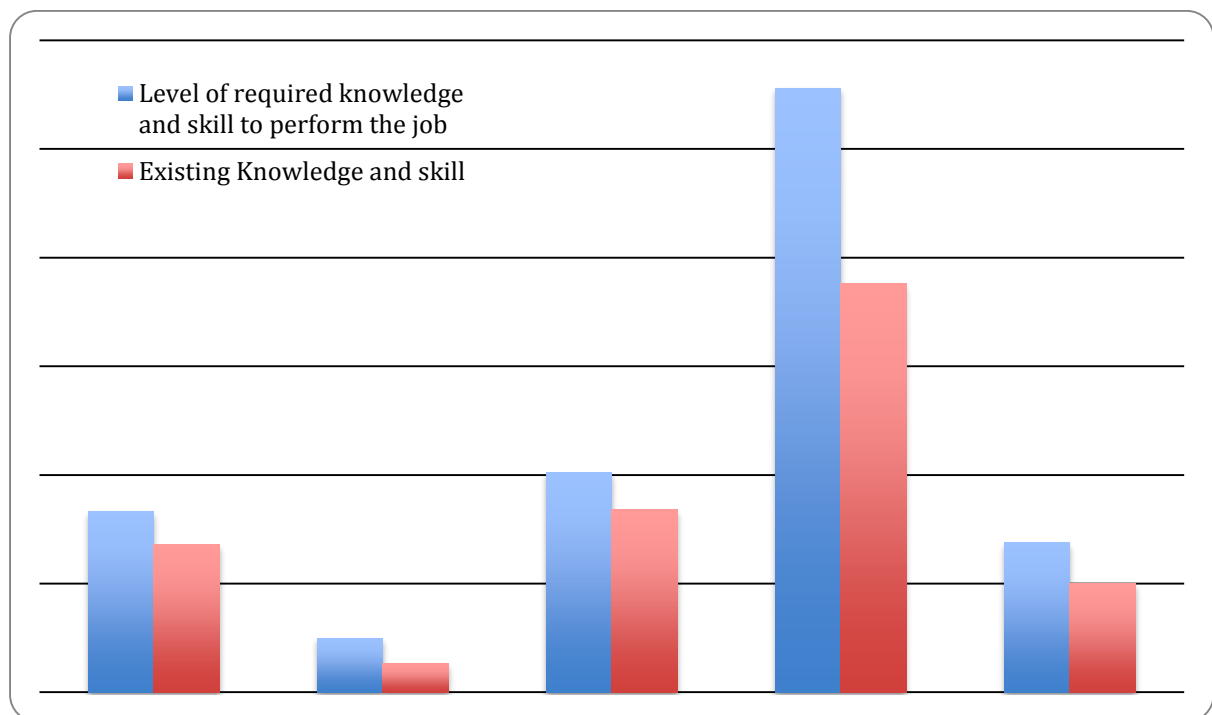
Required knowledge and skill to the staff and gap.

To find out gap between existing knowledge and skill and required, the following knowledge and skill areas are identified for the analysis.

1. Planning and budgeting
2. Donor fund operation
3. Store management
4. Procurement management
5. Computer skill
6. Auditing and irregularities settlement
7. Communication skill

For a meaningful interpretation, the information is coded by number 0 for not essential and poor, number 3 for regular and excellent. Likewise, number 1 and 2 is given in other two situations respectively. Based on this method of interpretation, the capacity gap of the officials involved in financial management is analyzed categorically. The summarized computed finding is given below

Figure 1: Level of required Knowledge and skill and Existing knowledge and skill



Observations of the Previous Procurement Files:

Some of the examples of the observations of the previous procurement files are as follows:

- Store registers are upto date and sample check of balance mtch with sore register,
- Purchased Goods are accounted in the sort register;
- The numbering of Demand Form and Store Entry Report is in accordance with rules and regulations.
- **Procurement of 2 HP Motor (Water pump)** CRI Indian Brand - 1 PC (through Three quotations) Estimated amount NRs 28,000.00
 - Comment - Indian brand should not be specified.
- **Procurement of Air Conditioner** 2068/069,
 - Cost estimate: 170,000.00
 - Comment: Cost estimate not proper, Specification not proper, Not Purchase order given
- **Vehicle maintenance** 2068/069, cost estimate 50,000.00
 - Work order-38,702.00+13,250.00
 - Cost estimate not properly done
- Master procurement plan has been prepared but not in Public Procurement Monitoring Office's prescribed format,
- Quality of master procurement plan: Not satisfactory
- Procurement plan has been prepared but not in Public Procurement Monitoring Office's prescribed format,
- Quality of annual procurement plan: Not satisfactory,
- Bid preparation is not sufficient,
- Slicing and packing is not done in a proper way,
- Guidelines (prescribed by PPA and PPR) on advertising are not followed?
- Bidding Documents are not prepared in PPMO format
- Bid opening minute not sufficient, read out Price not mentioned
- Quality of bid evaluation is not proper,
- Letter of intent is not provided in one of the procurement,
- Contract documents are not proper.

Recommendations and Conclusion:

Based on the findings and observations, the consultant recommends the followings:

1. Regular procurement training should be provided to the ECN staff,
2. Three day District level procurement training should be provided to the district Election Officer and Accountants,
3. Coordination with PPMO should be established for the capacity development of procurement unit and e-procurement,
4. Separate Financial Management training should be conducted in the center and the districts,
5. Post training evaluation and monitoring system of training program is essential to make training and development program more effective,. Both systems need to be established under ECN.
6. Short term consulting service on procurement management is recommended when ECN actually goes for procurement of Goods.
7. A training schedule has been prepared and submitted to ECN for imparting immediate procurement management training in December 2012. (Atatached in Annex- 3)

Annex- 1

Procurement capacity Assessment

Questionnaire

1. Name:
2. Position:
3. Academic Qualification
4. Total no of years of experience
5. Experience in Election Commission:
6. Are you working in accordance with your job description?
7. In your present position, how much time do you devote for carrying out the work related to procurement Management. (Indicate time in %)
8. What problems you have been facing in procurement management?
9. What kinds of procurement trainings/orientation/ Exposure Programs have you received in procurement management in past three years?
— Trainings:

Orientations (Seminar/Workshops etc):

Exposure Programs:
10. In your opinion, officials working in procurement management have got opportunity to develop their capacity to meet the PP Act procedures?
Yes No
— If not, what are the possible capacity development activities need to be implemented?
11. What do you think about use of IT in procurement process? Is it possible in your office? If not what are the reasons?

12. Are you facing any delay or inferior quality work in procurement process? If yes, what corrective actions should be taken to improve it?

13. Provide your suggestion to improve your role in procurement management? Please specify.

- 1)
- 2)
- 3)
- 4)

14. How aware are you of Procurement Act and Regulations,?

(1) Fully aware (2) Partially Aware (3) Not Aware

15. Please indicate the areas of training need to you in procurement management.

Rating 5= high importance

1= less importance

S.No	Training/Development Areas	Rating (5-1)	Duration
1			
2			
3			
4			
5			

16. Please suggest on the duration of procurement training that you prefer? Please tick appropriate.

- 1) One day
- 2) Two to three days
- 3) Five days
- 4) Seven days
- 5) Fifteen days

17. What is your preferred mode of training? please list down you training and development areas mentioned in 4.1.

- 1) Class Room Teaching:
- 2) Workshop, Seminar:
- 3) Interactive Discussion:
- 4) Exposure visits:
- 5) On the job training:
- 6) Refreshment training :

18. How do feel about your knowledge and skill on the following matter

Please tick (✓) in appropriate box)

Capacity Areas	Knowledge and Skills	Required knowledge and skills to perform your job				Existing knowledge and skills			
		Regularly	Frequently	Occasionally	Not essential	Excellent	Good	Moderate	Poor
Planning, Programming, budgeting and reporting	Planning and programming skill								
	Knowledge of budgeting system and preparation skill								
	Work plan preparation skill								
	Knowledge of monitoring and progress monitoring and reporting skill								
	Knowledge and skill to prepare personnel policy and service contract								
Donor fund operation	Knowledge on external resource (loan and grant) mobilization process								
	Knowledge and skill on reimbursement process								
Store management	Skill to maintain purchase order system								
	Knowledge and skill to maintain capital asset inventory								
	Knowledge and skill to maintain stock inventory								
	Knowledge and skill to physical verification								
	Knowledge and skill of auction								
	Skill to take inventory and valuation								
Procurement	Knowledge and skill to prepare master procurement plan								
	Knowledge and skill to prepare annual procurement plan								

	Skill to prepare cost estimate								
	Skill to prepare specifications for the procurement of Goods								
	Skill to prepare TOR for the procurement of consulting service								
	Skill to prepare bidding documents								
	Knowledge and skill to prepare bid evaluation criteria								
	Skill on bid opening and minutes preparation								
	Skill to prepare pre-bid meeting minute and clarification on queries								
	Skill to prepare amendment in the bidding document								
	Skill on bid evaluation process and techniques								
	Skill on providing letter of intent and award of contract								
	Skill on preparation of contract document								
	Knowledge on advance and payment process								
	Filing system								
	Record keeping of procurement documents								
Information Technology/ Computer skill and others	Skill to use MS word/Excel								
	Skill to use IT equipments (photocopy, scanner, camera etc)								
	Skill to operate email/Internet								
	Skill to work with team (Team Building)								

Annex- 2

Election Commission
Kanti Path, Kathmandu

Review on previous Procurement done by Election Commission

:

Fiscal Year:

Budget allocation for procurement:

Is master procurement plan prepared?:

Quality of master procurement plan:

Is the Procurement plan Prepared and updated?:

Quality of annual procurement plan:

Authority of procurement:

Under Secretary:

Joint Secretary:

Secretary:

Commission:

Rules followed:

Public procurement Act:

Election Act:

Is procurement unit exists:

Name and designation of the procurement unit members:

(1)

(2)

(3)

Are the procurement unit members trained?:

Use of e-bidding:

Procurement specific questions:

Questions		
How and when finalized the procurement need		
Is technical specifications prepared		
Quality of technical specifications		
Technical specifications approval date		
Cost estimate approval date		
Quality of Slicing and packaging		
Is the bidding document prepared and approved by the authority before publishing a notice of bid?		
Completeness and Quality of bidding document:		
Method of procurement (Direct, sealed quotation or Competitive Bidding		
Are guidelines (prescribed by PPA and PPR) on advertising followed?		
Time given to submit the bid (in days):		
Bid security requested (in Percentage or amount):		
Bid security validity period (in Days):		
Date of Bid document preparation		
No of Bid Documents Sold		
Was pre-bid meeting held:		
Was pre-bid meeting minute circulated to all bidders who purchased the bidding document:		
Are there any amendments in the bidding document?		
If yes, amendments in the bidding document circulated to all bidders who purchased the bidding document		
No of Bids submitted		
No of Bids withdrawal by the bidder:		
No of Bids modified by the bidder:		
Are guidelines on bid opening followed?		
Date of Bid Opening		
Read out Price		
Bid security Submitted (in amount):		

Validity period of Bid security (Specify Date):		
Is bid evaluation done as per pre-disclosed criteria?		
Is bid evaluation report prepared?		
Quality of bid evaluation:		
Are the bids exists in the file?		
Is Letter of intent of the approval of the bid provided to the successful bidder and this information is provided to the entire bidder?		
Date of Decision of award		
Date of contract signature		
Date of purchase order in case of direct procurement		
Contract award amount		
Contact period		
Date of Notice of contract award published publicly?		
Performance security taken before signing the contract(Specify amount)		
Performance security period		
Are the Performance security records kept properly?		
Is advance payment done against Bank guarantee?		
Any amendments in the contract		
Any variation orders (in amount)		
Any extension of time (in Days)		
Is acceptance or Inspection report received?		
Are payments done in time?		
Are contract payments same as contract?		
Contract completion date		
Comments on record keeping of procurement proceedings		

Election Commission

Kanti Path, Kathmandu

Review on previous Procurement done by Election Commission

Fiscal Year: 2011/2012 (2068/2069)

Budget allocation for procurement:

Is master procurement plan prepared?: Yes, Not in Public Procurement Monitoring Office's prescribed format

Quality of master procurement plan: Not satisfactory

Is the Procurement plan Prepared and updated?: Yes, Not in Public Procurement Monitoring Office's prescribed format

Quality of annual procurement plan: Not satisfactory

Authority of procurement:

Under Secretary: NPR 50,000.00

Joint Secretary: All

Secretary: not necessary

Commission:

Rules followed:

Public procurement Act: PP Act

Election Act:

Is procurement unit exists: Yes

Name and designation of the procurement unit members:

- (1) Under Secretary Subash Rai- Coordinator
- (2) Unser Secretary (Accounts) Megh Raj Pokhrel- Member
- (3) Computer Officer Ram Govind Aryal - Member
- (4) Assistant (Na.Su.) Prakash Bhandari -Member
- (5) Section Officer Mahesh Timsina - Member Secretary

Are the procurement unit members trained?:

No

Use of e-bidding:

No

Procurement specific check list:

Questions	Procurement of Multifunction Copier- 9 Pcs	Procurement of UPS - 75 Pcs	Procurement of Photo copy paper - 5000 rim
How and when finalized the procurement need			
Is technical specifications prepared	Yes	Yes	Yes
Quality of technical specifications	Good	Good	Good
Technical specifications approval date	2068/9/12	2068/9/12	2068/9/12
Cost estimate approval date	2068/9/12	2068/9/12	2068/9/12
Cost estimate	91,80,000.00	18,00,000.00	17,50,000.00
Quality of Slicing and packaging			
Is the bidding document prepared and approved by the authority before publishing a notice of bid?			
Completeness and Quality of bidding document:			
Method of procurement (Direct, sealed quotation or Competitive Bidding	NCB	NCB	NCB
Are guidelines (prescribed by PPA and PPR) on advertising followed?	Prescribed format not used	Prescribed format not used	Prescribed format not used
Date of publication of notice	2068/9/18	2068/9/18	2068/9/18

Time given to submit the bid (in days):	31 days	31 days	31 days
Bid security requested (in Percentage or amount):	NPR 252,000.00	NPR 50,000	NPR 48,000
Bid security validity period (in Days):	120 days	120 days	120 days
Date of Bid document preparation			
No of Bid Documents Sold	9	18	24
Was pre-bid meeting held:	2068/10/9	2068/10/9	2068/10/9
Was pre-bid meeting minute circulated to all bidders who purchased the bidding document:			
Are there any amendments in the bidding document?	Yes		
If yes, amendments in the bidding document circulated to all bidders who purchased the bidding document			
No of Bids submitted	6	6	13
No of Bids withdrawal by the bidder:	None	None	None
No of Bids modified by the bidder:	None	None	None
Are guidelines on bid opening followed?	Not included sufficient information	Not included sufficient information	Not included sufficient information
Date of Bid Opening	2068/10/18	2068/10/18	2068/10/18
Read out Price	NPR 48,69,396.00	NPR 1139,888.00	14,57,135.00 with vat
Bid security Submitted (in amount):	252,000.00	NPR 50,000	NPR 48,000
Validity period of Bid security (Specify Date):	6/27/2012		

Is bid evaluation done as per pre-disclosed criteria?	Yes	Yes	Yes
Is bid evaluation report prepared?	Yes	Yes	Yes
Quality of bid evaluation:	Poor	Poor	Poor
Are the bids exists in the file?	Separate file	Separate file	Separate file
Is Letter of intent of the approval of the bid provided to the successful bidder and this information is provided to the entire bidder?	Yes, letter of intent was provided 48,69,396.00 2068/11/19	Cancelled- Difference between L1 (296,625.00 and L2 11,39,888.00) L1 was not responsive bid	letter of intent was provided 2069/1/16 NPR 14,57,135.00
Date of Decision of award	2068/12/8		2069/1/25
Date of contract signature	2068/12/17 contract document not proper		2069/2/16 contract document not proper
Date of purchase order in case of direct procurement	N/A	N/A	N/A
Contract award amount	48,69,396.00		14,57,135.00
Contact period	Not specified		Not specified
Date of Notice of contract award published publicly?	No		No
Performance security taken before signing the contract(Specify amount)	243500.00		73,000.00
Performance security period	May 31, 2013		2070/4/4
Are the Performance security records kept properly?	Not kept		Not kept
Is advance payment done against Bank guarantee?	Not provided		Not provided

Any amendments in the contract	Not done		Not done
Any variation orders (in amount)	Not done		Not done
Any extension of time (in Days)	Not done		Not done
Is acceptance or Inspection report received?	Yes		Yes
Liquidate damage charged	131,430.60		10 days 2145.21
Are payments done in time?			
Are contract payments same as contract?			
Contract completion date			
Comments on record keeping of procurement proceedings	Not proper		Not proper

Procurement specific questions:

Questions	Procurement of Stationary	
How and when finalized the procurement need		
Is technical specifications prepared	No	
Quality of technical specifications		
Technical specifications approval date		
Cost estimate approval date	2068/3/28	
Cost estimate	9,21,128.00 without AT	10,40,875.00 with VAT
Quality of Slicing and packaging		

Is the bidding document prepared and approved by the authority before publishing a notice of bid?	Yes, Not in PPMO format	
Completeness and Quality of bidding document:	Not complete	
Method of procurement (Direct, sealed quotation or Competitive Bidding)	Sealed Quotation	
Are guidelines (prescribed by PPA and PPR) on advertising followed?	Prescribed format not used	
Date of publication of notice	2068/4/10	
Time given to submit the bid (in days):	16 days	
Bid security requested (in Percentage or amount):	NPR 23029.00	
Bid security validity period (in Days):	75 days	
Date of Bid document preparation		
No of Bid Documents Sold	19	
Was pre-bid meeting held:	None	
Was pre-bid meeting minute circulated to all bidders who purchased the bidding document:	N/A	
Are there any amendments in the bidding document?	No	
If yes, amendments in the bidding document circulated to all bidders who purchased the bidding document	N/A	
No of Bids submitted	7	
No of Bids withdrawal by the bidder:	None	
No of Bids modified by the bidder:	None	

Are guidelines on bid opening followed?	Not included sufficient information	
Date of Bid Opening	2068/4/25	
Read out Price	Not specified as total was not specified, only one bidder has specified	
Bid security Submitted (in amount):	25,000.00	
Validity period of Bid security (Specify Date):	2068/10/23	
Is bid evaluation done as per pre-disclosed criteria?	Yes	
Is bid evaluation report prepared?	Yes	
Quality of bid evaluation:	Poor, only price	
Are the bids exists in the file?	Yes	
Is Letter of intent of the approval of the bid provided to the successful bidder and this information is provided to the entire bidder?	No	
Date of Decision of award	2068/5/19	
Date of contract signature	2068/15/28 contract document not proper	
Date of purchase order in case of direct procurement	N/A	
Contract award amount	4,03,240.50 with Vat	
Contact period	21 days for half materials and rest as per order	
Date of Notice of contract award published publicly?	No	

Performance security taken before signing the contract(Specify amount)	25,000.00	
Performance security period	2069/5/25	
Are the Performance security records kept properly?	Not kept	
Is advance payment done against Bank guarantee?	Not provided	
Any amendments in the contract	Not done	
Any variation orders (in amount)	Not done	
Any extension of time (in Days)	Not done	
Is acceptance or Inspection report received?		
Liquidate damage charged		
Are payments done in time?		
Are contract payments same as contract?		
Contract completion date		
Comments on record keeping of procurement proceedings	Not proper	

Annex – 3 Training Schedule

Date	8:00-8:30	8:30 – 9:15	9:15- 10:00		10:30-11:15	11:15- 12:00	12:00-1:00
Day 1	BREAK FAST	Background of Public Procurement in Nepal and its objectives Shakti Prasad Shrestha	Institutional Arrangements in Public Procurement Act Shakti Prasad Shrestha	TEA BREAK	Preparation of procurement & Procurement Plan, Master Procurement Plan Suresh Pradhan (FCGO)	Exercise on Procurement Plan Suresh Pradhan (FCGO)	LUNCH
Day 2		Preparation of Technical Specifications- Goods Satya Narayan Shah	Preparation of Technical Specifications- Goods (Contd..) Satya Narayan Shah		Preparation of Cost Estimate- Goods Satya Narayan Shah	Exercise on Preparation of Cost Estimate- Goods Satya Narayan Shah	
Day 3		Preparation of TOR –Consulting Services Suresh Pradhan	Preparation of Cost Estimate- Consulting Services Suresh Pradhan		NPTF Financial Reporting System Diwakar Lamsal	NPTF Financial Reporting System Diwakar Lamsal	
Day 4		Preparation of bidding Document- Goods Prem Prasad Dhungana (Procurement Consultant)	Preparation of bidding Document- Works Prem Prasad Dhungana (Procurement Consultant)		Setting Evaluation criteria for the procurement of Works Prem Prasad Dhungana	Setting Evaluation criteria for the procurement of Goods Prem Prasad Dhungana	

Date	8:00-8:30	8:30 – 9:15	9:15- 10:00		10:30-11:15	11:15- 12:00	12:00-1:00
Day 5		Procurement procedures - Procurement of Goods and Works Shanker K. Shrestha (PPMO)	Procurement procedures - Procurement of Consulting Services Shanker K. Shrestha (PPMO)		Procurement Issues and considerable factors for success of procurement Shanker K. Shrestha (PPMO)	Case studies Shanker K. Shrestha (PPMO)	
Day 6		Evaluation of bid Shakti Prasad Shrestha	Evaluation of bid (Contd..) Shakti Prasad Shrestha		Procurement of NGO, Force Account and Direct Purchase Lab Raj shrestha (PPMO)	Procurement of Service Contract Lab Raj Shrestha (PPMO)	
Day 7		Contract Management Mani Ram Gelal (Joint Secretary)	Dispute Settlement Process Mani Ram Gelal (Joint Secretary)		Electronic Procurement- Procurement of Goods Vhim Khatiota (PPMO)	Electronic Procurement- Procurement of Works Vhim Khatiota(PPMO)	