Government of Nepal
Ministry of Education and Sports
Department of Education
Sanothimi, Bhaktapur

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION)

NEPAL
Nepal Safer Schools Project (NSSP) — Project Preparation
Grant No.: IDA E758-NP (Preparation Grant for Nepal Safer Schools Project)

Assignment Title: Database Management Specialist (Individual Consultant)
Reference No. (as per Procurement Plan): NP-CLPIU EDU-578156-CS-INDV
Date of Publication: 7 November 2026 (2083/07/21 BS)

The Government of Nepal has received financing from the World Bank (International Development Association) toward the cost of the Preparation Grant for Nepal Safer Schools Project (IDA Grant No. E758-NP, under the Grant Facility for Project Preparation), and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include designing, administering and safeguarding the national school infrastructure database in line with the Data Dictionary and EMIS/IEMIS coding standards, including access control, encryption, logging, backup/recovery, database-level validation and quality checks, and supporting its integration with IEMIS, GIS and the digital field application. The estimated level of effort is 9 person-months (198 working days), including approximately 15 days of travel outside Kathmandu Valley, on an intermittent basis over the period December 2026 to 15 July 2027, based at the Department of Education, Sanothimi, Bhaktapur. The assignment is expected to start in December 2026.

The detailed Terms of Reference (TOR) for the assignment (Annex 1) is attached to this request for expressions of interest, and can also be found at the following websites: www.cehrd.gov.np / www.moe.piu.gov.np.

The Department of Education (DOE), Ministry of Education and Sports, now invites eligible individual consultants ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services, including a cover letter, a detailed curriculum vitae, and copies of academic certificates and experience

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documents, together with a list of comparable assignments stating the client, period, the applicant's role and a referee who can confirm each.

The attention of interested Consultants is drawn to Section III, paragraphs 3.14, 3.16 and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" September 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

The Consultant will be selected on the basis of qualifications and relevant experience. The procurement process will be in accordance with the Individual Consultant Selection (Open – National) method set out in the World Bank's Procurement Regulations.

Further information can be obtained at the address below during office hours, 09:00 to 16:00 hours (Nepal Standard Time), on Government working days.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail) by 12:00 hours (Nepal Standard Time) on 25 November 2026 (2083/08/09 BS).

Department of Education (DOE)
Attn: SDE Ashok Adhikari, Section Chief, Project Infrastructure Development Section (PIDS), Department of Education
Sanothimi, Bhaktapur, Nepal
Tel: +977-9851422340
Website: www.cehrd.gov.np / www.moe.piu.gov.np

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ANNEX 1: TERMS OF REFERENCE

Database Management Specialist- Individual Consultant

Project	Nepal Safer Schools Project — National School Infrastructure Assessment for Safer Schools in Nepal
Implementing Agency	Ministry of Education and Sports (MoES) through Department of Education (DoE)
Financing	World Bank Grant Facility for Project Preparation (GFPP) Grant
Procurement Plan Activity Ref.	NP-CLPIU EDU-578156-CS-INDV
Position	Individual Consultant — Database Management Specialist
Market Approach	Open-National
Duty Station	Department of Education, Bhaktapur, with travel to program districts as required
Reports To	Deputy Director General / Senior Divisional Engineer, Department of Education
Selection Method	Individual Consultant Selection, following an open national request for expressions of interest, in accordance with the World Bank's Procurement Regulations for IPF Borrowers, Seventh Edition, September 2025.

1. Background and Context

The Government of Nepal, with support from the World Bank, is preparing a project to improve the safety and disaster resilience of selected existing school infrastructure and strengthen institutional systems for long-term, risk-informed planning and implementation of school infrastructure investments.

The project is aligned with Nepal's 16th Development Plan, School Education Sector Plan (SESP), Education in Emergencies and Crisis, School Physical Infrastructure Development and School Safety priorities. It will utilize Rapid Visual Screening (RVS), disaster-risk information, demographic and school-network analysis, and Integrated Education Management Information System (IEMIS) data to support evidence-based investment prioritization.

The project will comprise three major components: (1) Site Assessment and Technical Studies; (2) Strengthening Institutional Readiness; and (3) Project Management and Capacity Building.

The assignment supports the Three-Tier Assessment System comprising: Level-1 — a rapid, digital, risk-informed baseline assessment of all public schools; Level-2 — detailed technical assessment (structural, geotechnical, multi-hazard) of high-risk or priority schools identified through Level-1; and Level-3 — site master planning, technical design, cost estimation and investment/procurement readiness for priority schools.

2. Objectives of the Assignment

The objective of this assignment is for the Database Management Specialist to design, administer and safeguard the national school infrastructure database, and to support its integration with IEMIS, GIS and the digital field application.

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Key focus of the assignment: Database design, data integrity and backup, security management, and system integration support.

3. Scope of Work

Under the overall guidance of the Team Lead/Coordinator, Team 3, the Consultant shall carry out the following tasks, including but not limited to:

3.1 Database Design and Standards

- Support the Team Lead in designing the national school infrastructure database schema, aligned with the agreed Data Dictionary and EMIS/IEMIS coding standards, in consultation with the IEMIS, GIS, and Developer Specialists.

3.2 Database Administration

- Administer and maintain the database (school/building records, assessment data, GIS attributes), ensuring data integrity, indexing and performance optimization.

3.3 Security and System Integration

- Implement database access-control, encryption and logging in line with the data security protocol prepared by the Cybersecurity Specialist, to protect school and personal data.
- Support integration of the database with IEMIS, GIS and the digital field application for reliable data flow between systems.

3.4 Quality Assurance Support

- Support data validation and quality checks on incoming assessment data prior to consolidation into the national database.
- Implement database-level validation (constraints, referential integrity, duplicate detection on school and building IDs) as part of the data quality framework led by the Data Analyst, and perform quality checks on incoming assessment data prior to consolidation into the national database.
- Report data quality exceptions to the Data Analyst and the relevant domain QA owner (GIS for spatial data, IEMIS for education fields).

4. Deliverables and Reporting Schedule

No.	Deliverable	Indicative Timeline
1	Individual work plan, aligned with the Team 3 integrated work plan	Within 2 weeks of commencement
2	Database schema and design document, aligned with the Data Dictionary	Within 6 weeks
3	Operational, maintained and backed-up national school infrastructure database	Ongoing, per approved work plan
4	Monthly progress report to the Team Lead	Monthly
5	Database documentation and handover note	End of assignment

5. Reporting Arrangements

The Consultant shall work under the direct technical supervision and coordination of the Team Lead/Coordinator, Team 3, and shall report to the Deputy Director General / Senior Divisional Engineer, Department of Education. The Consultant shall coordinate closely with other members of Team 3 and, as required, with the other three thematic Technical Teams to ensure integrated, consistent assessment outputs. The Consultant shall submit periodic progress reports summarizing work completed, technical findings, planned activities, and any issues or risks requiring attention.

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6. Duration and Level of Effort

The assignment is expected to commence in November 2026 and continue until 15 July 2027, covering the required activities within Government of Nepal fiscal year 2083/84, aligned with the Team 3 integrated work plan. The total level of effort for the Database Management Specialist is estimated at 9 person-months (198 days with requirement of travel outside Kathmandu Valley for project related activities for approximately 15 days), which may be adjusted within the overall assignment period to meet key milestones.

7. Qualifications and Experience

Education: Bachelor's degree in Computer Engineering, Computer Science, Information Technology or a closely related field. A Master's degree is an advantage.

Minimum Professional Experience (required):

- Minimum 3 years of relevant professional experience in database design and administration, including at least one production database with a high volume of records and concurrent users.
- Demonstrated experience in data integrity, backup/recovery and database security management, including restore testing.
- Demonstrated experience with relational databases and with data modelling, normalization, indexing and query tuning.
- Experience in data migration, ETL processes and data quality rules (constraints, referential integrity, duplicate detection).
- Knowledge of database access control, encryption and audit logging.

Advantage: Experience integrating databases with GIS, IEMIS or other government information systems.

General Requirements:

- Excellent written and spoken English and Nepali.
- Applicants shall list comparable assignments, stating the client, period, the applicant's role and a referee who can confirm it.
- No conflict of interest with any current or anticipated bidder, contractor, or consultant under the Project.

8. Selection Method

The Individual Consultant shall be selected on the basis of qualifications and experience, following the Open – National market approach as approved in the Procurement Plan. The selection will be based in accordance with Individual Consultant Selection method, set out in the World Bank's Procurement Regulations for IPF Borrowers (Seventh Edition, September 2025).

9. Code of Conduct and Conflict of Interest

The Consultant shall perform the assignment with the highest standards of professional integrity, impartiality and accountability, with primary consideration for the safety, dignity and well-being of school children and other users of school facilities. The Consultant shall maintain confidentiality of all school, assessment and personal information obtained during the assignment and shall not disclose or use such information for unauthorized purposes. The Consultant shall avoid any actual, potential or perceived conflict of interest and shall immediately disclose any such conflict to the Department of Education. The Consultant shall comply with applicable Government of Nepal requirements and the Department of Education's Code of Conduct.

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10. Facilities to be Provided by the Department of Education

The Department of Education will provide the Consultant with appropriate office space and access to relevant project documents, information and institutional resources required for effective performance of the assignment, including access to relevant IEMIS facilities and systems. The Department will facilitate coordination and communication with relevant divisions, government agencies and stakeholders, and will provide or facilitate access to internet connectivity and reasonable office equipment, survey/testing devices and accessories required for the assigned tasks.

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