

Madan Bhandari University of Science and Technology  
Chitlang, Thaha Municipality Ward No. 9, Bagmati Province  
**Notice on Requirement for the services of Consultants and Service Contract**  
Date of first publication in Kantipur: Ashwin 05, 2080 (September 22, 2023)

The University intends to hire the following services:

1. Artificial Intelligence Consultant – 1 person
2. AI Applications Consultant – 2 persons
3. Tourism Science and Engineering Consultant – 1 person
4. Structural Engineering Consultant – 1 person
5. Mechanical Engineering Consultant – 1 person
6. Chemical Engineering Consultant – 1 person
7. Soil Science Consultant – 1 person
8. Administrative Management Consultant -1 person
9. Financial Management Consultant – 1 person
10. Office helper (Service contract) – 1 person

Interested individuals or eligible firms are invited to submit proposals within 5 pm on Ashwin 21, 2080 (October 8, 2023) to the email address of the University – info@mbust.edu.np. The TORs for the consultants are provided in Annex 1. The proposals should be completed with documentation specified below.

Documents to be submitted

**For firms**

1. Copy of Company registration certificate of the firm
2. Copy of VAT/PAN registration certificate of the firm
3. Copy of Tax clearance certificate of the firm for the F/Y 2078/79
4. Suchi darta (vendor registration) application of the firm (Annex 2)
5. CV of the candidate
6. Commitment letter from the candidate
7. Technical proposal from candidates for consultants

**For individuals**

1. Copy of VAT/PAN registration certificate
2. Copy of Tax clearance certificate for the F/Y 2078/79
3. Suchi darta (vendor registration) application (Annex 2)
4. CV of the candidate
5. Commitment letter from the candidate
6. Technical proposal from candidates for consultants
7. References for the positions specified in the TOR

## **Annex 1**

**Madan Bhandari University of Science and Technology**  
**Terms of Reference and Scope of Services**  
**Artificial Intelligence Consultant**  
**Contract ID: MBUST/CS/04/2080/81**

### **Background**

Madan Bhandari University of Science and Technology, envisioned as a world-class university, was established in August 2022. Consistent with the aim of the University to directly contribute to the economic development of the country through the development of new knowledge and technology, it is engaged in selected areas of economy with a significant potential for economic development. The selected sectors are hydropower and energy; tourism infrastructure; digital technology; forest biomaterials and organic agriculture and food.

The University is planning to enroll a small number of students in PhD and research-based master's programs towards the end of 2023. For this purpose, the university is planning to prepare research topics/areas for students, set up laboratories, hire faculty and identify collaborating universities and professor relevant to selected research areas.

The University has adopted the strategy of aligning research and academic programs with the real-life problems of the industry/entrepreneurs. To make significant impact on the growth of the economy through the production of new technology, the University plans to get engaged in research throughout the value chain in partnership with appropriate professors/researchers and universities.

The University is preparing to offer Master's and PhD programs in Artificial Intelligence (AI) and Data Science. A consultant is required for preparing and delivery of the programs. The consultant will work in close cooperation with the Honorary Chair for Artificial Intelligence, other members of the team engaged in the preparation of AI and Data Science programs, the consultant for tourism infrastructure and other experts at the University.

### **Scope of Work**

1. To develop detailed curriculum and teaching materials at least 3 courses in AI and applications.
2. To prepare a two-page write up for research projects for students in AI programs, which are relevant to industry.
3. To conduct research in following areas:
  - a. Data science and society

- b. Natural language processing
  - c. AI and analytics for businesses and industries (with emphasis on Tourism)
4. To write and submit research grant applications in above areas.
5. To supervise at least 3 MSc project students
6. To supervise at least 2 research students
7. To run a seminar group in AI and its applications
8. To manage administration related to all above activities
9. To provide cross support to other university teams
10. To participate in and contribute to institutional development activities

### **Duration of Service**

This is a time-based contract. The consultant shall provide services for 285 person-days commencing from October 18, 2023 and continuing through October 17, 2024 or any other period as may be subsequently agreed by the parties in writing.

### **Expected Outputs**

Reports on each task outlined in the TOR.

### **Reporting**

The consultant shall report to the President of the University on a monthly basis on the progress made.

### **Payments**

Payments shall be made on monthly basis upon submission of the report satisfactory to the University and the time sheet in the prescribed format.

### **Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

### **Qualifications and Experience of the Key Expert**

- PhD in relevant subjects.

- At least ten years of professional experience.
- Established researcher as evidenced by publications in peer reviewed journals. At least h-index of 6 and citations of 120 in Google Scholar.
- Evidence of understanding of macro-picture issues.
- Experience of application of AI in various sectors including the social sector.
- Impeccable honesty and integrity.
- Research aptitude.
- Inclination to pursue academic career.

### **Selection Criteria**

The consultant shall be selected following Selection based on Rule 72 of the Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference and Scope of Services**  
**AI Applications Consultant**  
**Contract ID: MBUST/CS/05/2080/81**

**Background**

Madan Bhandari University of Science and Technology, envisioned as a world-class university, was established in August 2022. Consistent with the aim of the University to directly contribute to the economic development of the country through the development of new knowledge and technology, it is engaged in selected areas of economy with a significant potential for economic development. The selected sectors are hydropower and energy; tourism infrastructure; digital technology; forest biomaterials and organic agriculture and food.

The University is planning to enroll a small number of students in PhD and research-based master's programs towards the end of 2023. For this purpose, the university is planning to prepare research topics/areas for students, set up laboratories, hire faculty and identify collaborating universities and professor relevant to selected research areas.

The University has adopted the strategy of aligning research and academic programs with the real-life problems of the industry/entrepreneurs. To make significant impact on the growth of the economy through the production of new technology, the University plans to get engaged in research throughout the value chain in partnership with appropriate professors/researchers and universities.

The University is preparing to offer Master's and PhD programs in Artificial Intelligence (AI) and Data Science. Two consultants are required for identification of problems in the area of artificial intelligence and data science, agriculture and forest products sectors, which could be addressed through student research at the University. Since areas, for which inputs are required are broad the consultants should understand the macro-picture issues in digital technology, agriculture and forest products.

**Scope of Work**

1. To develop detailed curriculum and teaching materials at least 3 courses in Data Science and AI and Applications
2. To prepare a two-page write up for research projects for students in Data Science programs, which are relevant to industry.
3. To conduct research in following areas:
  - a. AI and agriculture/forest products
  - b. AI and Sensor networks/IoT

- c. AI and analytics for businesses and industries (with emphasis on forest biomaterials and agriculture)
4. To write and submit research grant applications in above areas.
5. To supervise at least 3 MSc project students
6. To supervise at least 2 research students
7. To run a seminar group in data science/AI and its applications
8. To manage administration related to all above activities
9. To provide cross support to other university teams
10. To participate in and contribute to institutional development activities

### **Duration of Service**

This is a time-based contract. The consultant shall provide services for 285 person-days commencing from October 18, 2023 and continuing through October 17, 2024 or any other period as may be subsequently agreed by the parties in writing.

### **Expected Outputs**

Reports on each task outlined in the TOR.

### **Reporting**

The consultant shall report to the President of the University on a monthly basis on the progress made.

### **Payments**

Payments shall be made on monthly basis upon submission of the report satisfactory to the University and the time sheet in the prescribed format.

### **Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

### **Qualifications and Experience of the Key Expert**

- PhD in relevant subjects

- At least ten years of professional experience
- At least h-index of 2 and citations of 100 in Google Scholar
- Evidence of understanding of macro-picture issues
- Experience of application of AI/data science in various sectors including agriculture, forest biomaterials and other sectors
- Aptitude for research
- Inclination to pursue an academic career
- Impeccable honesty and integrity.

### **Selection Criteria**

The consultant shall be selected following Selection based on Rule 72 of the Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference and Scope of Services**  
**Tourism Science and Engineering Consultant**  
**Contract ID: MBUST/CS/06/2080/81**

**Background**

Madan Bhandari University of Science and Technology, envisioned as a world-class university, was established in August 2022. Consistent with the aim of the University to directly contribute to the economic development of the country through the development of new knowledge and technology, it is engaged in selected areas of economy with a significant potential for economic development. The selected sectors are hydropower; solar power and energy; tourism infrastructure; digital technology; forest biomaterials and organic agriculture and food.

The University is planning to enroll a small number of students in PhD and research-based master's programs towards the end of 2023. For this purpose, the university is planning to prepare research topics/areas for students, set up laboratories, hire faculty and identify collaborating universities and professor relevant to selected research areas.

The University has adopted the strategy of aligning research and academic programs with the real-life problems of the industry/entrepreneurs. To make significant impact on the growth of the economy through the production of new technology, the University plans to get engaged in research throughout the value chain in partnership with appropriate professors/researchers and universities.

The University is preparing to offer Master's and PhD programs in Tourism Science and Engineering. A consultant is required for preparing and delivery of the programs. The consultant will work in close cooperation with the Honorary Chair for Artificial Intelligence, other members of the team engaged in the preparation of AI and Data Science programs and other experts at the University.

**Scope of Work**

1. To develop the curriculum for Master's and PhD programs in Tourism Science and Engineering.
2. To develop detailed curriculum and teaching materials for at least 3 courses in Tourism Science and Engineering.
3. To prepare a two-page write up for four research projects for Master's students in Tourism Science and Engineering program, which are relevant to the industry.
4. To conduct research related to technology and polity in areas pertinent for increasing contribution of tourism sector to economic growth.
5. To coordinate Master's and PhD program in Tourism Science and Engineering.
6. To write and submit research grant applications.

7. To supervise at least 3 MSc project students
8. To supervise at least 2 research students
9. To run a seminar group in Tourism Science and Engineering.
10. To provide cross support to other university teams
11. To participate in and contribute to institutional development activities

### **Duration of Service**

This is a time-based contract. The consultant shall provide services for 250 person-days commencing from October 18, 2023 and continuing through October 17, 2024 or any other period as may be subsequently agreed by the parties in writing.

### **Expected Outputs**

Reports on each task outlined in the TOR.

### **Reporting**

The consultant shall report to the President of the University on a monthly basis on the progress made.

### **Payments**

Payments shall be made on monthly basis upon submission of the report satisfactory to the University and the time sheet in the prescribed format.

### **Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

### **Qualifications and Experience of the Key Expert**

- PhD in relevant subjects

- Post-doctoral experience preferable
- At least ten years of professional experience
- Established researcher as evidenced by publications in peer reviewed journals. At least h-index of 10 and citations of 300 in Google Scholar
- Evidence of understanding of macro-picture issues
- Impeccable honesty and integrity.
- Research aptitude.
- Inclination to pursue academic career.

### **Selection Criteria**

The consultant shall be selected following Selection based on Rule 72 of the Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference and Scope of Services**  
**Structural Engineering Consultant**  
**Contract ID: MBUST/CS/07/2080/81**

**Background**

Madan Bhandari University of Science and Technology, envisioned as a world-class university, was established in August 2022. Consistent with the aim of the University to directly contribute to the economic development of the country through the development of new knowledge and technology, it is engaged in selected areas of economy with a significant potential for economic development. The selected sectors are hydropower and energy; tourism infrastructure; digital technology; forest biomaterials and organic agriculture and food.

The University is planning to enroll a small number of students in PhD and research-based master's programs towards the end of 2023. For this purpose, the university is planning to prepare research topics/areas for students, set up laboratories, hire faculty and identify collaborating universities and professor relevant to selected research areas.

The University has adopted the strategy of aligning research and academic programs with the real-life problems of the industry/entrepreneurs. To make significant impact on the growth of the economy through the production of new technology, the University plans to get engaged in research throughout the value chain in partnership with appropriate professors/researchers and universities.

The University is preparing to offer Master's and PhD programs in Forest Biomaterials Science and Engineering, Organic Agriculture, Tourism Science and Engineering, Artificial Intelligence and Data Science. All programs will be delivered through a multi-disciplinary approach. Inputs from a structural engineer will be required for a number of programs and especially for Forest Biomaterials program. Promoting the use of the softwood a sustainable construction material is one of the areas of focus of the Forest Biomaterials Program. A consultant is required for preparation and delivery of the programs. The consultant will work in close cooperation with the Honorary Chair for Forest Biomaterials Science and Engineering, other members of the team engaged in the preparation of Forest Biomaterials program and other experts at the University.

**Scope of Work**

1. To develop detailed curriculum and teaching materials for at least 3 courses – core/technical elective/non-credit - for the above programs.
2. To identify Master's student research projects relevant to the above programs.

3. To prepare a two-page write up for four research projects.
4. To write and submit research grant applications.
5. To supervise at least 2 MSc project students.
6. To write and submit research grant applications in above areas.
7. To be actively engaged in research in relevant areas.
8. To be engaged in preparation and commissioning of laboratories for Forest Biomaterials and Tourism Sciences and Engineering Programs.
9. To run a seminar group in Tourism Science and Engineering.
10. To provide cross support to other university teams
11. To participate in and contribute to institutional development activities

### **Duration of Service**

This is a time-based contract. The consultant shall provide services for 250 person-days commencing from October 18, 2023 and continuing through October 17, 2024 or any other period as may be subsequently agreed by the parties in writing.

### **Expected Outputs**

Reports on each task outlined in the TOR.

### **Reporting**

The consultant shall report to the President of the University on a monthly basis on the progress made.

### **Payments**

Payments shall be made on monthly basis upon submission of the report satisfactory to the University and the time sheet in the prescribed format.

### **Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

#### **Qualifications and Experience of the Key Expert**

- PhD in relevant subjects.
- Post-doctoral experience preferable.
- At least five years of professional experience.
- Publications in peer reviewed journals. At least h-index of 3 and citations of 50 in Google Scholar.
- Evidence of understanding of macro-picture issues.
- Impeccable honesty and integrity.
- Research aptitude.
- Inclination to pursue academic career.

#### **Selection Criteria**

The consultant shall be selected following Selection based on Rule 72 of the Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference and Scope of Services**  
**Mechanical Engineering Consultant**  
**Contract ID: MBUST/CS/08/2080/81**

**Background**

Madan Bhandari University of Science and Technology, envisioned as a world-class university, was established in August 2022. Consistent with the aim of the University to directly contribute to the economic development of the country through the development of new knowledge and technology, it is engaged in selected areas of economy with a significant potential for economic development. The selected sectors are hydropower and energy; tourism infrastructure; digital technology; forest biomaterials and organic agriculture and food.

The University is planning to enroll a small number of students in PhD and research-based master's programs towards the end of 2023. For this purpose, the university is planning to prepare research topics/areas for students, set up laboratories, hire faculty and identify collaborating universities and professor relevant to selected research areas.

The University has adopted the strategy of aligning research and academic programs with the real-life problems of the industry/entrepreneurs. To make significant impact on the growth of the economy through the production of new technology, the University plans to get engaged in research throughout the value chain in partnership with appropriate professors/researchers and universities.

The University is preparing to offer Master's and PhD programs in Forest Biomaterials Science and Engineering, Organic Agriculture, Tourism Science and Engineering, Artificial Intelligence and Data Science. All programs will be delivered through a multi-disciplinary approach. Inputs from a mechanical engineer will be required for a number of programs – for teaching relevant courses as well as supervising student research. In addition, the consultant should devote substantial time in research with a view to develop new technology in the areas of engagement of the University. A consultant is required for preparation and delivery of the programs and engagement in research. The consultant will work in close cooperation with the Honorary Chairs, other members of the team engaged in the preparation of various programs and other experts at the University.

**Scope of Work**

1. To develop detailed curriculum and teaching materials for at least 3 courses – core/technical elective/non-credit - for the above programs.
2. To identify Master's student research projects relevant to the above programs.
3. To prepare a two-page write up for four research projects.
4. To write and submit research grant applications.

5. To supervise at least 2 MSc project students.
6. To write and submit research grant applications in above areas.
7. To be actively engaged in research in relevant areas.
8. To be engaged in preparation and commissioning of laboratories for Forest Biomaterials and Tourism Sciences and Engineering Programs.
9. To run a seminar group in relevant area.
10. To provide cross support to other university teams.
11. To participate in and contribute to institutional development activities.

### **Duration of Service**

This is a time-based contract. The consultant shall provide services for 250 person-days commencing from October 18, 2023 and continuing through October 17, 2024 or any other period as may be subsequently agreed by the parties in writing.

### **Expected Outputs**

Reports on each task outlined in the TOR.

### **Reporting**

The consultant shall report to the President of the University on a monthly basis on the progress made.

### **Payments**

Payments shall be made on monthly basis upon submission of the report satisfactory to the University and the time sheet in the prescribed format.

### **Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

### **Qualifications and Experience of the Key Expert**

- PhD in relevant subjects.
- Post-doctoral experience preferable.
- Five years of professional experience preferable.
- Publications in peer reviewed journals. H-index above 5 in Google Scholar is preferable.
- Evidence of understanding of macro-picture issues.
- Aptitude for research.
- Inclination to pursue an academic career.
- Impeccable integrity and honesty.

### **Selection Criteria**

The consultant shall be selected following Selection based on Rule 72 of the Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference and Scope of Services**  
**Chemical Engineering Consultant**  
**Contract ID: MBUST/CS/09/2080/81**

## **Background**

Madan Bhandari University of Science and Technology, envisioned as a world-class university, was established in August 2022. Consistent with the aim of the University to directly contribute to the economic development of the country through the development of new knowledge and technology, it is engaged in selected areas of economy with a significant potential for economic development. The selected sectors are hydropower and energy; tourism infrastructure; digital technology; forest biomaterials and organic agriculture and food.

The University is planning to enroll a small number of students in PhD and research-based master's programs towards the end of 2023. For this purpose, the university is planning to prepare research topics/areas for students, set up laboratories, hire faculty and identify collaborating universities and professor relevant to selected research areas.

The University has adopted the strategy of aligning research and academic programs with the real-life problems of the industry/entrepreneurs. To make significant impact on the growth of the economy through the production of new technology, the University plans to get engaged in research throughout the value chain in partnership with appropriate professors/researchers and universities.

The University is preparing to offer Master's and PhD programs in Forest Biomaterials Science and Engineering, Organic Agriculture, Tourism Science and Engineering, Artificial Intelligence and Data Science. All programs will be delivered through a multi-disciplinary approach. Inputs from a chemical engineer will be required for a number of programs and especially for Forest Biomaterials program. A consultant is required for preparation and delivery of the above programs. The consultant will work in close cooperation with the Honorary Chair for Forest Biomaterials Science and Engineering, other members of the team engaged in the preparation of the above programs and other experts at the University.

## **Scope of Work**

1. To develop detailed curriculum and teaching materials for at least 3 courses – core/technical elective/non-credit - for the above programs.
2. To identify Master's student research projects relevant to the above programs.
3. To prepare a two-page write up for four research projects.
4. To write and submit research grant applications.
5. To supervise at least 2 MSc project students.
6. To write and submit research grant applications in above areas.

7. To be actively engaged in research in relevant areas.
8. To be engaged in preparation and commissioning of laboratories for Forest Biomaterials and Organic Agriculture Programs.
9. To run a seminar group in a relevant area.
10. To provide cross support to other university teams
11. To participate in and contribute to institutional development activities

### **Duration of Service**

This is a time-based contract. The consultant shall provide services for 250 person-days commencing from October 18, 2023 and continuing through October 17, 2024 or any other period as may be subsequently agreed by the parties in writing.

### **Expected Outputs**

Reports on each task outlined in the TOR.

### **Reporting**

The consultant shall report to the President of the University on a monthly basis on the progress made.

### **Payments**

Payments shall be made on monthly basis upon submission of the report satisfactory to the University and the time sheet in the prescribed format.

### **Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

### **Qualifications and Experience of the Key Expert**

- PhD in relevant subjects.
- Post-doctoral experience preferable.
- At least five years of professional experience.
- Publications in peer reviewed journals. At least h-index of 3 and citations of 50 in Google Scholar.
- Evidence of understanding of macro-picture issues.
- Impeccable honesty and integrity.
- Research aptitude.
- Inclination to pursue academic career.

### **Selection Criteria**

The consultant shall be selected following Selection based on Rule 72 of the Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference and Scope of Services**  
**Soil Science Consultant**  
**Contract ID: MBUST/CS/10/2080/81**

**Background**

Madan Bhandari University of Science and Technology, envisioned as a world-class university, was established in August 2022. Consistent with the aim of the University to directly contribute to the economic development of the country through the development of new knowledge and technology, it is engaged in selected areas of economy with a significant potential for economic development. The selected sectors are hydropower and energy; tourism infrastructure; digital technology; forest biomaterials and organic agriculture and food.

The University is planning to enroll a small number of students in PhD and research-based master's programs towards the end of 2023. For this purpose, the university is planning to prepare research topics/areas for students, set up laboratories, hire faculty and identify collaborating universities and professor relevant to selected research areas.

The University has adopted the strategy of aligning research and academic programs with the real-life problems of the industry/entrepreneurs. To make significant impact on the growth of the economy through the production of new technology, the University plans to get engaged in research throughout the value chain in partnership with appropriate professors/researchers and universities.

The University is preparing to offer Master's and PhD programs in Forest Biomaterials Science and Engineering, Organic Agriculture, Tourism Science and Engineering, Artificial Intelligence and Data Science. All programs will be delivered through a multi-disciplinary approach. Inputs from a soil scientist will be required for a number of programs and especially for Organic Agriculture and Forest Biomaterials programs. A consultant is required for preparation and delivery of the programs. The consultant will work in close cooperation with the Honorary Chair for Forest Biomaterials Science and Engineering, other members of the team engaged in the preparation the above programs and other experts at the University.

**Scope of Work**

1. To develop detailed curriculum and teaching materials for at least 3 courses – core/technical elective/non-credit - for the above programs.
2. To identify Master's student research projects relevant to the above programs.
3. To prepare a two-page write up for four research projects.
4. To write and submit research grant applications.
5. To supervise at least 2 MSc project students.
6. To write and submit research grant applications in above areas.

7. To be actively engaged in research in relevant areas.
8. To be engaged in preparation and commissioning of laboratories for Forest Biomaterials and Organic Agriculture Programs.
9. To run a seminar group in a relevant area.
10. To provide cross support to other university teams
11. To participate in and contribute to institutional development activities

### **Duration of Service**

This is a time-based contract. The consultant shall provide services for 250 person-days commencing from October 18, 2023 and continuing through October 17, 2024 or any other period as may be subsequently agreed by the parties in writing.

### **Expected Outputs**

Reports on each task outlined in the TOR.

### **Reporting**

The consultant shall report to the President of the University on a monthly basis on the progress made.

### **Payments**

Payments shall be made on monthly basis upon submission of the report satisfactory to the University and the time sheet in the prescribed format.

### **Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

### **Qualifications and Experience of the Key Expert**

- PhD in relevant subjects.
- Post-doctoral experience preferable.
- At least five years of professional experience.
- Publications in peer reviewed journals. At least h-index of 3 and citations of 50 in Google Scholar.
- Evidence of understanding of macro-picture issues.
- Impeccable honesty and integrity.
- Research aptitude.
- Inclination to pursue academic career.

### **Selection Criteria**

The consultant shall be selected following Selection based on Rule 72 of the Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference for the Consulting Services**  
**Administrative Management Consultant**  
Contract ID No.: MBUST/CS/11/2080/81

**Background**

Madan Bhandari University of Science and Technology (MBUST) is a new university established on August 3, 2022. This university is envisioned as a world-class university designed to support Nepal in attaining peoples' aspirations for prosperity. To attain this vision an institution with compatible set of values would need to be developed. The University will leave no stone unturned to build an institution dedicated to the vision by evaluating its staff solely based on their competence and keeping it free from corruption, nepotism favoritism and discrimination based on gender, religion, ethnicity and political preferences. The MBUST will strive to build absolute accountability and would not tolerate corruption.

The MBUST is planning to hire an administrative management consultant. Consistent with the above goal it aims at hiring an individual with impeccable integrity and a track record of high performance. As the University is still a small organization the consultant will have to be able to execute multiple functions.

**Scope of Work**

- To manage procurement of goods, works and services under the guidance of the procurement specialist.
- To scientifically manage office documentation so that they are secured and easily retrievable.
- To manage office inventory.
- To establish and enforce office procedures and policies.
- To oversee office website.
- To manage communication within the office and outside.
- To assist the Administration Chief as required.
- Other tasks as assigned by the President.

**Reporting**

The consultant shall report to the President of the University.

**Duration of Service**

The Consultant shall be hired for about 250 working days from October 18, 2023 to October 17, 2024 or any other period as agreed. The contract may be extended if required at the existing remuneration rate.

### **Deliverables**

Monthly reporting of tasks accomplished.

### **Payments**

Payment shall be made on a monthly basis.

### **Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

### **Qualifications of consultants**

- At least bachelors of business studies or relevant subjects.
- At least one year of professional experience.
- Served at the position Administrative Officer or equivalent.
- Experience of financial management preferred.
- Experience of procurement preferred.
- Excellent track record of on-the-job performance.
- Superior IT skills.
- Good interpersonal skills.
- Good English and Nepali writing and verbal skills.
- Reference from an immediate supervisor based on concrete examples of superior performance.

### **Selection Criteria**

The consultant shall be selected following Selection based on Direct Procurement Method set forth in Public Procurement Act, 2007 and Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

**Madan Bhandari University of Science and Technology**  
**Terms of Reference for the Consulting Services**  
**Financial Management Consultant**  
**Contract ID No.: MBUST/CS/12/2080/81**

**Background**

Madan Bhandari University of Science and Technology (MBUST) is a new university established on August 3, 2022. This university is envisioned as a world-class university designed to support Nepal in attaining peoples' aspirations for prosperity. To attain this vision an institution with compatible set of values would need to be developed. The University will leave no stone unturned to build an institution dedicated to the vision by evaluating its staff solely based on their competence and keeping it free from corruption, nepotism favoritism and discrimination based on gender, religion, ethnicity and political preferences. The MBUST will strive to build absolute accountability and would not tolerate corruption.

The MBUST is planning to hire a financial management consultant. Consistent with the above goal it aims at hiring an individual with impeccable integrity and a track record of high performance. As the University is still a small organization the consultant will have to be able to execute multiple functions.

**Scope of Work**

- To keep books of account and perform all work associated with it manually as well as using software.
- To monitor timely completion of financial transactions as per the service standards.
- To prepare financial reports.
- To assist in addressing irregularities pointed out by the AGO.
- To provide cross support to administration
- To provide other services as required.

**Reporting**

The consultant shall report to the President of the University.

**Duration of Service**

The Consultant shall be hired for about 250 working days from October 18, 2023 to October 17, 2024 or any other period as agreed. The contract may be extended if required at the existing remuneration rate.

**Payments**

Payment shall be made on a monthly basis.

**Eligibility requirement**

The consulting firm or other eligible institution must be registered in the VAT/PAN in the concerned revenue office and must have tax clearance certificate of Fiscal Year 2078/079.

**Qualifications of consultants**

- At least bachelor's degree in relevant subjects.
- At least one year of professional experience in accounting/financial management.
- Served at the position Accounts Officer or equivalent.
- Experience of administration management preferred.
- Experience of procurement preferred.
- Excellent track record of on-the-job performance.
- Superior IT skills.
- Good interpersonal skills.
- Good English and Nepali writing and verbal skills.
- Reference from an immediate supervisor based on concrete examples of superior performance.

**Selection Criteria**

The consultant shall be selected following Selection based on Direct Procurement Method set forth in Public Procurement Act, 2007 and Public Procurement Regulations, 2007 on the basis of consultant's qualification, experiences and capability to carry out the assignment.

मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय  
चित्लाङ्ग, थाहा नगरपालिका वडा ९  
कार्यालय सहयोगीको कार्यक्षेत्रगत शर्तहरू र कार्य विवरण

### पृष्ठभूमि

श्रावण १८, २०७९ मा मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय स्थापना भएको । विश्वविद्यालयको कार्यालयको दैनिक कार्यमा सघाउ पुऱ्याउने हेतुले कार्यालय सहयोगीको आवश्यकता भएकोले सेवा करारमा नियुक्ति गर्न यो कार्यक्षेत्रगत शर्तहरू तयार गरिएको छ ।

### उद्देश्य

यस सेवाको उद्देश्य यस विश्वविद्यालयको कार्यालयको दैनिक कार्यमा सघाउ पुऱ्याउने हो ।

### कार्यक्षेत्रहरू

- कार्यालय समय भन्दा आठ घण्टा अगाडि कार्यालय खोल्ने र कार्यालय समय पछि कार्यालय बन्द गर्ने ।
- आवश्यकता अनुसार कार्यालय कक्ष (शौचालय लगायत) सरसफाई गर्ने ।
- कार्यालयमा उपलब्ध चिया, पानी तथा नास्ता कर्मचारी तथा आगन्तुकका लागि व्यवस्था गर्ने ।
- कार्यालयको कागजपत्र दर्ता तथा चलानी गर्ने ।
- कार्यालयका अन्य कर्मचारीको अनुरोध बमोजिम कार्यालयको अन्य कार्यमा सहयोग पुऱ्याउने ।
- कार्यालयको सामान ओसार पसार गर्ने ।
- चिठी पत्र पुऱ्याउने ।
- बिजुली, पानी र टेलिफोन महशूल तिर्ने ।
- आवश्यकता बमोजिम अन्य काम गर्ने ।

### कार्य प्रारम्भ मिति, समय र अवधि

सेवा प्रदायकले मंसिर १, २०८० देखि कार्तिक ३०, २०८१ को अवधि भित्र करीब २५० कार्य दिन काम गर्नु पर्नेछ । आवश्यकता अनुसार मौजुदा दैनिक दररेटमा करार अवधि थप गर्न सकिने ।

### **सेवा प्रदायकका दायित्वहरु**

कार्यक्षेत्रगत शर्त र कार्यविवरण अनुसार दोस्रो पक्षले स्तरीय र पेशागत मापदण्ड, गुणस्तर, छिटो छरितो तथा कार्यालय र कार्यालयको सेवाग्राहीहरु प्रति उत्तरदायी र जवाफदेहीपूर्ण भई सम्भौता बमोजिम कार्य सम्पादन गर्नु पर्नेछ ।

सेवा प्रदायकले कार्यालय सहयोगीको सेवा प्रदान गर्दा श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालयको मिति २०७५ असोज १९ गतेको नेपाल राजपत्रमा प्रकाशित भए बमोजिमका शर्तहरु पालना गर्नु पर्नेछ । सेवा प्रदायकले करारमा तोकिए बमोजिमको पारिश्रमिक सुविधा कार्यालय सहयोगीलाई अनिवार्य रुपमा दिनु पर्नेछ ।

### **कानूनी ग्राह्यता:**

सेवा प्रदायक संस्था वा व्यक्ति सम्बन्धित आन्तरिक राजस्व कार्यालयबाट प्यान (PAN/VAT) मा दर्ता प्रमाणपत्र लिएको, आ.व. २०७८।०७९ को कर चुक्ता प्रमाणपत्र लिएको र कार्यालय सहयोगीको सेवा प्रदान गर्न श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय र विभागबाट अनुमति प्राप्त गरेको हुनु पर्नेछ ।

### **छनौट विधि**

सार्वजनिक खरिद ऐन, २०६३ र सार्वजनिक खरिद नियमावली, २०६४ बमोजिम योग्यता, अनुभव र कार्यक्षमताको आधारमा सेवा प्रदायकको नियुक्ति गरिनेछ ।

## Annex 2

मिति:

श्री मदन भण्डारी विज्ञान तथा प्रविधि विश्वविद्यालय  
चित्लाङ्ग, थाहा नगरपालिका, वडा नं. ९

विषय: मौजुदा सूचीमा दर्ता गरी पाँउ ।

महोदय,

सार्वजनिक खरिद नियमावली, २०६४ को नियम १८ को उपनियम (१) बमोजिम तपसिलमा उल्लिखित विवरण अनुसारको पुष्ट्याई गर्ने कागजात संलग्न गरी मौजुदा सूचीमा दर्ता हुन यो निवेदन पेश गरेको छु ।

तपसिल:

१. मौजुदा सूचीको लागि निवेदन दिने व्यक्ति, संस्था, आपूर्तिकर्ता, निर्माण व्यवसायी, परामर्शदाता वा सेवा प्रदायकको विवरण:			
(क) नाम:			(ख) ठेगाना:
(ग) पत्राचार गर्ने ठेगाना:			(घ) मुख्य व्यक्तिको नाम:
(ङ) टेलिफोन नं.			(च) मोवाईल नं.
२. मौजुदा सूचीमा दर्ता हुनको लागि निम्न बमोजिमको प्रमाणपत्र संलग्न गर्नु होला ।			
(क) संस्था वा फर्म दर्ताको प्रमाणपत्र छ	<input type="checkbox"/>	छैन	<input type="checkbox"/>
(ख) नविकरण गरिएको छ	<input type="checkbox"/>	छैन	<input type="checkbox"/>
(ग) मूल्य अभिवृद्धि कर वा स्थायी लेखा नम्बरदर्ताको प्रमाणपत्र छ	<input type="checkbox"/>	छैन	<input type="checkbox"/>
(घ) कर चुक्ताको प्रमाणपत्र छ	<input type="checkbox"/>	छैन	<input type="checkbox"/>
(ङ) कुन खरिदको लागि मौजुदा सूचीमा दर्ता हुन निवेदन दिने हो, सो कामको लागि ईजाजतपत्र आवश्यक पर्ने भएमा सोको प्रतिलिपि छ	<input type="checkbox"/>		<input type="checkbox"/>
३. सार्वजनिक निकायबाट हुने खरिदको लागि दर्ता हुन चाहेको खरिदको प्रकृतिको विवरण:			
(क) मालसामान आपूर्ति: मालसामानको प्रकृति समेत उल्लेख गर्ने		(ख) निर्माण कार्य	

(ग) परामर्श सेवा: परामर्श सेवाको प्रकृति समेत उल्लेख गर्ने		(घ) अन्य सेवा: (अन्य सेवाको प्रकृति समेत उल्लेख गर्ने	
निवेदन दिएको मिति:	फर्मको छाप:	निवेदकको नाम: हस्ताक्षर:	